



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3220505  
Dated/दिनांक : 03-03-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	14-03-2023 10:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	14-03-2023 10:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	30 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Education
<b>Department Name/विभाग का नाम</b>	Department Of School Education And Literacy
<b>Organisation Name/संगठन का नाम</b>	Kendriya Vidyalaya Sangathan (kvs)
<b>Office Name/कार्यालय का नाम</b>	Kendriya Vidyalaya Keylong
<b>Item Category/मद केटेगरी</b>	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard , Manpower Outsourcing Services - Minimum wage - Unskilled; Others; Sweeper
<b>Contract Period</b>	1 Year(s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover</b>	Yes
<b>Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover</b>	Yes
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days

**Bid Details/बिड विवरण**

<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	1188446.64
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	35000

**ePBG Detail/ईपीबीजी विवरण**

Required	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Principal  
KENDRIYA VIDYALAYA KEYLONG, Department of School Education and Literacy, Kendriya Vidyalaya Sangathan (KVS), Ministry of Education  
(Principal Kendriya Vidyalaya Keylong)

**Splitting/विभाजन**

Bid splitting not applied.

**MII Compliance**

MII Compliance	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility

for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

#### **Additional Qualification/Data Required**

**Geographic Presence: Office registration certificate:**District Lahaul Spiti/District Kullu

**Scope Of Work For the Service:**[1677853935.pdf](#)

#### **Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard ( 3 )**

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

<b>Specification</b>	<b>Values</b>
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Secondary School
Ex Servicemen	Optional
Age Limit	Up to60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	ADHAAR CARD
<b>Addon(s)</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement
1	Kshitij Dureja	175132, Kendriya Vidyalaya Keylong, District Lahaul & Spiti	3	<ul style="list-style-type: none"><li>• Number of working days in a month : 30</li><li>• Tenure/ Duration of Employment : 12</li><li>• Basic Pay (Minimum daily wage) : 671</li><li>• Provident Fund (INR per day) : 80.52</li><li>• EDLI (INR per day) : 3.355</li><li>• ESI (INR per day) : 21.8</li><li>• EPF Admin charge (INR per day) : 3.355</li><li>• Bonus (INR per day) : 0</li><li>• Optional Allowance 1 (in Rupees) : 0</li><li>• Optional Allowance 2 (in Rupees) : 0</li><li>• Optional Allowance 3 (in Rupees) : 0</li></ul>

**Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; Sweeper ( 2 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Unskilled
Type of Function	Others
List of Profiles	Sweeper
Educational Qualification	Not Required
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable

Specification	Values
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Designation	SWEEPER

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement
1	Kshitij Dureja	175132, Kendriya Vidyalaya Keylong, District Lahaul & Spiti	2	<ul style="list-style-type: none"> <li>• EDLI (INR per day) : 2.385</li> <li>• Bonus (INR per day) : 0</li> <li>• EPF Admin Charge (INR per day) : 2.385</li> <li>• Optional Allowances 1 (INR per day) : 0</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• Minimum daily wage (INR) exclusive of GST : 477</li> <li>• Number of working days in a month : 26</li> <li>• Provident Fund (INR per day) : 57.24</li> <li>• ESI (INR per day) : 15.5</li> <li>• Tenure/ Duration of Employment (in months) : 12</li> </ul>

## **Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**

### **1. Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### **2. Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

### **3. Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

### **4. Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

### **5. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. Generic OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Buyer Added Bid Specific ATC Buyer Added text based ATC clauses Terms and Conditions:

(a) The remuneration to the employees shall be disbursed through electronic mode to their bank account or cheque at Vidyalaya premises in the presence of representative of Vidyalaya or its constituent. Electronic mode of payment shall prevail over cheque payment.

(b) The Contracting Agency will ensure payment by the 5 th of every succeeding month to their employees provided to the Vidyalaya 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 duplicate after making the payment to the employees provided to the Vidyalaya office/premises supported with the following documents :-

(i) Details of disbursement made to the staff furnishing cheque details for each payment or online fund transfer receipt, NEFT/RTGS payment receipt as the case may be.

(ii) Proof of payment of statutory obligation such as EPF (Copy of Challan with TRRN), ESI, Service Tax and any other applicable tax.

(iii) It is the responsibility of the Contracting Agency to confirm the credit of EPF & ESI into the individual account of the employee provided to the Vidyalaya.

(iv) Muster roll for the month.

(d) The Contracting Agency will provide Identity Card and uniform to all his employees deputed as per the format suggested by KENDRIYA VIDYALAYA KEYLONG valid for the period of contract. The employees so deputed must be given proper uniform by the contractor, expenses for which will be borne by the contractor.

(e) The Contracting Agency shall comply with all statutory obligations along with valid PSARA of Himachal Pradesh and registration with other statutory bodies.

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

Total Monthly Remuneration = Monthly remuneration -A1

Where A1 = Monthly remuneration X Nos. of days of absence/ Nos. of days in the month

(g) The contracting Agency will be required to sign a contract with the Vidyalaya as per the Model Contract available on vidyalaya website. The other terms and conditions specified in the Bid document of accepted bid will also form the part of the Model Agreement.

(h) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the Kendriya Vidyalaya KEYLONG reserves the right to claim and recover damages from Contracting Agency.

(i) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

(j) The Contracting Agency will deploy the trained/professional security guards/security supervisor, who are physically fit and mentally alert. The Contracting Agency will also ensure that the security guards are free from any infectious disease before deployment for work.

(k) The firm should execute an integrity pact with KV KEYLONG if the total service cost exceeds 3 lacs per year. The contractor will indemnify the Vidyalaya against any suit filed in case of non compliance of minimum wage/EPF/ESI by the contractor. A clause to this effect shall also be incorporated in modal agreement.

(l) The competent authority of KV KEYLONG reserves the right to withdraw / relax / amend any of the terms and conditions mentioned above at any time. The Contracting Agency shall provide impressive summer uniform as well as winter uniform with Insignia to their security personnel.

(m) The bids quoting Nil or Impractically low service charges in comparison to the government's standing guidelines in the matter are liable to be rejected.

(n) THE TDS deduction at present is 2% and is liable to be changed as per government's Tax Rules.

(o) The Vidyalaya reserves the right to terminate the contract at any time without assigning any reason thereof, if the services are found unsatisfactory.

Additional Terms and Conditions:

1. An office of the Service Provider must be located in the district of Lahaul Spiti or Kullu.
2. Service provider is required to pay wages of contracted staff deployed at buyer location initially and then claim payment from Buyer along with all statutory documents.
3. Our Vidyalaya being Educational Institution is exempted from Service Tax/GST.
4. Maximum limit for calculation of EPF is Rs 15000/-.
5. Valid Private Security License is required (PSARA of Himachal Pradesh required).
6. No. of security staff and housekeeping staff can be decreased/increased as per the requirement.

## 6. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---