

# KENDRIYA VIDYALAYA RIHAND NAGAR NTPC

## Tender Invitation Notice

Date: 13-12-2016

To

M/S.....

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Sub:- Quotation for providing security guards and Man Power for conservancy and gardening services through contract.

- 1) Sealed quotation for the engagement of the security guards, conservancy and gardening services (gardener semi-skilled) through contract laborers are invited from the registered contractors. The contracts shall be awarded for a period of 01(one) year. However the first three months of the period of the contract will be treated as a trial period, and if the performance is found satisfactory during trial period, contract will be firm up on yearly basis including the first three months of trial period otherwise the same will be terminated without any notice, if the service of the contract is found to be satisfactory during his term of agreement, the contract can be extended for another term of for a required period with the same terms and conditions. The decision of the KV Rihand Nagar NTPC authority shall be final and binding in this regard.
- 2) Quotation should be submitted to the office of KV Rihand Nagar NTPC by hand or by post between 10.00 AM to 02.00 PM on all working days up to 06-01-2017 under strong sealed cover marked as "Quotation for Security Guards, conservancy and gardening services". The quotation will be opened in the office of KV Rihand Nagar at 01.30 PM on 13-01-2017 in the presence of authorized representatives of the quotation firms,(if available)
- 3) The quotation shall be submitted according to the term and conditions mentioned in this letter, the contracting agency will be required to sign a contract with the Principal, KV Rihand Nagar NTPC as per the model contract (available in KV Rihand Nagar NTPC office ) within 5 days, failing which the contract may be given to the next firm, the terms & condition specified in this letter would also be treated as part of the contract.
- 4) The Principal KV Rihand Nagar NTPC does not bind himself to accept the lowest quotations and reserves the right to accept the quotation in whole or in part as he decides.
- 5) The personnel so deployed should be paid minimum wages as notified by the central govt. and changed from time to time for employment of watch & ward (without arms), conservancy and gardening (gardener semi-skilled) services respectively (refer Chief labour Commissioner New Delhi Order No(s)- 1/43(7)/2016-LS-II, No.1/43(6)/2016-LS-II issued on Dated 30.09.2016 in this regard.)
- 6) The Agency is required to provide total Security and Vigilance round the clock to entire campus and to the properties of the school deploying the labourers for conservancy services and gardening services deploying gardener (semi-skilled labourer) as per KVS rules.
- 7) The Agency will be responsible for their Safety & Welfare measures and keep KV Rihand Nagar NTPC in dignified against any claim made by the persons deployed by him and/or any damage caused by them. Any compensation for this deployment will be responsibility of the contractor.
- 8) TDS will be deducted as per Govt. Rules.
- 9) Bill shall be raised by the Security Agency on monthly basis and payment will be made after receiving the bill(s) with following relevant documents completed in all respect.
  - i. Monthly copy of PF & FSI Challan showing the employees and employer contribution specifying the name of KV Rihandnagar.

- ii. Copy of quarterly return of service tax.
  - iii. Payment of the security, conservancy and gardening personnel should be paid by the firm through individual bank account and not by cash.
- 10) The agency will provide the ESI no's along with cards beneficiary a/c no. name and address of the bank and branch and IFSC code for the deployed personnel and their family within one month from the date joining, if applicable.
- 11) It is mandatory for the Agency to submit the full address and Police Verification report of the labourer, security guards and gardener deployed in the Vidyalaya. The contracting Agency will provide identity Cards to all his employees & uniform to the security guards deputed in the Vidyalaya valid for the contract period.
- 12) The following self-attested Xerox copy of the documents are to be attached along with quotation**
- a) Letter of Registration
  - b) Trade License/TIN
  - c) ESI Registration, if applicable
  - d) PAN card
  - e) IT return certificate of previous financial years.
  - f) EPF Registration no. & code
  - g) Proforma No. 6 issued by UP State Govt. to run private security agency.
  - h) Supporting documents for the credential, if any.
  - i) **A demand draft of Rs.10000/- (Rupees Ten Thousand) as earnest money in favour of VVN A/C KV RIHNADNAGAR' payable at Rihand nagar which is returnable for unsuccessful firm.**
- 13) Security deposit of Rs 40,000/- (Rupees forty thousands) is to be deposited at the time of signing of the agreement/contract (only by the selected firm) which shall be retained for 14 months as a safe guard by KV Rihand Nagar NTPC. No interest is payable on this amount.  
(Please don't attach the documents which are not presently required).
- 14) Rates are to be quoted in the printed letter pad on the firm as per enclosed format Annexure-A

Xerox copy of this letter must be returned putting signature & seal of the Firm along with Quotation. Quotations which do not comply with the above condition are liable to be rejected. For more details please log on the KV Rihandnagar's Website-[www.kvrihandnagar.org](http://www.kvrihandnagar.org)

Thanking you,

Yours faithfully

Principal

All the above conditions are accepted by me/us.

Signature .....

Name of the Signatory.....

Seal of the firm.....

**FORMAT OF QUOTATION**

**Name of the work:** Contract for providing Security, Sweeping and Gardening services to Kendriya Vidyalaya Rihand Nagar NTPC, Bijpur, Sonebhadra, U. P.

S.N.	Description of wages/Statutory Components	For Security Guard (per head) (without arms)	For Sweeping Labourer (per head)	Gardner (semi-skilled) (per head)	Remarks
		A	B	C	
1.	Basic Rate of Wages per day per head	140	120	107	As per Chief Labour commissioners order dated 30.09.2016
2.	VDA per day, per head as on 30.09.2016	153	130	112	-do-
3.	Total for 30 days per month, per head	8790	7500	6570	30 days
4.	P.F. @ 12% of SI No. 3 per month	1054.80	900.00	788.40	Employee's contribution
5.	ESI @ 1.75% of SI. NO. 3 per month	153.83	131.25	114.98	-do-
6. (a)	Take Home Net Pay 3-(4+5)	7581	6469	5667	With ESI deduction
(b)	OR Take Home Net Pay 3-4	7735	6600	5782	Rounded, Without ESI deduction, 2% GST will be deducted
7.	P.F. @ 13.61% of SI. NO. 3 per month	1196.32	1020.75	894.18	Employer's Share
8.	ESI @ 4.75% of SI. No. 3 per month	417.53	356.25	312.08	-do-
9. (a)	Total (3+7+8)	10404	8877	7776	With ESI Share
(b)	Total (3+7)	9986	8521	7464	Without ESI Share
10.	Agency (Service) Charges @ Rs. (per head) per month				To be quoted by the party (एजेंसी द्वारा भरा जाए)
11. (a)	Grand Total (9a + 10)				Struck off (X) which is not applicable (जो लागू न हो उसे X कर दें)
(b)	Grand Total (9b + 10)				
12.	Total of All Three Services (Security + Sweeping +Gardening) per head per month				All three services

• **Kendriya Vidyalayas are exempted from Service Tax**

**Note:**

1. Duly filled in format should be typed in printed letter head of the firm
2. In case of discrepancy between unit price and total price, the unit price shall prevail
3. **Payment is to be made to the engaged persons through e-payment only.**

I/We agree to provide the above services/manpower and to abide by the terms and conditions contained in the quotation letter and agreement papers. I/We also agree to enter into the agreement in the format enclosed. Earnest money of Rs. 10,000 (Rupees Ten Thousand) only is submitted herewith vide Bank Draft NO.

\_\_\_\_\_ Dated \_\_\_\_\_ drawn in favour of \_\_\_\_\_  
\_\_\_\_\_ payable at Rihandnagar/Bijpur.

Place : \_\_\_\_\_

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

Signature \_\_\_\_\_

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

Seal of the firm: