



**KENDRIYA VIHAR II APARTMENT OWNER'S ASSOCIATION
COMMUNITY CENTER, BELGHORIA EXPRESSWAY
169, BADRA NORTH, SHAKTIGARH, BIRATI, KOLKATA – 700051**

Email: office.kv2k@gmail.com

TENDER REF.NO: KV2K/003/2020-21

DATED: 26/12/2020

NOTICE INVITING TENDER (NIT) FOR

“HIRING SECURITY SERVICE”

KENDRIYA VIHAR II APARTMENT OWNER'S ASSOCIATION (KVIIAOA)



KENDRIYA VIHAR II APARTMENT OWNER'S ASSOCIATION, KOLKATA

1.	Tender Reference No.	:	KV2K/001/2020-21
2.	Name of work	:	Providing Security Services at Kendriya Vihar Phase II, KOLKATA.
3.	EMD Amount	:	Rs. 10,000/- to be paid by DD
4.	Time for execution	:	02 (two) Months
5.	Tender Fee	:	Rs.100.00 (Non– refundable) to be paid by separate DD
6.	Uploading Date in Website	:	26 th December 2020
7.	Bid Document Download Start Date	:	26 th December 2020
8.	Site Visit followed by pre bid meeting with vendors	:	9 th January 2021 - from 10:30 hrs. to 12:30 hrs.
9.	Bid Submission Start Date	:	10 th January 2021 - 09:30 hrs.
10.	Bid Submission End Date	:	29 th January 2021 - 17:00 hrs.
11.	Bid Opening (Envelop-I i.e. Technical Bid)	:	30 th January 2021 – 10:30 hrs.
12.	Bid Opening (Envelope- II i.e. Price Bid of technically qualified vendors). Intending tenderers can attend during opening of bid	:	31 st January 2021 – 10:30 hrs.

Note: Open tender notice will be available on newspaper.



NOTICE INVITING TENDER

KENDRIYA VIHAR II APARTMENT OWNER'S ASSOCIATION

KENDRIYA VIHAR PHASE - II

169, BADRA NORTH, SHAKTIGARH, BIRATI, KOLKATA – 700051.

NAME OF WORK: "Providing Security Services at Kendriya Vihar Phase II, Kolkata"

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KENDRIYA VIHAR II APARTMENT OWNER'S ASSOCIATION
KENDRIYA VIHAR PHASE - II
169, BADRA NORTH, SHAKTIGARH, BIRATI, KOLKATA – 700051.
NOTICE INVITING TENDER (2 Envelope Open Tender)

(Tender Ref. No.: KV2K/002/2020-21)

1. Bids are invited on behalf of The President, Kendriya Vihar II Apartment Owners' Association, from the reputed contractors / agency for the work of **"Providing Security Service at Kendriya Vihar Phase II, Kolkata"**.

E-mail: contact.kv2k@gmail.com

Tender processing fee of Rs. 100/- in the form of DD (non-refundable) will be required to be submitted at the time of submission of sealed tender in separate envelope mentioning at the top right corner. The original sealed document should reach by post / courier / dropped in person in the box available at main gate - security room of Kendriya Vihar Phase-II, Kolkata by the date as specified in the Critical Data Sheet of Tender Document. The bidder must carefully read all the terms, conditions and specifications before filling up the tender and quotation. The prospective bidders are advised to make a detailed survey of the site, so that they quote the rates taking all factors into consideration.

2. Quotation in sealed cover super scribed **"Quotation for Providing Security Service at Kendriya Vihar Phase II, Kolkata"** in two envelopes containing Technical and Financial bids separately should be submitted by Speed Post / Registered Post / in person, to The President, Kendriya Vihar II Apartment Owner's Association (KVIAOA) at the address given below

Kendriya Vihar Phase-II,
Community Center (1st Floor)
169, Badra North, Shaktigarh, Birati,
Kolkata-700051

3. Following 2 envelopes shall be submitted by the tenderer as per the following schedule:

CRITICAL DATA SHEET

Sl. No.	Description	Date
1	Uploading Date in Website	26 th December 2020 - 9:30 hrs.
2	Bid Document Download Start Date	26 th December 2020 - 9:30 hrs.
3	Site Visit followed by pre bid meeting with vendors	9 th January 2021 - from 10:30 hrs. to 12:30 hrs.
4	Bid Submission Start Date	10 th January 2021 - 09:30 hrs.
5	Bid Submission End Date	29 th January 2021 - 17:00 hrs.
6	Bid Opening (Envelope-I i.e. Technical Bid)	30 th January 2021 – 10:30 hrs.
7	Bid Opening (Envelope- II i.e. Price Bid of technically qualified vendors). Intending tenderers can attend during opening of bid	31 st January 2021 – 10:30 hrs.
8	Tender Fee	Rs. 100/- Non- Refundable.
9	EMD	Rs. 10,000/- in the form of Demand Draft / Bank Guarantee.

Envelope – I: Tender fee, EMD, Credentials etc. other than duly filled and signed tender booklet. This envelope should contain the following:

- I. Tender Fee in the form of DD amounting Rs. 100/- in an envelope.
- II. Self-attested Photocopy of Permanent Account Number (PAN) and GST Registration Number.
- III. Tenderer should deploy sufficient resource as per the requirement of work in consultation with Site-in-charge (SIC) to achieve the milestones/target and overall satisfaction.
- IV. Credentials showing experience of execution of similar works in the last five years along with performance certificate, proof of final payment released by the user.
- V. Audited Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer during preceding three financial years ending on 31/03/2020.
- VI. Duly signed complete tender document after downloading from the website.
- VII. Rs. 10,000/- in the form of DD as EMD.
- VIII. Self-attested Photocopy of valid trade license and professional license as applicable.
- IX. Self-attested Photocopy of EPF & ESI Registration No.
- X. Copy of Partnership Deed, Company Deed/Article of Association (as may be applicable)

Envelope – II: The Financial Bids contents should be as below: -

All rates shall be quoted in the Bill of Materials as per the format mentioned in Annexure - II. The tenderer has to fill up the rate of individual items in figures as well as words. The amount column to be filled up in figures and words only. The final amount to be mentioned in figures and in words followed by signature with date and stamp.

Qualifying requirements of contractors / tenderers containing the following: -

- i. Should have satisfactorily completed Similar scope of work in contract(s), **however pre-determined phasing of the work will be accepted) three works**, each of **Rs. 1,00,000.00 (including all taxes / GST)** or **two works**, each of **Rs. 2,00,000.00 (including all taxes / GST)** or **one work of Rs. 3,00,000.00 (including all taxes / GST)** in single contract of similar nature of work ending on **last date of submission of bid as mentioned i.e. Providing Security Service at any Govt. Department / PSU / Municipal Authority / WBAOA registered society / any other similar establishments.**

- ii. Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. Should have annualized average financial turnover more than **Rs. 10,00,000/-** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted along with the application. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

Self-certified copy of all the Documents of Envelope-I mentioned above shall be submitted in along with Tender fee and EMD DD as required in favour of Kendriya Vihar II Apartment Owner's Association on or before date & time mentioned in **CRITICAL DATA SHEET**. The tenderer, whose Tender processing fee and DD against EMD are not reached by post / courier / given in person to the concerned official or tender box of Kendriya Vihar Phase II, Kolkata by the date & time mentioned in critical data sheet, then their tenders will be liable to be rejected. Any postal delay will not be entertained.

EMD of the value of **Rs. 10,000.00** shall be accepted in the form of Demand Draft only from a Nationalized bank in favour of Kendriya Vihar II Apartment Owner's Association, payable at Kolkata. The tenderer should have Bank & Account details for preparation of Bank Guarantee are as follows:

Account Name: Kendriya Vihar II Apartment Owner's Association
 Name of Bank & Branch: UCO Bank, Salt Lake City, DD Block Branch
 IFSC Code: UCBA0001870
 Account Type: Current
 Account No: 18700210001691

Performance Guarantee Deposit:

Successful tenderer should submit an amount of @10% of the work order value within 15 days from the date of award of the work in the form of Demand Draft of any nationalized bank in favour of Kendriya Vihar II Apartment Owner's Association, payable at Kolkata. The performance guarantee deposit will be released after successful completion of contract period. EMD draft will be released after deposit of performance guarantee deposit on receipt of written request to return the EMD.

The President, KVIAOA, reserves the right to make the bidder forfeit the EMD on account of (i) premature withdrawal from the bid (ii) non-payment of security deposit.

Refund of EMD:

The EMD of Unsuccessful / Late tenderers shall be returned only on receipt of request letter from the concerned vendor, however no other documents shall be returned.

4. Bid Submission: -

- i. The tender fee, EMD DD, acceptance of tender conditions duly signed & stamped, and all the documents as mentioned in page 5 under **Envelope – I** para to be put in a separate sealed envelope. At the top of the envelope "Envelope – I", the Tender Ref. No. and Name of work should be clearly mentioned.
- ii. The duly filled up and signed bill of materials (after downloading from the website) as per para **Envelope – II** mentioned above should be put in a separate sealed envelope. At the top of the envelope "Envelope – II", the Tender Ref. No. and Name of work should be clearly mentioned.
- iii. Both sealed Envelope – I and sealed Envelope – II should be put in a separate suitable size sealed envelope mentioning the Tender Ref No. and Name of work should be clearly mentioned.
- iv. The final sealed envelope should be deposited / dropped in the tender dropping box available at the main gate by person or post or messenger within the specified date and time. No receipt will be issued in this regard.

5. Tenders liable for Rejection: -

- i. Bids received by Post, by Courier Service or in person, "after the specified time" will not be considered.
- ii. Bids are not complete or not in statutory format.
- iii. Any cutting / overwriting in the Technical / Financial Bid.
- iv. Bids received in covers not sealed.
- v. Technical bid without tender fee or EMD.
- vi. All items & services mentioned in Annexure – II of the tender specification is not covered.
- vii. Copy of ITR for last 3 financial years.
- viii. GST return for last financial years.
- ix. Copy of PAN & TIN
- x. The President, AOA, Kendriya Vihar Phase-II reserves the right to reject any or all bids without assigning any reasons whatsoever.

6. Negotiation may be carried out with the L1 bidder prior to issue of purchase/work order.

**President,
Kendriya Vihar II Apartment Owner's Association
Kolkata – 700051**

**UNCONDITIONAL ACCEPTANCE LETTER
(TO BE SUBMITTED IN "ENVELOPE- I")**

To,
The President,
KVIAOA, Kendriya Vihar Phase-II,
Kolkata – 700051

Name of work: Providing Security Services at Kendriya Vihar Phase – II, Kolkata

ACCEPTANCE OF TENDER CONDITIONS

1. The tender documents for the above work have been provided to me / us by KVIAOA, Kendriya Vihar Phase-II, Kolkata and I / We hereby certify that I / We have inspected the site and read the entire terms and conditions of the tender documents which shall form part of the contract agreement and I / We shall abide by the conditions / clauses contained therein.
2. I / We hereby unconditionally accept the tender conditions of tender documents in its entirety for the above work.
3. I / We are unconditionally accepting that it is not permissible to put any remark(s) / condition(s) (except unconditional rebate on quoted rate if any) in / along with the tender document and the same has been followed in the present case. In case, this provisions of the tender if found violated after opening of tender, I / We agree that the tender shall be rejected and tender calling authority shall without prejudice to any other right or remedy be at liberty to forfeit the 10% of earnest money.
4. I / We declare that I / we have not paid and will not pay any bribe to the board of managers, Kendriya Vihar II Apartment Owner's Association, Kolkata for awarding this contract at any stage during its execution or at the time of payment of bills.
5. The required earnest money as specified in tender document for this work has been submitted along with the tender fee.

Thanking you,

Yours faithfully

SIGNATURE OF THE TENDERER
WITH COMPANY SEAL

Place:

Date:

General Terms and Condition

1. Minimum payment to the employees would be as per the minimum wages notified by **The Labour Commissioner, Statistics Section, Govt. of West Bengal** applicable at the location of services.
2. TDS as applicable shall be deducted from the monthly bills to be raised by the agency.
3. The agency will furnish the full particulars of the personnel deputed/ sponsored, including details like Name, Father's Name, Age, Photograph, Permanent Address, etc. to KVIAOA and will also ensure the verification of the character and antecedents of such personnel from Police in accordance with their latest residing address. As proof of identity photocopy of any photo ID issued by Government AADHAR Card / PAN / Voter Card to be submitted.
4. The agency will be responsible for compliance of all the applicable statutory laws / rules and regulations/ obligations arising out of the contract so entered for providing various personnel to the Kendriya Vihar Phase-II, Kolkata.
5. Any liability arising under Municipal, State or Central Govt. laws and regulations will also be sole responsibility of the concerned agency and the KVIAOA shall not be responsible for such liabilities in any case during the contractual period.
6. The agency will be solely responsible for any liability under any law arising out of the contract. The KVIAOA will not be responsible for any liability whatsoever.
7. The personnel provided / supplied shall be under the direct control and supervision of the agency. However, they shall comply with the verbal and written instructions given on day to day basis by the KVIAOA, representatives, from time to time. They will be bound by the timings, duties, placements, locations, rules, instructions etc., as may be given and decided by the KVIAOA.
- 8. The agency must have valid trade license and shall not sub-let the contract to any third party.**
9. The agency shall have IT & GST enrollment.
10. Duty hours (shift timing), maximum hour of work in a day & work shall be at per with the applicable labour laws.
11. KVIAOA shall deduct proportionate amount [including service charge] for each day of absence of the personnel while making payment to the agency each month. KVIAOA can also deduct the amount for late coming or early going as per the rules / guidelines framed and made applicable by the KVIAOA, from time to time.
12. The agency will be responsible for the discipline and conduct of the Personnel engaged by it. In case, the personnel found lacking discipline and quality of work during the course of the contract, the agency will provide suitable substitute / replacement of personnel with immediate effect on the direction of KVIAOA. All personnel engaged should be provided with proper I.D. Card and uniform by the agency.
13. During the validity of the contract, KVIAOA shall not undertake any monetary liability other than the amount payable to the agency for the services of personnel provided by them. Other

liabilities, if any, shall solely rest with the agency. Even if, KVIAOA has to bear such liabilities on unforeseen circumstances / occasions, KVIAOA will recover such amount from the agency by adjusting the amount payable to the agency from its monthly bill.

14. In case the employees do not attend the work at any time for whatever reason, the agency shall make alternate arrangements at no extra cost to KVIAOA so that the daily work does not suffer. If no such alternate arrangements are made, then double amount of the proportionate deductions shall be made out of the contracted amount. KVIAOA shall also be free to make its own alternate arrangements, the cost of which shall be recovered from the agency.
15. The agency shall also be responsible for providing all such amenities as are required to be provided under the provisions of various statutory laws including Contract Labour (Regulation and Abolition) Act, 1970. In case of failure to provide such amenities, KVIAOA shall be free to provide the same and recover all expenses so incurred in providing such amenities from the agency by any suitable manner / method as may be deemed fit by it.
16. The agency shall also comply with all provision(s) acts, laws and other statutory rules, regulations, bye-laws, etc., as applicable or which might become applicable at Kolkata with regard to performance of the work included herein or touching upon this contract including Minimum Wages Act.
17. The agency will not ask for any enhancement of approved rates during the contract period. In case of any changes in Minimum Wages rates & other Statutory Laws, selected bidder shall inform KVIAOA for enhancement of wages accordingly for consideration. However, the service charges quoted as a percentage of total order value will not change and remain same as per initial amount quoted by the agency.
18. It will be sole liability of the agency to pay the wages, provident fund, ESI, leave benefits, Insurance Premiums, bonus, medical facilities and other benefits / facilities to the employees as may be applicable under the relevant laws / rules. However, amount agreed under the contract will only be reimbursed / paid.
19. If the agency fails to render any or all the services, for any period during the currency of the contract, KVIAOA shall be at liberty to get the work done from other agencies and deduct charges incurred on this account from the amount payable to the agency / recovering the dues from the Security Deposit, if dues payable to the agency is not sufficient to meet the expenditure incurred in such emergencies.
20. If the agency fails to provide satisfactory performance, KVIAOA shall be at liberty to terminate the contract forthwith.
21. KVIAOA reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional term and condition at any time during the currency of the contract.
22. The initial period of the contract will be for one year. However, the agencies are requested to quote for (i) First year, (ii) Second year & (iii) Third year. On satisfactory completion of first year contract, AOA may consider renewing the contract subsequently in accordance with their percentage of service charges submitted year wise. However, contract can be terminated pre-

maturely with a notice period of one month on either side for changed circumstances / administrative reason.

23. The agency shall supply a copy of confirmation from their employees regarding acceptance of employment at agreed rates and terms & conditions in advance.
24. The owner / partner / authorized person or manager of the agency should be available on his / her own direct telephone (office as well as residence) and also on mobile phone for assistance in relation to supply of Manpower.
25. If contract is awarded, the concerned LI FIRM will be required to execute the contract agreement on a non-judicial stamp of Rs. 100/-.
26. The agency shall also provide identity cards to the personnel deployed in the office carrying the photograph of the personnel and personal information such as name, date of birth, address and identification mark and one Government photo ID card also be produced.
27. The Tax Deduction at Source (T.D.S) shall be deducted as per the provisions of Income Tax Act, 1961, as amended from time to time and a certificate to this effect shall be provided to the agency by KVIAOA.
28. All disputes are subject to jurisdiction of KOLKATA Courts only.
29. Payment to the agency will be made on 10th of every month by KVIAOA on submission of undisputed invoice by 3rd of every month.
30. The following documents shall also be enclosed with invoice to be submitted every month, (i) Receipt of payments to the persons engaged and (ii) PF & ESI deposit receipt of previous month.

We accept the terms and conditions of the tender documents

SIGNATURE OF THE BIDDER _____

NAME IN BLOCK LETTERS _____

FULL ADDRESS WITH TELEPHONE NUMBERS _____

OFFICIAL STAMP

CONDITIONS FOR PROVIDING SERVICES

1. Security Guards :

Sl. No.	Staff	No. of Person per shift
1	Security guard	1. 5 Male and 1 Female in Morning 2. 5 Male in Afternoon shift), 3. 9 (Night shift)
	Total	20

N.B: The number of manpower may vary as per requirement during the entire contractual period.

- a) The security services will be under the direct control and supervision of the **Kendriya Vihar II Apartment Owner's Association, Kolkata (KVIAOA)**.
- b) The duty points to be fixed will be at the sole discretion of KVIAOA.
- c) List of records to be maintained by the Security Agency for operations in Kendriya Vihar Phase-II, Kolkata, shall be subject to scrutiny / inspection by the authorized person of KVIAOA.
- d) One lady security personnel must be present during the daytime only (Morning shift).
- e) The Agency should provide firefighting enabled security personnel to act in any fire hazard situation .
- f) The agency must ensure that security guards should not be less than 21 years of age or above 50 years of age and should be disciplined personnel with sound health both physically and mentally.
- g) **Duties of the security guards shall be to:**
 - i. Prevention and apprehension of trespassers.
 - ii. Prevention of thefts and pilferage and apprehension of any persons attempting these acts and handing them over to the Govt. authority.
 - iii. Controlling entry, exit and access of personnel of Society Employees, Visitors and Residents with appropriate documentation as will be laid down by KVIAOA from time to time.
 - iv. Controlling entry and exit of vehicles and monitor unauthorized car parking.
 - v. Controlling incoming and outgoing materials, duly checking the relevant documents.
 - vi. Switching ON & OFF of all common lights on daily basis.
 - vii. Periodical checking of Fire Fighting equipment and control Alarm System including Hooters and Amplifiers installed in each Block and reporting to KVIAOA as and when maintenance required.
 - viii. Provide escort for men, material and cash as and when instructed by KVIAOA.
 - ix. In case of any fire hazard, security personnel should take immediate action to extinguish the fire with the help of firefighting equipment and inform State Fire department and KVIAOA immediately.
 - x. Help to evacuated entrapped persons in any lift.

- xi. In absence of plumber, as well as any emergency requirement of water in odd hours, security personnel should operate the water pumps.
 - xii. The security guard on duty should leave the place of working only after the reliever reports for duty.
 - xiii. The security personnel should be on proper uniform with logo & proper shoes during duty hours.
- h) In the event of KVIAOA incurring any loss due to any thefts or pilferage occurring in complex guarded by the Agency's personnel, the Agency shall compensate in such loss as may be assessed by KVIAOA, if it is proved after investigation that such loss is attributed to negligence or slackness or conveyance of the Agency's personnel such amount shall be deducted from Agency's bill. The Agency shall also investigate into the matter and communicate the result of such investigation to KVIAOA. The agency shall assist KVIAOA, police or any other authorities in their investigation and if the property is recovered by the Agency, the other authority or police, the property shall be returned.

We accept the terms and conditions of the tender documents

Signature & Seal of the proprietor of the firm

Date:

Place:

Annexure: II

PROFORMA OF FINANCIAL BID FOR QUOTING RATES RELATED TO SECURITY SERVICES.

Sl. No.	Description	No of persons per shift	Wage per Shift per Person (Rs)	Total Wages per month excluding employer's contribution for EPF & ESI as applicable (Rs)
For First Year :				
1.	Security Personnel	(a) 5 Male and 1 Female in Morning (b) 5 Male in Afternoon shift (c) 9 Male only in Night shift	Rs. _____	Wages (as per minimum wages rate applicable):Rs. _____ EPF (as applicable):Rs. _____ ESI (as applicable):Rs. _____
A.	Total for First year	20 personnel	_____	Total (Wages + EPF + ESI): Rs. _____
<u>For Second Year (Only percentage of service charge on the basis of minimum wages excluding employer's contribution for EPF & ESI applicable on the date of commencement of agreement, if there is any variation of service charges quoted by the bidder in the first year)</u>				
B	Service charges for Second year	Based on above mentioned manpower	_____%	
<u>For Third Year(Only percentage of service charge on the basis of minimum wages excluding employer's contribution for EPF & ESI applicable on the date of commencement of agreement, if there is any variation of service charges quoted by the bidder in the second year)</u>				
C	Service charges for Third year	Based on above mentioned manpower	_____%	

(The service charge to be paid against actual monthly total wages as per minimum wages excluding EPF & ESI)

Note: In case of any changes in Minimum Wages rates & other Statutory Laws, selected bidder shall inform AOA for enhancement of wages accordingly for payment of enhanced rate to the security staffs. However, the service charges quoted as a **percentage (%)** of total monthly wages payable at the time of execution of contract will not change due to inflation of monthly wage bill in accordance with minimum wage structure applicable subsequently during the validity of contract.

D. Service Charge for First year : _____% Amount (Rs): _____

E. GST : _____% Amount (Rs): _____

Total for First year (A+D+E): Rs: _____

SIGNATURE OF THE BIDDER _____

NAME IN BLOCK LETTERS _____

FULL ADDRESS WITH TELEPHONE NUMBERS _____

OFFICIAL STAMP