



केन्द्रीय विद्यालय मिज़ोरम विश्वविद्यालय, आइज़ोल, मिज़ोरम  
(शिक्षा मंत्रालय भारत सरकार के अधीन एक स्वायत्त निकाय)

**Kendriya Vidyalaya Mizoram University, Aizawl, Mizoram**  
(An Autonomous body under Ministry of Education, Govt. of India)

मिज़ोरम विश्वविद्यालय कैंपस, तनहिल, आइज़ोल – 796004

Mizoram University Campus, Tanhril, Aizawl - 796004

वेबसाइट : <https://aizawlmvu.kvs.ac.in> ई मेल-: [kvmzuazl@rediffmail.com](mailto:kvmzuazl@rediffmail.com) 8837460325 (9:30 am to 3:40 pm)

## **TENDER DOCUMENT**

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract (Security Services)".

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 Vidyalaya's set up for imparting education to the children of transferable Central Govt. Employees among others.

**02.** Sealed competitive Bids are invited by the Kendriya Vidyalaya Mizoram University from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a Period of 01(One year) w.e.f. 01-04-2021 which may be extended by another one year, as indicated below: -

A. Area of the Building

About 3.4 Acres having approximately 22 rooms and 24 toilets, meeting room, corridors, stairs and open areas as well enclosed surrounding areas on the ground floor. Parties are advised to see the location.

Address/location of the Building

Kendriya Vidyalaya  
Mizoram University,  
Aizawl,  
Mizoram-796004

B- Man power required: -

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts
1	Security Guards	Middle Standard	03 (Three)	Shift 1 from 6.00 AM to 2.00PM. (one) Shift 2 from 2.00 PM to 10.00PM (one) Shift 3 from 10.00PM to 6.00AM (one)
2	Mali	Experience in gardening work	01 (One)	8:30 AM to 4:30 PM
3	Sweepers	Good health	03 (Three)	8:30 AM to 4:30 PM

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

S. No.	Category of Manpower	Responsibilities
1	Security Guards	To provide security/guard the office wherever he is deputed.
2	Gardeners (Mali)	Watering the plants maintenance of garden and keep green surroundings.
3	Sweepers	Sweeping the surroundings, Cleaning the class rooms and toilets etc. properly.

### 3. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached **(Annexure-A)**.
- (b) The GST and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (c) The rate 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 etc. in this regard.

(d) The Bidder shall deposit an EMD of **Rs.25,000/-** in the form of an Account Payee Demand Draft, OR, Bankers Cheque or Bank Guarantee valid for 45 days after the date of submission of bids the same may be drawn in favour of “Kendriya Vidyalyaya Mizoram University, School Fund” payable at Aizawl as EMD along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(e) The selected firm has to furnish **Performance Security** in the form of an Account Payee Demand Draft, OR, Banker's Cheque or Bank Guarantee for an amount of **Rs.1,20,000/- (Rupees One lakh Twenty Thousand only)** 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.

(f) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

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

#### 6. **Terms and Conditions:**

(a) The remuneration to the engaged staff shall be disbursed by the agency into bank accounts of the engaged staff directs them cheque/RTGS/NEFT, after obtaining authorization from engaged staff.

(b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to KV Mizoram University office/premises as per the monthly remuneration quoted without any deduction.

(c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to KV Mizoram University's office/premises supported with the following documents: -

(i) Details of disbursement made to the staff furnishing cheque/RTGS/NEFT details for each payment.

(ii) Copy of Electronic Challan Receipt (ECR) as a e-challan for K.V. Mizoram University 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/bill on fulfillment of required documentation.

(d) 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.

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

(f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the Home Department, Government of Mizoram under PSARA Act for running the business of private security agencies operating in the Aizawl, Mizoram, failing which the bid will be treated as Disqualified/non-responsive.

(g) The normal school hours of K.V. Mizoram University is from 9:30 am to 3:40 pm six days from Monday to Saturday. However, the Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at pre-pages/ above. K.V. Mizoram University 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.

(h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

**Total Monthly Remuneration = Monthly remuneration -A<sub>1</sub>**

Where A<sub>1</sub> =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \frac{\text{Nos. of days of absence}}{\text{of absence}}$

(i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by K.V. Mizoram University. 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 K.V. Mizoram University. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24hours. The replacement of a Candidate on account of absence /unsuitability for K.V. Mizoram University shall be made within 24 hours.

(j) The contracting Agency will be required to sign a contract with the K.V. Mizoram University 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.

- (k) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, K.V. Mizoram University reserves the right to claim and recover damages from Contracting Agency.
- (l) The antecedents of all the workers will be got verified from the police by the Contracting Agency and submitted to K.V. Mizoram University, before deployment for work.
- (m) The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex-servicemen, who are below the age of 50 years as well as physically & medically fit.
- (n) K.V. Mizoram University shall provide a small guard room/space for Security Supervisor and Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office. Except the staff of Contracting Agency on duty.
- (o) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.
- (p) The contracting agency will get allotted with activated UAN (Universal Account Number) for all members/Staff duly linked with their mobile numbers so as to received SMS by them about EPF credits every month. Also ensure to get them e-passbooks from EPFO website.

## **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. Attested copy of license under (PSARA Act.) Private Security Agency Regulation Act. Obtained from the Home Department, Government of Mizoram for running the business of private security agencies operating in the Aizawl, Mizoram.
  - b. 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.
  - c. Audited Balance Sheet & Profit and Loss Account.
  - d. List of clientele during last 3 years along with cost of assignment.
  - e. PAN No. and Current IT clearance certificate.
  - f. Attested copy of proof of EPF registration.
  - g. Attested copy of proof of ESI registration.
  - h. Attested copy of proof of GST Registration.

- i. Attested copy of valid Form-Q (Certificate of Registration).
  - j. Attested copy of valid ISO certification if available and copies of any other kind of license or permission required to work at Aizawl, Mizoram
  - k. EMD of Rs.25,000/- in the form of an Account Payee Demand Draft, FOR, Banker's Cheque or Bank Guarantee valid for 45 days after the date of submission of bids the same may be drawn in favour of **Kendriya Vidyalaya Mizoram University School Fund** payable at Aizawl.
- (ii) Remuneration of staff, quoted below minimum wages applicable for Unskilled, Semi-skilled, Skilled, in the Central Govt. Ministry of Labour & Employment, shall render the Bid disqualified for evaluation. Also, the rates for service charges/profit are quoted as NIL the bid will be treated unresponsive.
- (iii) The evaluation will be done on the basis of total for all the items listed at 1-3 only in the Financial Bid. Indenting Office will award the contract to the lowest evaluated responsive bidder.

## **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 2 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 and the standard format of contract shall be given by KV Mizoram University.
- d. 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.

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

You are requested to submit the Sealed Bids superscribed on the envelope as "BIDS FOR PROVIDING SECURITY SERVICES IN KENDRIYA VIDYALAYA MIZORAM UNIVERSITY ON SERVICE CHARGE BASIS" within 25 days of publication of this notice on K.V. Mizoram University Website. The bids completed in all respect should reach in the office of K.V. Mizoram University latest by 25.02.2021 up to 3.40 PM.

The bids will be opened at **11:00 AM on 01/03/2021, at office of Kendriya Vidyalaya Mizoram University, Aizawl** before a duly constituted committee and in the presence of present bidders, if wish to attend the opening of bids. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited/ opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs. 25,000/- (Rupees Twenty-five thousand only) is to be deposited along with tender document.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in Kendriya Vidyalaya Mizoram University, Aizawl, Mizoram.

**Yours faithfully,**

**(Mohammad Rashid)  
Principal**

## ANNEXURE A'

Sl No	Category of Manpower	Number	Unit monthly remuneration Per person per month	Statutory Charges EPF rate as per rule	Statutory Charges ESI rate as per rule	Service Charges/Charge of uniforms/bonus etc including overhead profit	GST/Any other if applicable	Total amount per month
1-	Security Guards (Un-Skilled)	Three						
2-	Sweeper	Three						
3-	Gardener	One						

### NOTE :

- 1-GST shall be quoted separately if applicable for educational institution.
- 2- In case of discrepancy between unit price and total price, the unit price shall prevail.
- 3- (Please enclose the list of employee-wise name, EPF No. & ESI No. etc.)

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed.

Bid Security of Rs.....(Rupees.....) is furnished herewith vide Account Payee Demand Draft, FDR, Bankers Cheque of Bank Guarantee No.....date.....drawn on.....

**Seal of firm**

**Signature**

**Name: .....**