

केन्द्रीय विद्यालय नं.1, एच.ई.सी. राँची  
एच.ई.सी. सेक्टर 2, धुर्वा, राँची  
राँची - 834004 (झारखण्ड )

KENDRIYA VIDYALAYA NO.1, HEC, RANCHI

"H.E.C.SECTOR- 2, DHURWA, RANCHI,

RANCHI – 834004 (JHARKHAND)

EMAIL: rankvhec@gmail.com

Website: <https://hecranchi.kvs.ac.in>



**TENDER DOCUMENT**

**SECURITY SERVICES &  
CONSERVENCY  
2023-24**

## **GEM BID NOTICE**

E-Tenders are invited from eligible Security agencies having experience of handling the Security Services work in reputed organizations preferably in Government or Public Sector for at least five years and providing Certificate of Satisfactory Performance from such clients to be enclosed.

Bidders have to deposit the Earnest Money Deposit (EMD) of requisite amount, if applicable, as per bid details on GEM portal in the form of Demand Draft drawn in favour of "K.V.NO.1, HEC, RANCHI **V.V.N ACCOUNT**" payable **at RANCHI**.

The interested bidders should upload duly filled signed Bid form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bids duly signed on the GEM portal within the stipulated / last date of BID.

Bid Documents are also available for viewing on the website of Kendriya Vidyalaya Koderma i.e. <https://hecranchi.kvs.ac.in>

**KENDRIYA VIDYALAYA, NO.1, HEC, RANCHI**  
**“HEC SECTOR – 2, DHURWA, RANCHI - 834004**

No. F.40029/KVHECRANCHI/2022-23/1181/

Dated: 21/10/2023

**ISSUED FROM 22/10/2023 TO 03/11/2023 on GeM portal**

**TENDER DOCUMENT**

Sub **Inviting Bid on GeM Portal for engaging Service Provider Firm for providing Manpower (Security Guard and Conservancy like Cleaning/Sweeping etc) through service contract.**

Sir/Madam,

The Kendriya Vidyalaya No.1, HEC, Ranchi (Jharkhand), a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees, among others.

2. Competitive Bids are invited on GeM portal by the **KENDRIYA VIDYALAYA, NO.1, HEC RANCHI** from the reputed registered Consultant / Service Provider Firms for providing Manpower through service contract initially for a period of 01 (One) year with effect from 01/12/2023 (1<sup>st</sup> Dec. 2023) which is likely to be extended for further one year based on the services rendered during the initial period, as indicated below.

S.No.	Category of Manpower	Nos	Minimum qualifications or /experience	Timings
1.	<b>Watch &amp; Ward (Security Guard)</b>	03	Middle Standard	<b>1. 06.00 am to 2.00 pm 2. 2.00 pm to 10.00 pm 3. 10.00 pm to 6.00 am</b>
2	<b>Sweeper &amp; Cleaning</b>	03	Middle Standard (50% of total staff should be ladies)	<b>From 7.00 am to 11.40 am and 12.10 pm to 3.30 pm</b>
3	<b>Gardner (Mali)</b>	01	Middle Standard	<b>From 7.00 am to 11.40 am and 12.10 pm to 3.30 pm</b>

\*The requirement of manpower may increase or decrease depending upon actual requirement by the Vidyalaya

**An outline of tasks to be carried by the deferent category of manpower provided is detailed as under.**

S.No.	Category of Manpower	Responsibility
1.	Watch & Ward (Security Guard)	Duties all the days including Holiday and round the clock of school building and its premises.
2	Sweeper	All the days except Sunday. Cleaning of school building, Toilet, Class Rooms including dusting of Desk, Bench, Table, Chairs etc.

3	Gardner	All the days except Sunday. Gardening of School Garden, Beautification of school building etc.
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### 3. Quoted Price

- (a) The Bidder shall quote unit rate per month (26 days) which shall comprise of **monthly remuneration, OTA rate, EPF, ESI & other statutory costs and service Charges (including profit and administrative charges) in the format of quotation only attached (Annexure-A enclosed)**
- (b) **If the firm quotes NIL charges over & above minimum wages, the bid documents shall be treated as unresponsive and will not be considered.**
- (c) **The Service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.**
- (d) Hourly rate of OTA should not exceed **monthly remuneration  
30X8**
- (e) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if mended.
- (f) **Correction if any shall be made by crossing out, initialing, dating and rewriting only will be accepted.**
- (g) Submission of EMD is exempted for all including MSME/SSI/Udhyog Aadhar Registered firms if documentary proof has been uploaded.
- (h) The selected firm must furnish **Performance Security** in the form of an Account Payee Demand Draft, Banker's Cheque or Transfer to a/c through NEFT/RTGS for an amount **of 10% of tender value for 12 months (lumpsum)** valid for 60 days beyond the date of completion of all contractual obligations from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (i) **Telex or Facsimile Bids are not acceptable.**

4. Each Bidder must submit only one Bid.

### 5. Validity of Bid:

The Bid shall remain for a period not less than 90 days after the deadline fixed for submission of Bids.

### 6. Terms and Conditions:

- (a) The remuneration shall be disbursed through cheque/NEFT.

- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees account provided to the Kendriya Vidyalaya, HEC, Ranchi as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the Kendriya Vidyalaya, HEC, Ranchi supported with the following documents: -
- (i) **Details of disbursement made to the staff furnishing bank details for each payment.**
- (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax. Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice.
- (d) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contact.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- (f) The normal office hours of KVS is from 07.00 AM to 3.00 PM six days from Monday to Saturday. However, KVS reserves the right to request the services on Sunday/Holiday/beyond office hours. The Contracting agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Sunday/Holiday/beyond office hours. However, overtime hours in a month will not exceed 54 hours.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:
- Total Monthly Remuneration = Monthly remuneration – A1
- where A1 =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$
- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KV, No.1, HEC, Ranchi. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No conveyance or any other charges will be paid by Kendriya Vidyalaya, No.1, HEC, Ranchi. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence/unsuitability for KVS shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the KV, No.1, HEC, Ranchi as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (j) In case of any loss, theft/sabotage caused by attributable to the personnel deployed, the KVS reserves the right to claim and recover damages from Contracting Agency.
- (k) The characters & antecedents of the Candidates/Manpower provided by the Contracting Agency should be verified.

## 7. **Evaluation of Bid:**

The indenter will evaluate and compare the Bids determined to be substantially

responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not attached:
  - (a) (i) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature i.e working in CBSE affiliate Govt. Schools and magnitude in the last 5 (Five) years. (ii) Include affidavit that not black listed by any govt. organization on legal paper.
  - (b) Audited Balance Sheet & Profit and Loss Account.
  - (c) List of clienteles during last 5 years along with cost of assignment.
  - (d) PAN No. and Current IT clearance certificate.
  - (e) Attested copy of proof of EPF registration.
  - (f) Attested copy of proof of ESI registration.
  - (g) Attested copy of proof of Jharkhand GST Registration.
  - (h) Attested Copy of license under **(PASARA Act.) Private Security Agency Regulation Act. 2005 obtained from Jharkhand DGP for running the business of private security agencies operating in the Jharkhand and JHARKHAND PASARA should be enforce till the currency of contract and must be shown on jhpolice.gov.in portal.**
  - (i) **It is mandatory for the Contracting agency to submit/upload the attested copy of Valid registration certificate obtained from the competent department of Jharkhand /Central Govt. for deploying Security Guard and Conservancy Works, failing which the bid will be treated as disqualified/non-responsive.**
  - (j) List of Clienteles during last 5 years along with cost of assignment.
  - (h) Remuneration of staff quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, in the Govt. of INDIA shall render the Bid disqualified for evaluation. **Also, the rates for service charges/profit are quoted as NIL the bid will be treated unresponsive.**
  - (J) The evaluation will be done based on total for all the items listed at 8 only in the Financial Bid. Indenting Office will award the contract to the lowest evaluated responsive bidder.
  - (K) **Bidder Office location must be in Jharkhand on basis of valid paper.**
  - (L) **In Case of Tie in the L1 Vendor/ Service provider the decision of Chairman, VMC/ DC, KVS RO will be binding. Preference will be given to the firms working in Kendriya Vidyalaya least 3 years.**

## 8. Award of Contract:

- (a) The Indenter will award the contract to the bidder whose Bid has been Determined to be substantially responsive and who has offered the lowest price as per Para 7.
- (b) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 1 above.
- (c) The indenter prior to the expiration of the Bid validity period will notify

the bidder whose Bid is accepted for the award of contact. The terms of the accepted offer shall be incorporated in the contract.

- (d) Not with standing the above, the Indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all bids at any time prior to the award of the contract.

(e) **RECOVERY**- Kendriya Vidyalaya No.1, HEC Ranchi shall have right to impose cash penalty on the agency or deduct such amount from its Performance security deposit in case of Kendriya Vidyalaya No.1, HEC, Ranchi being put to any financial loss directly or indirectly by any act of commission on the part of agency.

(f) **Notice of Termination of Contract: - The Contract can be terminated without assigning any reason giving prior one month notice in writing.**

9. **Last date and time of receipt of Bids**

You are requested to submit the bid for providing Security Guard and Conservancy worker in Kendriya Vidyalaya No.1, HEC Ranchi on GeM Portal till **01/12/2023**.

**10. Opening of Bid:**

**Bid will be opened in the presence of nominated authority by Chairman and Vidyalaya tender Committee notified for this purpose after last date and time of submission of Bid on GeM Portal.**

(MRS ANITA)  
PRINCIPAL  
For and On behalf of the  
Kendriya Vidyalaya NO.1, HEC Ranchi

Encl : Format of Bids (TECHNICAL AND FINANCIAL BID)

## Annexure - A

<b>PERFORMA FOR TECHNICAL BID – GARDNER/CONSERVANCY/SECURITY SERVICES</b>		
1	<b>Name of Agency</b>	
2	<b>Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)</b>	
3	Full Address of <b>Registered Office</b> Telephone No.  FAX No.  E-Mail Address	
4	Full address of Operating/ Branch Office in Ranchi Telephone No. FAX No. E-Mail Address	
5	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last three years 2020-21 to 2022-23) Telephone Number of Banker	
6	Registration No. / License No. of the Agency (attach attested copy of the Registration)	
7	GST Registration No. (attach attested copy of the Registration)	
8	PAN No. of the Agency (attach copy of card)	
9	Details of major contracts handled in last 03 (three years) with government bodies/ KVS	
10	Self- certificate for non-blacklisting and Declaration	
11	Total No's of employees in the Agency	
12	Annual Turnover 2020-21 2021-22 2022-23	<b>Rs.</b> <b>Rs.</b> <b>Rs.</b>
13	Total Number of Working Experience in Years	
14	Tax Audit Report 2020-21 2021-22 2022-23	_____ _____ _____
15	Attested Copy of License obtained from Govt of Jharkhand under PSARA Act to run private security agency (attach a copy)	

Signature of authorized person.....



**Date:**.....

**Place:**.....

**Name:**.....

**Seal:**.....

<b>DETAILS OF CONTRACTS FOR PAST FIVE YEARS</b>
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DETAILS OF MAJOR CONTRACTS WITH KVS/CENTRAL GOVERNMENT/AUTONOMOUS BODY/ STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING SECURITY/**CONSERVANCY/ HOUSE KEEPING / GARDENING SERVICES** DURING THE LAST THREE YEARS IN THE FOLLOWING FORMAT

(Attested copies of the last three years work award may be enclosed)

S. No.	Details of client along with address, telephone and FAX No.	Amount of Contract (Lakh per year)	Duration of Contract	
			From (date)	To (date)
1				
2				
3				
4				
5				

(If the space provided is insufficient, a **separate** sheet may be attached)

Date: .....

Place.....

Signature of Proprietor/authorized signatory.....

Name:.....

Seal .....

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

*Annexure-C*

**Ref: F. No.....**

**Date:.....**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/S.....

.....

(name & address of Agency/firm) is neither blacklisted by any Government Department/

Autonomous Body/ PSU nor any criminal case is registered against the firm.

Date: .....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal .....

// TO BE FURNISHED ON THE LETTER HEAD OF THE SERVICE PROVIDER//

**Annexure-D**

**DECLARATION BY THE TENDERERS:**

I / We, hereby undertake that payment to the workers deployed by the Agency are being paid as per existing approved wages of **CENTRAL GOVERNMENT** and the Agency has been complying with all the statutory provisions in respect of the workers deployed. (Latest EPF/ESI statement attached)

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal .....

## ANNEXURE- E

## KENDRIYA VIDYALAYA NO.1, HEC, RANCHI - 834004

Name of the Bidder: \_\_\_\_\_

TABLE-A

**Manpower charges Security Guards (Un-skilled) per month (24x7 with Reliever) Area (B):**

DESCRIPTION	DESCRIPTION OF WAGES & ALLOWANCES		Amount per person per month	Total Amount per Month (Total amount at Sl.No.6 of Col.3x3 Nos.)
1	2		3	4
SECURITY GUARD	1	Minimum wages (Basic Wages+VDA) 26 days @816/-	21216	82949.76
	2	ESI @ 3.25%( on Sl.No.1)	689.52	
	3	EPF @ 13% (on Sl.No.1)	1950.00	
	4	Total cost for 26 days ( Sl.No.1+2+3+4)	23855.52	
	5	Cost of Reliever ( 04 days)	3794.40	
	6	TOTAL AMOUNT ( 4+5)	27649.92	

**SERVICE CHARGE**

DESCRIPTION (5)	SERVICE CHARGE IN TERM OF (%) (6)	Service Charge in terms of Amount in Rs. (7)	Total Amount (Inclusive of Service Charge) (8)
Service Charge On Grand Total of (Colum No.4 of Table A)			

**Note:**

- The selection of the vendor will be decided on the basis of Service Charge quoted by the bidder alongwith other parameter like minimum wages, ESI Contribution, EPF Contribution (Employer Share), GST etc. are as per statutory provision.
- The minimum wages shall be as per the structure issued from time to time by the office of the Chief Labour Commissioner (Central), Ministry of Labour & Employment, Govt. of India.

Signature of Owner/Managing Partner/Director

Full Name :

Company's Seal

Date :

Place :

**KENDRIYA VIDYALAYA NO.1, HEC RANCHI - 834004**

Name of the Bidder: \_\_\_\_\_

**TABLE-A****Manpower charges Conservancy Staff (Sweeper) per month Area (B):**

DESCRIPTION	DESCRIPTION OF WAGES & ALLOWANCES		Amount per person per month	Total Amount per Month (Total amount at Sl.No.6 of Col.3x3 Nos.)
1	2		3	4
Sweeper	1	Minimum wages (Basic Wages + VDA) 26 days @616/-	16016/-	55459.56
	2	ESI @ 3.25% ( on Sl.No.1)	520.52	
	3	EPF @ 13% (on Sl.No.1)	1950	
	4	Total cost for 26 days ( Sl.No.1+2+3)	18486.52	

**SERVICE CHARGE**

DESCRIPTION (5)	SERVICE CHARGE IN TERM OF (%) (6)	Service Charge in terms of Amount in Rs. (7)	Total Amount (Inclusive of Service Charge) (8)
Service Charge On Grand Total of (Colum No.4 of Table A)			

**Note:**

- The selection of the vendor will be decided on the basis of Service Charge quoted by the bidder along with other parameter like minimum wages, ESI Contribution, EPF Contribution (Employer Share), GST etc. are as per statutory provision.
- The minimum wages shall be as per the structure issued from time to time by the office of the Chief Labour Commissioner (Central), Ministry of Labour & Employment, Govt. of India.

Signature of Owner/Managing Partner/Director

Date :

Full Name :

Place :

Company's Seal

**KENDRIYA VIDYALAYA NO.1, HEC, RANCHI - 834004**

Name of the Bidder: \_\_\_\_\_

**TABLE-A****Manpower charges Gardner (Mali) per month Area (B):**

DESCRIPTION	DESCRIPTION OF WAGES & ALLOWANCES		Amount per person per month	Total Amount per Month (Total amount at Sl.No.6 of Col.3x2 Nos.)
1	2		3	4
Gardner (Mali)	1	Minimum wages (BasicWages+VDA) 26 days @429/-	11154/-	12966.52
	2	ESI @ 3.25%( on Sl.No.1)	362.50	
	3	EPF @ 13% (on Sl.No.1)	1450.02	
	4	Total cost for 26 days ( Sl.No.1+2+3)	12966.52	

**SERVICE CHARGE**

DESCRIPTION (5)	SERVICE CHARGE IN TERM OF (%) (6)	Service Charge in terms of Amount in Rs. (7)	Total Amount (Inclusive of Service Charge) (8)
Service Charge On Grand Total of (Colum No.4 of Table A)			

**Note:**

1. The selection of the vendor will be decided on the basis of Service Charge quoted by the bidder along with other parameter like minimum wages, ESI Contribution, EPF Contribution (Employer Share), GST etc. are as per statutory provision.
2. The minimum wages shall be as per the structure issued from time to time by the office of the Chief Labour Commissioner (Central), Ministry of Labour & Employment, Govt. of India.

Signature of Owner/Managing Partner/Director

Date :

Full Name :

Place :

Company's Seal

## CHECK LIST OF DOCUMENTS TO BE UPLOADED

<b>Sl.No</b>	<b>Document</b>	<b>Uploaded/Not Uploaded</b>
1	Tender document signed and stamped ( Terms & Conditions and Other Instructions etc.)	
2	Audited Account Statement (2020-21, 2021-22 & 2022-23)	
3	EMD	
4	Proof of Exemption Certificate if exempted from EMD	
4	Registration / Incorporation Certificate	
5	Labour License under the Contract Labour Act (1970)	
5	ESIC Registration with latest paid challan	
6	EPFO Registration with latest paid challan	
7	GST Registration	
8	PAN Number	
9	Declaration Form	
10	Technical Bid	
11	Financial Bid	
12	Satisfactory Performance Certificate from the previous Employer	