**

*केन्द्रीय विद्यालय वायु सेना स्थल ओझर*

*KENDRIYA VIDYALAYA AFS, OJHAR*

***P.O. OJHAR, DIST. NASIK (M.H.) PIN-422221***

### Ref. No.F.27045/089/2019-20/ DATE: 05.07.2019

### To

**विषय - आउटसोर्सिंग सेवाओं (सुरक्षारक्षक और गार्डनर) के लिए निविदा का के . वि वायु सेना**

 **स्थल ओझर (KVS) में आमंत्रण "**

**Sub : "Invitation for Tender for Outsourcing services (Watch & Ward, and Gardner) etc in the KV AFS OJHAR, (KVS) - reg"**

Sir/Madam,

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860; The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees.

1. Sealed competitive quotations from the Registered Firms are invited by the undersigned on behalf of the Kendriya Vidyalaya Sangathan for Outsourcing Services of the following items :

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Category of Manpower | Nos. | Minimum qualifications or/ and experience |
| 1. | Beautification of Garden Gardner) | 01 | Literate & experienced persons may be engaged. |
| 2. |  Ward & Watch (Security) | 03 | Literate & experienced persons may be engaged. |
|  |  |  |  |

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 | Beautification of Garden | Maintenance of Garden, Cutting of Grass/weeds, hedge, plantation, Digging, making drainage, watering the plants, brooming/cleaning the garden and school ground etc. |
| 02 | Ward & Watch (Security) | Round O clock services |

3. Quoted Price

 a. The bidder shall quote Unit rate which shall comprise of monthly remuneration, OTA rate, EPF,ESI & other statutory costs and service charges compulsorily (including profit and administrative charges) in the format of quotation only attached (Annexure-A).

 b. The Service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately. At present Our Vidyalaya (Being Educational Institution) is exempted from Service Tax.

 c. Hourly rate of OTA should not exceed monthly remuneration / 30x8.

 d. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to Adjustment except the statutory provisions, if amended.

 e. Correction if any shall be made by crossing out, initialing, dating and rewriting.

 f. Each bidder shall submit only one quotation;

 g Telex or Facsimile quotations are not acceptable

\* h. The bid should be submitted along with EMD for Rs.15000/- by **bank draft** in favour of

 **Vidyalaya Vikas Nidhi Account KV AFS OJHAR**  in the form of DD/Cash.

 i. The firm should enclose supporting documents regarding registration of

 VAT/ST/ITPAN/Registration etc with Govt. for carrying out construction work as

 Govt. Contractor.

 j. Comparative statement will be made on the basis of wages and service charge rest EPF,ESI etc are fixed only as per government rates.

4. Validity of quotations.

The quotation shall remain valid for a period not less than 90 days after the deadline specified for submission of quotations.

5a. Terms & Conditions:-

 (a) The contracting Agency will submit the invoice along with proof of Disbursement in triplicate after making the payment to the employees Provided to the KV AFS OJHAR . Payment to the contracting agency will be released within 15 days from the date of the receipt of the invoice or sufficient balance in vidyalaya fund.

 (b) The contracting agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.

 (c) The candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. 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 KV AFS OJHAR . 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.

 (d) The contacting agency will be required to sign a contract with the KV AFS OJHAR as per the model contract enclosed for ready reference. The other terms and condition specified in the quotation and accepted bid will also form the part of the Model Agreement.

 (e) In case of any loss, theft/sabotage caused by /attributable to the personnel deployed, the KVS reserve the right to claim and recover damages from Contracting Agency.

5b. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:

a) properly signed, and

b) conform to the terms and conditions and specifications.

(i) The quotation will be treated as non-responsive if following documents are not attached.

(a) Brief profile of the company and evidence to establish that the bidder has successfully

 Executed contracts of similar nature and magnitude in the last 3 (three) years.

(b) Audited Balance sheet & Profit and Loss account

(c ) List of clients during last three years along with cost of assignments.

(d) PAN No. and Current IT Clearance Certificate

(e) Professional Tax Challan

(f) Attested copy of proof of EPF registration

(g) Attested copy of proof of ESI registration

(h) Attested copy of proof of Service Tax Registration

(i) Zero percent Service Charge not acceptable.

(j) The Bidder shall deposit Rs. 15000/- in the form of Bank Guarantee valid for 135 days after the date of submission of quotation of DD/Pay Order drawn in favour of “Vidyalaya Vikas Nidhi Account KV AFS OJHAR ” payable at Pimpalgaon as earnest money along with the quotation.

 The earnest money shall be returned to the unsuccessful bidders after the award of contract.

(ii) Remuneration of Staff, quoted below the minimum wages applicable to clerical and non-

 technical supervisory staff, in the Maharashtra State shall render to Bid disqualified for

 Evaluation.

(iii) The evaluation will be done for all the items put together. Indenting Office will award

 the contract to the lowest evaluated responsive bidder.

(iv) Contractor will ensure Police Verification of all employees under the firm.

6. Award of contract:

(a) The Indentor will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5 above;

(b) The Indentor 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 Indentor prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.

(d) Notwithstanding the above, the Indentor reserves the right to accept or reject all quotation and to cancel the biding process and reject all quotation at any time prior to the award of the contract.

 (e) The successful bidder has to deposit performance security with the Principal, KV,

 No.1, Devlali of the amount of Rs. - In favour of **Vidyalaya Vikas Nidhi Account KV AFS OJHAR**  in the form of DD/Cash.

**कोटेशन प्राप्ति की अंतिम तिथि और समय** : **२२.०७.२०१९ , १:०० बजे (अपराहन) तक**

**Last date and time of receipt of quotations: 22.07.2019 upto १:00 PM**

**कृपया निम्नलिखित बातों पर ध्यान दें-**

1) निविदा प्रक्रिया से पहले / बाद में किसी भी समय, पंजीकृत विक्रेताओं से प्राप्त एक या सभी कोटेशन को रद्द/ वापस करने के लिए सभी अधिकार सुरक्षित हैं।

2) तुलनात्मक विवरण मजदूरी पारिश्रमिक और सेवा शुल्क के आधार पर दिया जाएगा क्योंकि ईपीएफ और ईएसआई शुल्क सरकार द्वारा तय और सुनिश्चित किए गए हैं।

3) सभी दस्तावेज क्रम में होने चाहिए और सभी मामलों में पूरे होने चाहिए। यदि कोई दस्तावेज पहले प्रस्तुत नहीं किया गया है तो उसे 18.07.2019 तक डाक के माध्यम से या हाथ से दोपहर 1:00 बजे तक लिफाफे के शीर्ष पर ‘ शेष दस्तावेज’ ’का उल्लेख करके प्रस्तुत किया जा सकता है।

4) यह आपको सूचित करना है कि विद्यालय परिसर 15 एकड़ क्षेत्र में फैला है जिसमें लगभग 5 एकड़ का निर्माण क्षेत्र है।

5) यदि एक ही दर दो या अधिक फर्मों द्वारा उद्धृत की जाएगी तो समिति का निर्णय अंतिम होगा जो अनुबंध के लिए विभिन्न कारकों को ध्यान में रखेगा।

6) विद्यालय किसी भी डाक देरी के लिए जिम्मेदार नहीं होगा।

 आपसे अनुरोध है कि कोटेशन को बंद लिफाफे में तथा लिफाफे पर **"आउटसोर्सिंग सेवाओं"**-कोटेशन लिखकर पंजीकृत डाक से भेजें। कोटेशन्स **22.07.2019 को अपराह्न 01.00 बजे** खोले जाएंगे। बोली लगाने वाले या उनके प्रतिनिधि जो समय पर उपस्थित होना चाहते हैं, उन्हें कोटेशन खोलने के समय आमंत्रित किया जाता है।

क्रेता उद्धरण प्राप्त करने और के.वि.सं. में बोली लगाने वालों के अभिरुचि की सराहना करता है।

**Please note following points-**

1. **Undersigned reserves all the rights to withdraw or cancel one or all the quotations received from registered vendors at any time before/ after during tender procedure.**
2. **Comparative statement will be made on the basis of wages remuneration and service charge as whole as EPF and ESI charges are fixed and decided by the government.**
3. **All the documents should be in order and completed in all the respect. If any document not submitted earlier then it can be submitted by 18.07.2019 through post or by hand by 1:00 pm mentioning ‘Remaining documents’ at the top of envelope (Super scribe).**
4. **This is to inform you that Vidyalaya premises covers 15 acres of area with around 5 acre build up area.**
5. **If same rate will be quoted by two or more firms then committee decision will be final which will take various factors into account for award of contract.**
6. **Vidyalaya shall not be hold responsible for any postal delay.**

 You are requested to send the sealed quotations by registered post super scribed on the envelope **as "Outsourcing services” – QUOTATION**. The quotations shall be **opened on** **22.07.2019 at 02.00 PM.** The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.

The purchaser looks forward to receive the quotation and appreciate the interest of the bidders in the KVS.

 भवदीय ,

###  प्राचार्य

###  केंद्रीय विद्यालय वायु सेना स्थल ओझर

GENERAL INFORMATION OF THE FIRM

|  |  |  |
| --- | --- | --- |
|  | Information sought | Information to be provided |
| 1 | Name of the Firm (in Block Letters) |  |
| 2 | Date of Establishment/Incorporation |  |
| 3 | Correspondence address with telephone No. |  |
| 4 | Address of Head Office with Telephone No. |  |
| 5 | Status Proprietary/Partnership/Private Limited Company/Public Limited Company |  |
| 6 | Names of the Partners/Directors |  |
| 7 | Name of Chief Executive with his present address & Telephone No. |  |
| 8 | Name of Representative(s) with Designation who would be calling on us and attending to our jobs. |  |
| 9 | Name of Bankers with address & telephone Nos. |  |
| 10 | Is the Firm registered Under the Factories Act? If so, state1. Shop Act No.
2. PAN No.
3. ESI No
4. EPF Registration No.
5. Service Tax No.
6. Professional Tax -2018-19 Pay Challan
7. Licence from Police Commissioner with attach Labour verification copy
8. CST No.
9. BST No.
10. VAT No
11. LBT No.
 |  |
| 11 | Whether holding certificate under shops & establishment act with No. of employees duly renewed copy should be enclosed |  |
| 12 | State the latest Income Tax Assessed (Firm PAN No.)year and the amount of tax assessed (Copies of last 3 years IT returns Balance sheets & Revenue, Income & Expenditure A/c to be enclosed) |  |
| 13 | Turnover for last three financial years | F.Y 2016-17 Rs.F.Y.2017-18 Rs.F.Y.2018-19 Rs. |
| 14 | Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and contracts? |  |
| 15 | If your firm is registered with any KV/KVS, RO/KVS, HQ or any other State/Central Govt. Offices. Please give name and address |  |
| 16 | Name, Addresses and Telephone Nos. of some of your most valued clients (Separate list may be attached) |  |
| 17 | Mention any other specialties of your Establishment. |  |
| 18  |  Police Verification of Proprietor & Firm |  |

Note:- Please fill this form legibly in ink. If space provided is insufficient please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

 I/We agree to give full satisfaction to the Vidyalaya in the event of their doing so.

 Signature \_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Place\_\_\_\_\_\_\_\_\_\_\_\_ Designation\_\_\_\_\_\_\_\_\_\_\_\_

 Office Rubber Stamp