

केंद्रीय विद्यालय रोइंग

डाकघर: रोइंग, जिला-लोअर दिबांग वैली

अरुणाचल प्रदेश-७९२११०

वेबसाइट: [https://roing.kvs.ac](https://roing.kvs.ac.in)

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Invitation of quotation for providing security, conservancy services and gardener for Kendriya Vidyalaya Roing

Reputed and registered service providers (licensed to run private security agency by the Home Department. Govt. of Arunachal Pradesh) are invited for providing manpower through service contract initially for a period of 01 (one) year w.e.f. 01.09.2021. The rates for providing security services, conservancy services and gardening services for Kendriya Vidyalaya Roing to be quoted separately. The agency should quote rate (rate shall comprise of

(i) monthly remuneration of the staffs employed by them as per the minimum wages guidelines issued by the Govt. of Arunachal Pradesh /Govt. of India (whichever is higher), (ii) EPF (iii) ESI & other statutory costs and (iv) Service charges, service tax, administrative charges, profit and TDS of income Tax) along with photocopies of trade license, security clearance certificate, ST registration certificate, PAN and other related documents as mentioned in Evaluation of BID. The above services will be entirely on contract basis as per the KVS norms. The agency has to submit a copy of salary bills along with Bank transfer details of their staff on or before 5th of the next month and also render a certificate on a Quarterly basis stating that minimum wages are being paid to the employees as per the rates in vogue and EPF and ESI subscription in respect of all the employees employed at the KV Roing have been deposited to the concerned office for the quarter. The firms are requested to quote rates after survey of the campus. The last date for receipt of quotation by post is 25/07/2021 up to 1400 hours and quotations will be opened on same day at 1500 hours at the office of the Principal, Kendriya Vidyalaya Roing.

The following points are to be borne in mind while quoting the rates:

1. Amount quoted as remuneration of staff should be fully paid to the employees employed at this office and the Grand Total of pay bill should tally with remuneration of staff component as quoted by the firm.
2. Amount quoted as EPF, ESI and other statutory costs will not be paid to the firm until and unless the firm produces the EPF A/C number and ESI registration number in respect of all the staff employed for work in the office.
3. Payment of the bill of the month will not be paid until and unless the copy of Salary bill along with proof of bank transfer of salary to the accounts of the labors (salary to labors to be paid through Bank only) of the previous month is submitted to the KV Roing.
4. The Quotation has to be floated in the format enclosed.
5. Bidder has to sign on terms and conditions and handover a copy along with bidding Quotation.
6. This format along with Terms and Conditions available on www.kvroing.org for you.

11. The Security guards vacancy staff work/ gardener employed for working at this office have to report (Timing as appended) failing which their remuneration will be deducted from the monthly payment of the agency.
Timing 6:30 to 3:30 } for conservancy &
gardeners Lunch Break 11:30 to 12:30 }
Round the clock for watch & ward (8 hours' x 3)
12. The gardener should be experienced in gardening work and beautify the KV Roing premises. Case of improper maintenance the fine would be liable to be deducted with Rs. 500/= (Rupees Five hundred only) per week as penalty from the profit of the agency.
13. The representative of the agency will have to inspect the work of the persons employed at least once in every week and act according to the reports provided by the maintenance committee of the KV Roing for excelling the services.
14. The Principal, KV Roing will be authorized for deducting Rs. 1000/- (Rupees one thousand only) per month as penalty (from the profit of the agency) for no inspecting/non-reporting of representative for at least one in a month or not completing the work assigned during a particular week.
15. The KV Roing will maintain the attendance register for the staff employed by the firm. In case of absence of staff or late coming, the Principal, KV Roing will be authorized for proportionate deduction from the bill of the agency.
16. The remuneration to the staff employed for working at KV Roing is to be paid through bank transfer only. No cash payment of salary to the employees will be accepted.
17. The contracting agency will ensure payment to its staffs provided to the KV Roing by 5th of every succeeding months as per monthly remuneration quoted without making any deductions. The payment should be mod directly to the bank accounts of the employees.
18. The contracting agency will submit the invoice along with proof of disbursement after making the payment to the employees provided to the KV Roing supported with the following documents.
 1. DETAILS OF DISBURSEMENT made to each as salary for the month (Bank statement of employee).
 2. Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable Tax.
19. The contracting agency shall comply with all statutory obligations. Minor variation as per actual calculation will be borne by the indenter/ client.
20. The candidate/manpower to be provided by the contracting agency shall be accepted only after scrutiny by the KV Roing.
21. Agency has to sign an agreement on non-judicial stamp paper Rs. 10/- (Rupees ten only) stating all the terms and conditions as laid down by the KV Roing. The other terms and conditions specified in the BID documents and accepted BID will also form the part of the Model Agreement.
22. Agreement of any can be cancelled by the Principal, KV Roing if the work is not found satisfactory by any agency kept on contract.
23. In case of any loss, theft/sabotage caused by/ attributable to the personnel deployed by the agency the KV Roing reserve the right to claim and recover damages from the contracting agency.

14. Payment shall be released only after a working committee of certifying that the work done by the agency is satisfactory.
15. The agency has to provide neat and clean uniforms (Shirt, Trouser, Badges, Cap, Shoes and Socks and other suitable materials required for different climatic conditions and safety materials to all the guards posted to KV Roing. The onus of the guards found not in proper uniforms rests with the agency.
16. The security guards, conservancy staffs and gardener employed by the agency must be in proper uniform on all days, if the security guard/ conservancy staff/ gardener on duty is found not in uniform turn out, the Principal, KV Roing will be authorized to deduct his/her remuneration for that day from the profit of the agency.
17. On no occasion, the contractor will employ children below the age of 14 (Fourteen) for working at this KV Roing (security Guards/conservancy staff of gardener) as the same is not permitted by the Law.
18. The tenderer has to submit the quotation along with an Earnest Money Deposit of Rs.2000/- (Rupees two thousand only) through cheque/ DD in favor of KV Roing payable at Roing which will be refundable immediately on rejection of the quotations.
19. On acceptance of the contract, the contractor has to pay a security deposit to the KV Roing which will be equivalent to 10% of the total yearly bill [(i.e. monthly bill x12) x10%] before the start of the work.

सविदा का मूल्यांकन/ 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 and conditions. Following documents are mandatory:

- (i) Copy of license to run private security agency by the Home Department, Govt. of Arunachal Pradesh)
- (ii) Audited balance sheet and profit and loss account of previous Financial Year.
- (iii) PAN of income Tax and current IT clearance certificate.
- (iv) Attested copy of proof of EPF registration.
- (v) Attested copy of proof of ESI registration.
- (vi) Attested copy of proof of service tax registration.

ठेका देना / Award of contract

- (i) The evaluation will be done for all the items put together. Indenting office will award the contract to the lowest bidder subject to all the requisite documents mentioned in Evaluation of Bid is enclosed.
- (ii) The indenter reserves the right of the time of award of contract to increase or decrease the requirement of manpower indicated in Part-I above.
- (iii) The indenter, prior to the expiration of the Bid validated 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.
- (iv) Notwithstanding 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.
- (v) Integrity Pact will be signed as per Rules of Government of India, Ministry of Finance, Department of Expenditure vide letter no. No. 14(12)/2008 — E-II (A) dt. 19th July. 2011.
- (vi) An agreement will be signed by both the parties **on** non-judicial Stamp Paper of Rs. 500/- (Purchase by the Firm)

Bidder's column

I have gone through terms and condition and understood. I pledge to work with this organization subject to above terms and condition.

Bidder's Signature with stamp

SL.No	Category of Manpower	Quantity Required	Daily Labour wage as per Central/ State Government (Please quote per labour wage only)	Total Wage/Per Month/Per Labour	EPF Amount on monthly wage given in Col.(5)		ESI Rate on monthly wage given in Col (5)		Service Tax	Service Charges overhead profit charges	Total Monthly Rate (5+7+9+11)	Total Monthly Remuneration
					Rate	Amount	Rate	Amount				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
(a)	Housekeeping Service (Conservancy)											
(b)	Gardener											
(c)	Security Services											

*Attach the copy of labour ministry letter on wages which is taken as reference to quote "daily labour wage"

**Service Tax is payable only when service tax registration number is provided. If service tax registration number is not provided, the quotation will be liable to be rejected. No further correspondence in the regard is entertained.

Note:

1. Service Tax shall be payable against registration number given by agency directly to government.
2. In case of discrepancy between unit price and total price., the unit price will prevail.

We agree to provide the above service of manpower and to abide by the terms & condition and also agree to enter into the agreement in the format enclosed. Bid Security of Rs.2000/- (Rupees Two Thousand Only) is furnished herewith vide Bank Draft No. dated drawn on

Bidders Signature with Date

Bidders Full Name: _____

Bidders Office Seal