

**PM SHRI KENDRIYA VIDYALAYA, BSF, MERU CAMP,
HAZARIBAGH, JHARKHAND- 825 317**

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

Phone No. 91-06546-236842; Email: kvbsfh@gmail.com

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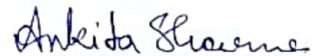
Dated:

TENDER NOTICE

E-Tenders/Bids are invited from eligible Manpower Supplying Agencies registered with GST, EPF & ESI authorities (Security Agency should also have active License of PSARA) having main Office or Branch Office in Jharkhand and having experience of handling the Security Service, Conservancy / Housekeeping Services and Gardening / Horticulture Services in organizations in Government / Public Sector undertakings / Autonomous bodies for at least three (03) years. Certificates of registrations, as above, and Satisfactory Performance certificates from such clients to be enclosed with the Bid by the bidder.

The interested bidders should upload duly filled in and signed Bid(s) along with scanned copies of all the relevant certificates, documents, etc. in support of their Technical Bids (all duly signed) on the GeM portal within the stipulated date of BID i.e. by **18.12.2023 by 02.00 PM**. The Bids which are received through post / per bearer, shall **NOT** be entertained.

Tender/Bid Documents are also available for viewing on the website of Kendriya Vidyalaya Hazaribagh (BSF) i.e. <https://bsfhazaribagh.kvs.ac.in>


Ms. ANKITA SHARMA
PRINCIPAL

Principal / प्राचार्य
केन्द्रीय विद्यालय / Kendriya Vidyalaya
एन सी बल हजारीबाग B.S.F Hazaribag
आर ७७७-२३६८४२ Jharkhand-825317



TENDER DOCUMENT

Sub: Inviting Bid for engaging Service Provider Firm for providing Manpower for Security Service, Conservancy/ Housekeeping Service, Gardening/ Horticulture service through Service Contract.

1. The Kendriya Vidyalaya, BSF, Meru Camp, Hazaribagh (Jharkhand) is a Constituent Unit of Kendriya Vidyalaya Sangathan, New Delhi, a centrally funded Autonomous Body of Ministry of Education, Govt of India and a Society registered under Societies' Registration Act, 1860. The Kendriya Vidyalaya BSF, Meru Camp, Hazaribagh (Jharkhand) implements the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees, among others.

2. Area of Building: 60702 Sq. Mtr.approx. Having approximately. 40 rooms and 10 Toilets, Staff Quarters meeting room, Conference Hall, Canteen, Corridors, Stairs, and open areas as well as enclosed surrounding areas on the ground floor.

3. The Vidyalaya invites E-tenders through GeM portal from the eligible Bidders for providing (1) Security Service, (2) Conservancy/ Housekeeping Service and (3) Gardening/ Horticulture Service on Contract basis.

4. The Bidder may inspect the location/ Campus for assessment of cost of work before submission of Bid(s). No Conveyance or any other charges will be paid by **KENDRIYA VIDYALAYA, BSF, MERU CAMP, HAZARIBAGH** for this visit.

5. The contract shall be valid for a period of 01 year from the date of awarding of the Contract, which can be extended for such period as may be decided by the KV, BSF Meru Camp, Hazaribagh authority, but not more than 01 year after review of performance of services of Contractor and his staff.

6. The contract can be short closed on account of unsatisfactory services upon performance review by the Authority of Kendriya Vidyalaya, BSF, Meru Camp, Hazaribagh. The unsatisfactory service shall mean and include non-compliance and non-fulfillment of any of the contractual obligations by the Service Provider and or poor performance and violation of terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by Kendriya Vidyalaya, BSF, Meru Camp, Hazaribagh.

7. By virtue of this agreement, no relationship will be created between the STAFF / Workers/ Employees of Contractor and Kendriya Vidyalaya, BSF, Meru Camp, Hazaribagh/ KVS.

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8. The agreement can be terminated earlier by giving ONE month's written notice by Kendriya Vidyalaya, BSF, Meru Camp, Hazaribagh and TWO months' notice by Service Provider without assigning any reason. However, the decision of the Vidyalaya authority shall be binding on the Service Provider. No claims for compensation of loss / revenues due to such decision shall be entertained by KV, BSF, Meru Camp, Hazaribagh.


9. Labour Regulations: The Contractor shall comply with all Labour Laws and regulations in force. The contractor shall also abide by and comply with the provisions of the Child Labour (Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act 1947, EPF Act, ESI Act or the modifications thereof or any other laws relating thereto and the rules made there-under from time to time. The Contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees/staff/workers and compensation and other benefits/ risks in relation to employees to be engaged by him. The Contractor shall maintain all the statutory registers, required under labour laws. The Contractor shall also produce these records on demand by **Principal, KV, BSF, Meru Camp, Hazaribagh**. If he fails to do so, his failure will be a breach of the contract and **Principal, KV, BSF, Meru Camp, Hazaribagh** may at its discretion cancel the contract without prejudice to any other action under the law and contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the acts.

10. The Contractor/Firm/Agency shall ensure that the wages to it's staff/workers will be paid by him in accordance with the **MINIMUM WAGES ACT** in force at Hazaribagh (rates fixed by the Central Labour Commissioner office / State Labour Commissioner, from time to time, whichever are higher) and other mandatory rules as in force.

The contractor shall be directly responsible for the payment of wages, which should not be less than the minimum wages, prescribed by the Central Government for the state and will include such other benefits as may be available to its employees under the relevant acts and Regulations applicable in the state. The Kendriya Vidyalaya, BSF, Meru Camp, Hazaribagh shall not entertain any such claim of the person employed by the contractor and shall not be liable for it. The payment of wages will have to be made by the Contractor to it's workers deployed at KV, BSF, Meru Camp, Hazaribagh through e-payment (NEFT/RTGS) by **5th of every month**.

Further, the Firm/Agency shall also ensure that the contribution towards the **EPF** and **ESI** in respect of each worker is being remitted to the concerned authorities, on time.

Insurance and accident risks of the workers will be the responsibility of the Contractor.


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11. The said Contractor/Firm/Agency will be solely responsible in regard to **LEGAL OBLIGATIONS** on Staff/worker employed by it and deployed in Kendriya Vidyalaya, **BSF, Meru Camp, Hazaribagh.**

12. Verification of **CHARACTER AND ANTECEDENTS** of the Staff/workers through the POLICE AUTHORITIES is mandatory and shall be the responsibility of the Contractor/firm/ Agency. A declaration on the printed letter-head of the firm, stating inter-alia that the Staff provided are of good character, duly verified by the Police authorities from security angle should be provided to the Vidyalaya immediately after award of Contract.

13. During the period of leave of any of it's Staff, the Contractor/ Service Provider shall deploy another Staff/Personnel with prior intimation to the Vidyalaya.

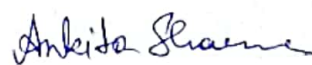
14. The Service Provider shall be responsible for complying with obligations for damages to third party by it's staff/ workers arising due to accident, etc.

15. The payment to the Agency / Service Provider will be made against running bills on monthly basis subject to services being satisfactory. **The monthly bill shall include Wages, EPF, ESI, Service Charges/Adm./Supervisory charges.** The attendance record, acquaintance, etc shall be required for processing of the payment. No payment shall be made in advance. The Service Provider shall submit the bill in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment. The service provider shall have to submit with the bill, the proof of remittance of EPF and ESI contribution to concerned authorities/ office in respect of previous month. **The TDS @2% of the bill amount shall be deducted by the KV and the TDS shall be remitted to Income Tax department, as per existing rules.** All payments shall be made to the Contractor/Firm/Agency through NEFT/RTGS only.

16. No night charges will be payable by Kendriya Vidyalaya for night duty of Security Guards.

17. The Vidyalaya shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.

18. The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of Rs 100/- to be submitted by the Service Provider and to be signed by both the parties



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19. The Firm/ Agency should have it's Office or Branch Office in **JHARKHAND**. The proof of Office/ Branch office shall have to be submitted to KV by the Contractor/ Firm/Agency.
20. The contract shall be finalized on the basis of least Service Charges (but not below **3.85 % (3% profit plus transaction charges, which are 0.85% at present)** of the total bill amount) quoted by the contractor. However, unrealistic Service Charges although quoted lowest may not be considered by the KV. **In case, service charge quoted by two or more agencies are same, the L1 will be decided on the basis of higher satisfactory experience of working in a Govt / PSU / Autonomous organizations / Kendriya Vidyalayas.**
21. The quoted rates of **SERVICE CHARGES/ ADMINISTRATIVE CHARGE** will be inclusive of all other charges viz Supervisory charges, Dresses, leave, etc and no other charges will be paid extra by the KV.
- 22. The Service Charge / Administrative Charge quoted by the Contractor/ Firm should not be less than 3.85 % (3% profit plus transaction charges, which are 0.85% at present) of the bill amount. The Bill amount shall include – Remuneration (including VDA which is revised twice in a year), EPF Contribution share of Principal employer and ESI Contribution share of Principal Employer. The KVs are presently exempted from payment of Service Tax. Hence, no payment shall be made by this Vidyalaya on this account till such time the exemption is granted by the concerned Govt authority.**
- 23. The Contractor/ Firm/Agency submitting Bid for Security Services should have a valid license (PSARA) from the appropriate authority of Central / State Govt for providing security service.**
24. In case of dispute of any kind, the Contractor/firm/Agency shall abide by the decision of the Kendriya Vidyalaya, BSF, Meru Camp, Hazaribagh. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act- 1996. The place of settlement of dispute shall be Hazaribagh. In the case of settlements of dispute is in the court, it will be in the jurisdiction of courts at **Hazaribagh / Jharkhand**.
25. Any other provision may be incorporated in the Agreement by the Vidyalaya authority. The same shall also be binding on the Service Provider/ Firm/ Agency.
26. The Contractor/ Firm/Agency should meet all the requirements as mentioned in the Tender Document.

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27. If it is found that the information/ certificates furnished by the participating firm is incorrect / wrong or bogus, the firm shall be blacklisted and it's bids will be ignored / rejected in future and Bid Security/ Performance Security forfeited.

28. **PENALTY CLAUSE:** The Kendriya Vidyalaya shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit in case the Kendriya Vidyalaya is put to any financial loss directly or indirectly by any act of omission or commission on the part of the contractor's workers.

Further, Penalty shall also be levied, for the violation of terms & conditions of the contract in the following manner: **(Amount in Rs)**

Sl. No.	Violation	Penal amount per month (Rs)			Remarks
		First instance	Second instance	Third instance	
01	Changes of Staff / Personnel without prior intimation to Principal, KV,BSF, Hazaribgh.	500/-	1000/-	1500/-	On each occasion
02	Untidy Uniform of the Staff/ Personnel	500/-	1000/-	1500/-	On each occasion.
03	Staff/ personnel found sleeping during his duty hours.	500/-	1000/-	1500/-	For each violation.
04	Non compliance of any other terms & conditions of tender/ contract	500/-	1000/-	1500/-	For each violation.

29. **Address / location of the Vidyalaya building:** Kendriya Vidyalaya, BSF, Meru Camp, Hazaribagh (Jharkhand).

30. **Manpower required:** The following manpower are to be engaged in the Vidyalaya through outsourcing of services through the Agency/firm.

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31. The Bidder may submit the bid for 01, 02 or all the 03 services, as per it's eligibility/ qualification for the concerned Bid. The details are -

S.No	Category of Manpower	No. of staff/ Persons to be engaged	Qualifications
1	Security Guard (Security Service)	03 (Male)	10 th Pass / Matriculation
2	Safaiwalas (Conservancy/ Housekeeping Service)	04 (including 1 woman)	8 th Pass
3	Gardener (Gardening / Horticulture Service)	01 (Male)	8 th pass & skilled in gardening

32. An outline of tasks to be carried out by different category of manpower provided is detailed as under

S.No	Category of Manpower	Responsibilities
01.	Security Guard	Round the clock Safety & Security of the Vidyalaya assets, students & staff on 8 hourly rotation basis by each Security Guard.
02.	Safaiwalas	Maintenance and cleanliness in Vidyalaya Building, Premises, grounds, roads and open areas.
03.	Gardeners	Maintenance & development of gardens & trees in the Campus. Plantation of new trees and other beautification related work.

33. Responsibilities / Scope of work for Security Service

- (1). The Agency shall be responsible for overall security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.
- (2). Controlling the crowds.
- (3). Protection of persons and property.
- (4). Evacuation of occupants in case of the fire or natural calamities.
- (5). Prevention of unauthorized entry of personnel including all types of outside vendors in the entire campus.
- (6). The vehicles that enter into the premises must be identified, noted in the Register and parked at designated places.
- (7). Firefighting.
- (8). The Agency staff shall work on duty and they will be deployed in three shifts i.e. **6 AM to 2 PM / 2 PM to 10 PM / 10 PM to 6 AM**. The Security guard of the previous shift will submit the attendance of the incoming Security guard within 15 minutes of the commencement of the shift to the caretaker on duty for verification. During weekly off to existing Security Staff, the Contractor shall have to make necessary arrangement of staff so that security service to KV is not affected.

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(9). **The Agency shall provide proper Uniform, whistle, and baton for the day shift Guards and five cell Torch Light and 5 ft. long stick for the staff on night duty.**

(10). The Agency shall be fully responsible for the performance and fitness on the duty of their personnel (Security Guards). For this, the Agency will have to keep close liaison with Kendriya Vidyalaya authorities, and Officer-in-charge.

(11). The Agency shall have to maintain a round-the-clock Control Room with Telephone No., Mobile No., names of persons manning the Control room in their office for any urgent communication regarding any extra-ordinary situation.

(12). The Agency shall conduct surprise visit to Vidyalaya campus and shall submit written report to the Principal, **Kendriya Vidyalaya BSF, Meru Camp, Hazaribagh** periodically at least twice a month.

(13). The agency shall provide their own communication system to their staff for the coordination with Officers/officials of the Vidyalaya.

(14). The Agency shall undertake any other work of similar nature assigned to them by the Principal from time to time.

(15). The security personnel shall watch that there are no unidentified /unclaimed /suspicious objects / persons in the buildings/premises.

(16). The security personnel shall also ensure that all the electrical equipments/ instruments/ lights and fans must be switched off at the time of closure of the Vidyalaya / office.

(17). The Security Guards must be deployed in such a way that no part of the building /premises remains unnoticed /unattended.

(18). The security personnel should not leave the point/ premises unless and until the reliever comes for shift duties.

(19). The Security Supervisor will maintain all the registers, which are kept at the main gate and other points.

(20). To check people on entry/exit base through their identity cards and maintain visitors' record.

(21). Thorough checking of incoming and outgoing material against proper Gate pass duly signed by the authorized signatory.

(22). To ensure that no hawkers, marketing persons or vendors are allowed into the campus without permission of the Principal.

(23). The Security Guards must take round of the buildings at fixed intervals.

(24). Collecting intelligence about anti-social and other subversive elements in the crowd, and also be alert in tackling the mischief – mongers trying to gain entry in the campus.

(25). The Security Guards must have the telephone numbers of the nearest Police Station, Fire Station, Ambulance, etc. for the sake of emergency, if any.

(26). The Agency shall have to provide the Mobile Phone Nos. and copies of **police verification report** of all the Security Guards to the **Vidyalaya authority**.

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34. Responsibilities / Scope of work for Conservancy/ Housekeeping Service

- (1) Daily work (from 7 AM to 4 PM including 01 hours lunch break) or as may be decided by the Kendriya Vidyalaya BSF, Meru Camp, Hazaribagh.
- (2) Sweeping of entire area of the building, Campus and surrounding of Building including residential complex and collection of all waste material and disposal of the same as per the instructions of the Vidyalaya authority.
- (3) Cleaning of the floor area with floor duster and mopping with detergent/ disinfectant etc. once in the morning before opening the Institute and thereafter every 02 hours especially in the areas like corridors, stairs and reception etc. Spray of phenyl etc. in the rooms for keeping the rooms free from mosquitoes flies etc.
- (4). Cleaning and washing of toilets and urinals using deodorant, detergent & disinfectants Three Times a day or as may be specified by the teacher in-charge or Principal.
- (5). Cleaning of Carpets, durries etc. using vacuum cleaner.
- (6) .In case of shortage of water or non-availability of water, bringing water from outside for cleaning.
- (7). Sweeping and cleaning of open areas, roads, passage, lawn etc. within the boundary of the institute & residential area and the area adjacent to main gate.
- (8). Regular dusting /cleaning of furniture (table & Chair) and equipment, telephones, books cases, filing cabinets, almirahs and doors and windows of rooms and other spaces of the Institute before opening of the Institute.
- (9). The choking of sanitary installation e.g. Traps Bottle, traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- (10). All complaints of leakage in the G.I. pipes etc. also to be attended within 24 hours.

ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK.

- (1). Washing and scrubbing of floor areas with detergents and dirt removing agent of the entire Vidyalaya plant.
- (2). Acid cleaning of sanitary installation and tiles without damaging their shine.
- (3). Removing stains from floor, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- (4). Cleaning of filled surfaces in the corridors and staircases.
- (5). Cleaning of water storage tanks and water coolers, if any.


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(6). Polishing of brass name plates and number plates and cleaning of all other name plates/ Boards.

(7). Dusting and cleaning of fans, Electrical Fittings, Window Panes with Glass cleaning chemical/agents and cleaning of partition paneling, washing and pressing (Ironing) on curtains & Table cloths.

(8). Removal of cobwebs in the rooms and other spaces of the Institute.

(9). Any other work assigned by the Authority.

35.Responsibilities / Scope of work for Gardening / Horticulture Service

(1). Daily work (from 7 AM to 4 PM including 01 hours lunch break) or as may be decided by the Kendriya Vidyalaya BSF Hazaribagh.

(2). Gardening of entire area of the Institute and surrounding of Building including residential complex and disposal of the same as per the instructions of the Principal.

(3). Cleaning of the Garden once in the morning before opening the Institute and thereafter every 02 hours and their maintenance etc.

(4). Teaming of the Plants/ trees and watering to all the plants Three Times a day or as may be specified by the teacher in-charge or Principal.

(5). Shaping of hedge/ plants and surrounding.

(6).In case of shortage of water or non-availability of water, bringing water from outside Campus for Watering of flowers.

ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK.

(1). Washing and scrubbing of flower pots and dirt removing of the entire Vidyalaya plant.

(2). Cutting of unshaped tree without damaging their shine.

(3). Any other work assigned by the Authority.

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- Performance security shall be submitted within 10 days from the date of Notification of Award of the Contract. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- c. Each Bidder may submit the Bid/ Bids for any or all the services, as per their eligibility.
 - d. **Validity of Bid:** The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

38. OTHER CONDITIONS:

- (1) After the contract is made, the Contractor/Firm/Agency will submit the monthly invoice/bill alongwith proof of disbursement of remuneration to it's staff and remittance of EPF and ESI, to **KENDRIYA VIDYALAYA, BSF, Meru Camp, HAZARIBAGH** office/premises duly supported with the following documents: -
 - i. Details of disbursement made to the staff furnishing RTGS /NEFT details for each payment in respect of staff deployed at KV.
 - ii. Copy of Electronic Challan Receipt (ECR) as Proof of payment of statutory obligations towards EPF and ESI
 - iii. Payment of bill to the Contracting agency will be released within 05 days from the date of the receipt of the invoice/bill on fulfilment of required documentation.
- b. The Contracting Agency will provide Identity Cards with mention of EPF/ UAN and ESI numbers, to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- c. The Contracting Agency shall comply with all statutory obligations.
- d. It is mandatory for the Contracting Agency to submit the attested copy of license under PSARA Act for running the business of private security agencies operating in the state of Jharkhand, failing which the bid will be treated as disqualified/non-responsive.
- e. The Security services should be provided round the clock all the days in the month according to the duty. **KENDRIYA VIDYALAYA, BSF, HAZARIBAGH (BSF)** also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.

- f. In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

Where $A_1 = \text{Monthly remuneration} \times \text{No. of days of absence}$

$$\text{No. of days in the month}$$

- g. The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by **KENDRIYA VIDYALAYA, BSF, MERU CAMP, HAZARIBAGH**. Therefore, minimum three-four biodata against one staff / worker shall be made available by the Contractor against each slot in each

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प्रिन्सिपल / प्राचार्य
केन्द्रीय विद्यालय / Kendriya Vidyalaya



36. REQUIREMENTS FROM THE STAFF / AGENCY, THEIR DUTIES, BEHAVIOUR ETC.

- (1). The Contractor shall comply with all the laws and regulation applicable in the matter of such workers as are engaged by it.
- (2). The Contractor's Staff shall not disturb the employees of the Institution or make any sort of noise in the Institute premises.
- (3). The contractor's worker shall be polite, courteous, well behaved and honest.
- (4). The contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its workers.
- (5). The contractor's workers shall not enter into any unlawful activity within the KENDRIYA VIDYALAYA premises and shall have a good moral character.
- (6). The contractor shall in no case transfer the services required to be performed under this agreement to any other contractor or person.
- (7). The contractor shall employ required number of workers to ensure that the work is done in time to the satisfaction of the Institute. Required number of workers will be employed for discharging the responsibility with supervisors to supervise the work.
- (8). The Kendriya Vidyalaya reserves the right to order any worker of the contractor to leave the premises of the Kendriya Vidyalaya if his/ her presence at any time is felt undesirable and the Contractor shall have to deploy another staff/ employee in his/her place.
- (9). Kendriya Vidyalaya being a "No Tobacco Zone", the contractor shall ensure that employees engaged by the firm don't take tobacco or alcohol in any form in the Vidyalaya premises.

37. Quoted Price: -

- a. The Service Charge / Administrative charges rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate of Service Charge / Administrative charges in this regard.
- b. The selected firm must furnish **Performance Security** in the form of an Account Payee Demand Draft, OR, Banker's Cheque for an amount of **Rs 1,00,000/- (Rupees One Lac) in favour of "VIDYALAYA VIKASH NIDHI A/C K.V.HAZARIBAGH"** valid for 60 days beyond the date of completion of all contractual obligations from the date of award of the contract. The



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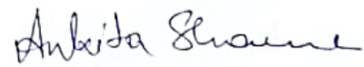
- category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by **KENDRIYA VIDYALAYA, BSF, MERU CAMP, HAZARIBAGH**. In case, none is found suitable then additional biodata shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence /unsuitability for KENDRIYA VIDYALAYA shall be made within 24 hours.
- h. The contracting Agency will be required to sign a contract / agreement with the **KENDRIYA VIDYALAYA, BSF, MERU CAMP, HAZARIBAGH** as per the Model Contract is available & can be seen at **KENDRIYA VIDYALAYA, BSF, MERU CAMP, HAZARIBAGH**. The terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- i. The Contracting Agency will deploy the trained workers who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the workers/staff deployed are free from any infectious disease before deployment for work
- j. The contracting agency will get allotted with activated UAN (Universal Account Number) for all members/Staff duly linked with their mobile numbers to received SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.

(2) 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:

The bid will be treated as non-responsive if following documents are not attached

1. Brief profile of the company and evidence to establish that the bidder has minimum experience of 03 years
2. PAN No. and Current IT clearance certificate.
3. Proof of registration Certificate and **Labour License under the Contract Labour Act (1970) to work in Jharkhand State.**
4. Attested copy of proof of valid EPF registration.
5. Attested copy of proof of valid ESI registration.
6. Attested copy of proof of valid GST/ ServiceTax registration.
7. Attested copy of PSARA (for security service)
8. Rates of Remuneration for staff quoted below minimum wages applicable, as per Central Govt. Labour Dept. notification, shall render the Bid disqualified from evaluation. The wages will be revised as per the statutory notification by the concern govt. authorities and agency must submit the copy of the notification with request to revise the wages from the effective date. Any delay on the part of the agency, will be borne by the agency. **Also, if the rates for service charges/profit are quoted as NIL the bid will be treated unresponsive.**
9. **In Case of Tie in the L1 Vendor/ Service provider, the decision of Kendriya Vidyalaya, BSF, Meru Camp, Hazaribagh will be binding.**



Principal / प्राचार्य

केन्द्रीय विद्यालय / Kendriya Vidyalaya
सी सु बल हजारीबाग / B.S.F Hazaribag
आरखण्ड-८२५३१७ Jharkhand-825317

(3) 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 service charge.
- b. The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated as 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 contract. The terms of the accepted offer shall be incorporated in the contract.
- d. Notwithstanding the above, the Indenter or 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.

(4) Last date and time of receipt of Bids through GeM portal : - 17-12-2023 by 2.00PM. Use separate Technical / Financial Bids for each Service.

(5) Date of opening of Technical Bids: 18-12-2023 at 11.00 AM at KENDRIYA VIDYALAYA, BSF, MERU CAMP, HAZARIBAGH

The Technical bids will be opened before a duly constituted committee and in the presence of bidders, if attend the opening of bids. If the last date of depositing and opening of tenders happens to be declared Holiday, then the Bid/tenders will be opened on the next working day, other terms and conditions and the time schedule remaining unchanged.

(6) Date of opening of Financial Bids: 20-12-2023 at 11.00 AM at KENDRIYA VIDYALAYA, BSF, MERU CAMP, HAZARIBAGH. The financial bids of bidders who were found qualified in the Technical Bid(s) shall be opened .



Principal / प्राचार्य
केन्द्रीय विद्यालय / Kendriya Vidyalaya
सी. सु. बल हजारीबाग / B.S.F Hazaribag
झारखण्ड-825311

FORM OF TECHNICAL BID FOR SECURITY SERVICES / CONSERVANCY & HOUSEKEEPING SERVICES / HORTICULTURE & GARDENING SERVICES (USE SEPARATE SHEET/ PROFORMA FOR EACH SERVICE)		
1	Name of Agency	
2	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or Company or a Government Department or a Public Sector Organization)	
3	Full Address of Registered Office with phone No. & e.mail ID	
4	Full address of Operating/ Branch Office in Jharkhand (attach proof).	
5	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last two years)	
6	Registration No. of the Agency (attach attested copy of the Registration & license No.)	
7	Active PSARA License No. and Labour License under the Contract Labour Act (1970) to work in Jharkhand State [attach attested copy of the Registration]	
8	GST Registration No. (attach attested copy of the Registration)	
9	EPFO Registration No. (attach attested copy of the Registration)	
10	ESIC Registration No. (attach attested copy of the Registration)	
11	PAN No. and GSTIN of the Agency (attach copy of card)	
12	Details of major contracts handled in last 03 (three years)	Attach as per format- Annexure-I
13	Self- certificate about non termination/ blacklisting of firm	Attach as per format- Annexure-II.
14	Total Number of employees with the Agency	
15	Experience in the concerned field in completed Years & months (attach proof)Years.....Months
16	Date and details of remittance of EMD of Rs. 10,000/- through RTGS/ NEFT to KV, BSF, Meru Camp, Hazaribagh before depositing the Tender (A/C No. 539102050000006 Banker: ISFC Code UBIN0553913)	Date of remittance:..... Transaction ID No..... Bank & address from which remitted: (Attach a proof of the same)
17	Annual Turnover in last 03 years	Yr 2020-21: Rs..... Yr 2021-22: Rs..... Yr 2022-23: Rs.....
18	Acceptance of Terms & Conditions of tender documents.	Attach as per format – Annexure- III

The documentary proof as stated above, duly self attested along with Annexure-I to VI are enclosed.

Signature of authorized person.....

Date:.....

Place:.....

Name:.....

Seal:.....

Ankita Srivastava
Principal / प्राचार्य

केन्द्रीय विद्यालय / Kendriya Vidyalaya
सी. सु. बल. हजारीबाग / B.S.F. Hazaribag
Jharkhand-825311



DETAILS OF CONTRACTS FOR PAST THREE YEARS

DETAILS OF MAJOR CONTRACTS WITH KVS/CENTRAL GOVERNMENT/AUTONOMOUS BODY/ STATE GOVERNMENTS/PSUs HANDLED BY THE TENDERING AGENCY FOR PROVIDING SECURITY, CONSERVANCY/ HOUSEKEEPING SERVICES / GARDENING & HORTICULTURE SERVICES DURING THE LAST THREE YEARS IN THE FOLLOWING FORMAT

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

Sl. No.	Details of client along with address, Telephone No./ Mob.No.	Amount of Contract (Lakh per year)	Duration of Contract	
			From (date)	To (date)
1				
2				
3				
4				

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

Date:

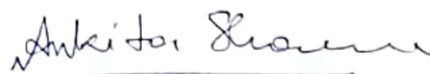
Place:

Signature of Proprietor/authorized signatory.....

Name:.....

Seal

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



Principal / प्राचार्य

केन्द्रीय विद्यालय / Kendriya Vidyalaya
सी. स्. बल हजारीबाग / B.S.F Hazaribag
झारखण्ड-825317 Jharkhand-825317

Ref: F. No.....

DATE:.....

SELF DECLARATION

This is to certify that our Firm/ Agency -

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.

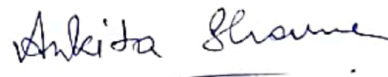
Date:

Place.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

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

Principal / प्राचार्य

केन्द्रीय विद्यालय / Kendriya Vidyalaya
सी. सु. बल. हजारीबाग / B.S.F. Hazaribag
झारखण्ड-825317 Jharkhand-825317

ACCEPTANCE OF TERMS & CONDITIONS OF TENDER DOCUMENT:

1. I,Son/Daughter/Wife of Shri...
.....Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender document for the year 2023-24 of KV, BSF, Meru Camp, Hazaribagh and undertake to abide by them;
3. The information/documents furnished by me/us on the tender and supporting annexures are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I hereby undertake to work as per the terms and conditions given in the tender documents.

Date:.....

Place:.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

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

Ankita Shrivastava

Principal / प्राचार्य

केन्द्रीय विद्यालय / Kendriya Vidyalaya
सी. स. बल हजारीबाग / B.S.F Hazaribag
आरखण्ड-८२५३१७ Jharkhand-825317

DECLARATION BY THE TENDERER

I / We, hereby undertake that payment to the workers deployed by the Agency shall be paid as per existing approved wages of **CENTRAL GOVERNMENT** and the Agency/ firm shall comply with all the statutory provisions in respect of the workers deployed.

The payment of wages shall be paid by us to the employees of the Agency through RTGS/NEFT to their concerned bank account numbers.

My/our Agency is registered with the **SERVICE TAX DEPTT, EPFO & ESIC.**

I / we shall remit the contribution of workers & management share to these authorities, as per rules.

Date:.....

Place:.....

Signature of Proprietor/authorized signatory.....

Name :.....

Seal

Ankita Sharma

Principal / प्राचार्य
केंद्रीय विद्यालय / Kendriya Vidyalaya
सी स बल हजारीबाग - B.S.F Hazaribag
झारखण्ड-825017 Jharkhand-825017

PROFORMA - B

FORM FOR FINANCIAL BID

FINANCIAL BID FOR SECURITY SERVICE		
1	Name of the Building / Area with address	KENDRIYA VIDYALAYA, BSF, MERU CAMP, HAZARIBAGH (JHARKHAND)
2	Area / Blocks	Compound Area : 60702 SQ METER APPROX. Secondary Block, Primary Block, Temporary Rooms, Staff Quarters, Play Grounds, Cycle /scooter/ Car Stands. (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)
3	No. of days during the month for which service is required.	All days: 24x7 basis (round the clock) including Holidays.
4	Number. of Security Guards required in the Vidyalaya	03 (THREE) in all. One Security Guards shall be deployed for 08 hours duty only.
Sl. No.	DETAILS OF RATES QUOTED	
I. FIXED (NOT NEGOTIABLE)		
1	Min. Wages as per notification from the Office of the Central Labour Commissioner in Jharkhand as amended from time to time.	The amount shall be paid to the Agency by the Vidyalaya, as per rates prescribed by the concerned authorities from time to time. However, a proof of latest rates of wages, EPF/ESI contribution, as notified by the concerned departments shall have to be furnished by the Service provider with the monthly bill..
2	E.P.F. Contribution by Principal Employer	
3	E.S.I. Contribution by Principal Employer	
4	Any other Tax payable by the KV, if otherwise applicable	
II. NEGOTIABLE		
1	CONTRACTOR'S SERVICE CHARGES / ADMINISTRATIVE CHARGES PER MONTH FOR 03 (three) SECURITY GUARDS . IT SHOULD BE FURNISHED IN THE FORM OF % (PERCENTAGE) OF BILL AMOUNT [The monthly bill for the purpose includes : Wages including VDA + EPF + ESI + Any other Tax, if otherwise applicable](in figure)Percent (%) of the monthly bill amount. (in words)Percent (%) of the monthly bill amount.

Date:.....

Place:.....

Signature of Proprietor/authorized signatory.....

Name :

Seal

Ankita Sharma

Principal / प्राचार्य

केन्द्रीय विद्यालय / Kendriya Vidyalaya
सी. सु. बल हजारीबाग / B.S.F. Hazaribag
बिहार-825017



PROFORMA - C

FORM FOR FINANCIAL BID

FINANCIAL BID FOR CONSERVANCY/ HOUSEKEEPING SERVICE		
1	Name of the Building / Area with address	KENDRIYA VIDYALAYA, BSF, MERU CAMP, HAZARIBAGH (JHARKHAND)
2	Area / Blocks	Compound Area : 60702 SQ METER APPROX. Secondary Block, Primary Block, Temporary Rooms, Staff Quarters, Play Grounds, Cycle /scooter/ Car Stands. (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)
3	No. of days during the month for which service is required.	26 DAYS
4	Number. of SAFAIWALA required in the Vidyalaya	04 (including 01 women) Safaiwala in all.
Sl. No.	DETAILS OF RATES QUOTED	
I. FIXED (NOT NEGOTIABLE)		
1	Min. Wages as per notification from the Office of the Central Labour Commissioner in Jharkhand as amended from time to time.	The amount shall be paid to the Agency by the Vidyalaya, as per rates prescribed by the concerned authorities from time to time. However, a proof of latest rates of wages, EPF/ESI contribution, as notified by the concerned departments shall have to be furnished by the Service provider with the monthly bill.
2	E.P.F. Contribution by Principal Employer	
3	E.S.I. Contribution by Principal Employer	
4	Any other Tax payable by the KV, if otherwise applicable	
II. NEGOTIABLE		
1	CONTRACTOR'S SERVICE CHARGES / ADMINISTRATIVE CHARGES PER MONTH FOR 04 (FOUR) SAFAIWALAS . IT SHOULD BE FURNISHED IN THE FORM OF % (PERCENTAGE) OF BILL AMOUNT [The monthly bill for the purpose includes : Wages including VDA + EPF + ESI + Any other Tax, if otherwise applicable]	<p>.....(in figure)Percent (%) of the monthly bill amount.</p> <p>.....(in words)Percent (%) of the monthly bill amount.</p>

Date:

Place:

Signature of Proprietor/authorized signatory.....

Name :

Seal

Ankita Sharma

Principal / प्राचार्य

केंद्रीय विद्यालय / Kendriya Vidyalaya
सी. एस. बल. हजारीबाग / B.S.F. Hazaribag
आरखण्ड-८२५३१७ Jharkhand-825317



PROFORMA - D

FORM FOR FINANCIAL BID

FINANCIAL BID FOR GARDENING/ HORTICULTURE SERVICE		
1	Name of the Building / Area with address	KENDRIYA VIDYALAYA, BSF, MERU CAMP, HAZARIBAGH (JHARKHAND)
2	Area / Blocks	Compound Area : 60702 SQ METER APPROX. Secondary Block, Primary Block, Temporary Rooms, Staff Quarters, Play Grounds, Cycle /scooter/ Car Stands.(The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Vidyalaya and is aware of the operational conditions prior to the submission of the tender documents)
3	No. of days during the month for which service is required.	26 DAYS
4	Number. of Gardener/ Mali required in the Vidyalaya	01 (one) Gardener/ Mali
Sl. No.	DETAILS OF RATES QUOTED	
I. FIXED (NOT NEGOTIABLE)		
1	Min. Wages as per notification from the Office of the Central Labour Commissioner in Jharkhand as amended from time to time.	The amount shall be paid to the Agency by the Vidyalaya, as per rates prescribed by the concerned authorities from time to time. However, a proof of latest rates of wages, EPF/ESI contribution, as notified by the concerned departments shall have to be furnished by the Service provider with the monthly bill..
2	E.P.F. Contribution by Principal Employer	
3	E.S.I. Contribution by Principal Employer	
4	Any other Tax payable by the KV, if otherwise applicable	
II. NEGOTIABLE		
1	CONTRACTOR'S SERVICE CHARGES / ADMINISTRATIVE CHARGES PER MONTH FOR 01 (one) GARDENER/ MALI . IT SHOULD BE FURNISHED IN THE FORM OF % (PERCENTAGE) OF BILL AMOUNT [The monthly bill for the purpose includes : Wages including VDA + EPF + ESI + Any other Tax, if otherwise applicable]	<p>.....(in figure)Percent (%) of the monthly bill amount.</p> <p>.....(in words)Percent (%) of the monthly bill amount.</p>

Date:

Place:

Signature of Proprietor/authorized signatory

Name :

Seal :

Ankita Sharma

Principal / प्राचार्य

केंद्रीय विद्यालय / Kendriya Vidyalaya
सी स बल हजारीबाग / B.S.F Hazaribag
घारखण्ड-८२५३१७ Jharkhand-825317



CHECK LIST OF DOCUMENTS TO BE UPLOADED

Sl.No	Document	Uploaded/Not Uploaded
1	Tender document signed and stamped (as Terms & Conditions and Other Instructions etc. of the bid)	
2	Registration Certificate	
3	PSARA certificate(In case of Security Service) OF JHARKHAND STATE	
4	Labour License under the Contract Labour Act (1970) to work in Jharkhand State	
5	ESIC Registration with latest paid challan	
6	EPFO Registration with latest paid challan	
7	GST Registration	
8	PAN Number	
9	Declaration Form (Annexure A to E)	
10	Technical Bid	
11	Financial Bid	
12	Good Performance Certificate from the Previous Govt. Employer only	
13	Total Experience in government sector (please attach Experience Certificates issued)	
14	Total Experience in Kendriya Vidyalaya (please attach Experience Certificates issued)	

Ankita Sharma

Principal / प्राचार्य
केन्द्रीय विद्यालय / Kendriya Vidyalaya
स वल हजारीबाग / B.S.F Hazaribag
10-0255

KENDRIYA VIDYALAYA HAZARIBAGH (BSF)-825317

Name of the Bidder: _____

TABLE-A

Manpower charges **SECURITY GUARDS-03** (Un-skilled) per month (24x7 with Reliever) Area (C):

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) 30 days	21270.00	71733.81
	2	ESI @ 3.25% (on Sl.No.1)	691.27	
	3	EPF @ 13% (on Sl.No.1)	1950	
	4	Total cost for 30 days (Sl.No.1+2+3+4)	23911.27	

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.

Date :

Place :

Signature of Owner/Managing Partner/Director

Full Name :

Company's Seal

Ankita Sharma

Principal / प्राचार्य

केन्द्रीय विद्यालय / Kendriya Vidyalaya
सी. सु. बल. हजारीबाग / B.S.F. Hazaribag
झारखण्ड-825317 Jharkhand-825317



KENDRIYA VIDYALAYA HAZARIBAGH (BSF)-825317

Name of the Bidder: _____

TABLE-A

Manpower charges CONSERVANCY(HOUSEKEEPING-04) (Un-skilled) Area (C):

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
HOUSEKEEPING	1	Minimum wages (Basic Wages +VDA) 26 days	13104	60933.6
	2	ESI @ 3.25%(on Sl.No.1)	425.88	
	3	EPF @ 13% (on Sl.No.1)	1703.52	
	4	Total cost for 26 days (Sl.No.1+2+3+4)	15233.4	
	5	Cost of Reliever (04 days)	0	
	6	TOTAL AMOUNT (4+5)	15233.4	

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.

Date :

Place :

Signature of Owner/Managing Partner/Director

Full Name :

Company's Seal

Ankita Sharma

Principal / प्राचार्य

केन्द्रीय विद्यालय / Kendriya Vidyalaya
सी.सू.बल, हजारीबाग / B.S.F Hazaribag
पिनकोड-825317 Jharkhand



KENDRIYA VIDYALAYA HAZARIBAGH (BSF)-825317

Name of the Bidder: _____

TABLE-A

Manpower charges CONSERVANCY (GARDENER-01) (Skilled) month Area ©:

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
GARDENER	1	Minimum wages (Basic Wages +VDA) 26 days	11518	13389.51
	2	ESI @ 3.25%(on Sl.No.1)	374.33	
	3	EPF @ 13% (on Sl.No.1)	1497.34	
	4	Total cost for 26 days (Sl.No.1+2+3+4)	13389.67	
	5	Cost of Reliever (04 days)	0	
	6	TOTAL AMOUNT (4+5)	13389.67	

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 (Column No.4 of Table A)			

Note:

4. 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.

Date :
Place :

Signature of Owner/Managing Partner/Director
Full Name :
Company's Seal

Ankita Sharma
Principal/प्राचार्य
केन्द्रीय विद्यालय / Kendriya Vidyalaya
सु. बा. हजारीबाग / B.S.F Hazaribag