



KISS Delhi

(A joint venture between Govt. of NCT of Delhi & Kalinga Institute of Social Sciences, Bhubaneswar, Odisha)
A Fully Free Co-Educational Residential School
Village Issapur, Najafgarh, Delhi – 110073

No. KISSDEL/TENDERS/T&C/2018/04

Dated: 24-Jan-2018

NOTICE: TENDER - KISS DELHI 2017-18

SEALED TENDERS ARE INVITED FOR PROVIDING OF SECURITY SERVICES To KISS Delhi, Village Issapur, Najafgarh, Delhi-110073.

- The tender documents containing requirement, specifications and terms & conditions can be downloaded from the school website www.kissdelhi.ac.in/tender and submitted to this office by accompanying a **demand draft of Rs. 500/-**.
- The cost of each tender form is **Rs.500/- (non-refundable)**.
- The last date for submission of sealed tenders is **05.02.2018 by 10.00 AM**.
- Tenders will be opened on **05.02.2018 from 2:00 PM** onwards in the presence of KISS Delhi Purchase Advisory Committee at the address mentioned above.
- Interested vendors or their authorized representatives may remain present at the time of opening of tenders.
- All the DD to be made in favour of **KISS Delhi payable at any Nationalised Bank branch at Delhi**.

The sealed bid in envelop shall contain

1. **DD/Receipt of purchase** of Tender Document.
2. **DD for EMD**. Amount mentioned below.
3. **FILLED, SIGNED (all pages), STAMPED** Tender Document
4. **All necessary documents** as mentioned.
5. **Quotation/Rate** of the Items mentioned **Inclusive of All Taxes**.

Important Information		
1	Tender Cost	Rs. 500
2	Tender Opening Date	24-Jan-2018
3	Tender Closing Date	05-Feb-2018
4	DD in favour of	KISS Delhi
5	Tender Submission	Vill : Issapur, Najafgarh, Delhi-110073
6	Tender Opening	05-Feb-2018
7	Work Awarding On	06-Feb-2018

KISS Delhi, Issapur, Najafgarh, Delhi – 110073
www.kissdelhi.ac.in



Details of Items

Earnest Money (EMD):Rs 45,000/-(To be deposited at the time of submission of tender)
Security Deposit (SD): Rs. 90,000/-(To be deposited by the successful vendor)

Sl. No.	Items	Estimated Cost (Rs.)	EMD(Rs.)	Security Deposit(Rs.)
1	Security Services	18Lakhs	45,000	90,000

Date: 24- Jan-2018

CEO, KISS Delhi
Issapur, Najafgarh
Delhi - 11007



Date: 24-Jan-2018

To,

Sub: Tenders for Security Services

Sir,

1. Sealed tenders are invited from Service Providers of reputed firm to provide services shown in the attached statement. Tenders should be sent by the firms under **Registered Post/ By Hand** in a **strong sealed cover marked as Quotation for the provide of security services**. The tender should reach the office address **Vill: Issapur, Najafgarh, Delhi – 110073** by **05.02.2018** by **10.00AM**. Tenders will be opened by the KISS Delhi Purchase Advisory Committee (KISS Delhi - PAC) on 05.02.2018 i.e. **from 2.00 PM onwards in KISS Delhi School, Vill: Issapur, Najafgarh, Delhi – 110073**
2. The tenderer may quote rates for all the services mentioned in Annexure –‘A’ or any part thereof.
3. The quotation shall be submitted according to the **terms and conditions specified in paragraph 3 to 27** & these conditions will not be changed in any case.
4. The rate should be F.O.R. and should include all taxes as per Govt. rules whatever liable to in respect of the provide services. The KISS Delhi shall not be liable to pay any tax, transportation etc., which may have been expressly stipulated in the quotation in the event of acceptance of the quotation.
5. **The rates are required to be filled in figures as well as in words**. KISS Delhi will not be liable to release the payment beyond Charges.
6. There should not be any overwriting or cutting in the quotation. If a figure/ word is to be amended it should be neatly scored out & the revised figure should be written above and the same should be attested with full signature and date. In the absence of attested signature the quotation is liable to be rejected. The undersigned does not bind himself to accept the lowest quotation and reserves the right to accept the quotation in whole or in part i.e. with respect to all services mentioned in the attached statement or in respect of any one or more than one items specified in the attached statement as he may decide.
7. The Purchase Advisory Committee nominated by the CEO KISS Delhi to assess eligibility will carry out evaluation of the Bids. Decision of Purchase Advisory Committee which will not solely be based on the cheapest bid but also on other factors like physically fit and trained and services along with provide timeline. Service Provider who can provide the services in less time (quickly) at a cheaper rate will be given preference. The decision of the CEO in this regard is final. No correspondences in this regard will be entertained.



8. On acceptance of the quotation it will become a contract and shall be bound by terms and conditions of the quotation. The quotation should be accompanied with EMD mentioned in the tender notice in the shape of demand draft only in favour of KISS Delhi, Village Issapur, Najafgarh, Delhi, payable at Delhi. **Quotations attached with DCR, FDR, MCC/ Cheque will be treated as cancelled.** Financial Proposals will remain unopened for those Companies/Firms/Agencies which fail to submit the required documents.
9. Successful Bidders will have to deposit **Security Deposit** Amount as mentioned in the Notice. The Earnest Money will be refunded in the event of rejection of the quotation. The security will be forfeited in the event of failure to comply with the contract.
10. If the Service provider fails to provide the services within the time stipulated in the letter of acceptance by the undersigned, KISS Delhi will be at liberty to take the services from others service provider and get the rest of the contract completed by any other person or firm and the difference of price, if any, shall be deducted from the Security deposit of the Contractor & in case any amount in excess of the security deposit is paid by the KISS Delhi, the contractor shall be liable to pay that amount.
11. In the event of acceptance of the quotation and placing of the order to provide the services for the same would be subject to an inspection by the undersigned or his representative and are liable to be rejected if the services are not according to approved.
12. The rates are required to be quoted by the contractor **both in fig. and words valid up to 05.02.2019**. No amendment in the rate will be accepted.
13. The Contracting Company/Firm/Agency will be required to minimum wages as prescribed under the minimum wages act of the Govt. of India/Delhi State Govt.
14. All the Schemes floated by the service provider from time to time on services will have to be provided by the contractors to the KISS Delhi.
15. Any complain found in the services will be the sole responsibility of the firm/contractor and action will be initiated against the firm/contractor and not against the KISS Delhi in any case.
16. As per Income Tax rules, TDS will be deducted out of the total payment to be made by this KISS Delhi for where ever applicable as per government guidelines .
17. Quotations, which do not comply with the above conditions, are liable to be rejected.
18. The exact number of persons to be provided will be intimated after the tenders are accepted and approved but before the commencement of the services.



19. The Services shall be providing at KISS Delhi, Issapur, Najafgarh, Delhi-110073 24hrs on all working days.
20. The date wise account of the services provided by the contractor shall be kept by him and shall be submitted at the end of every month to the Principal, KISS Delhi School, Vill: Issapur, Najafgarh, Delhi-110073.
21. The bills so submitted by the firm / contractor in the office of The Principal, KISS Delhi, Issapur, Najafgarh, Delhi – 110073 will be then verified and thereafter bills will be submitted to the concerned Pay & Accounts Officer for payment. However, if any amount of the bills is found by the Audit Office to have been over paid, the amount found over paid shall be refundable by the firm / contractor.
22. It will be the discretion of CEO, KISS Delhi or his representative to make enquiries in order to judge the suitability and the capacity of any particular firm / contractor and decision to enter into a contract or otherwise would rest with CEO, KISS Delhi. It will also be the discretion of CEO, KISS Delhi to award contract of any services to more than one firm in case of necessity in the school.
23. The amount of security deposited shall be retained by the KISS Delhi for a period till complete of the service period as per orders issued or till the services are provided or one month after the expiry of tender period. The contractor shall not be entitled to any interest from the KISS Delhi for security deposit.
24. In case of similarity of rates, preference will be given to existing/previous (if any) vendors (In possession of Satisfactory Service Completion Certificate from school) who has provided services to the school. If there are no previous vendors then preference would be given to service provider providing more staff from the nearby locations & staff with higher educational level, which will help school in better and easily managing the services.
25. Printed conditions mentioned in the Pre-qualification Bid by the service provider shall not be binding on us unless and until these are fully in conformity with the terms and conditions of tender.
26. Canvassing in any form in connection with this tender is strictly prohibited and the tender submitted by the vendor who resorts to canvassing are liable for rejection.
27. These instructions to tenders are to be signed by the contractors and returned with the tender.

A handwritten signature in black ink, appearing to read 'Chalme', is written over a horizontal line.

CEO
KISS Delhi
Issapur, Najafgarh

Date 24– Jan – 2018



(To be signed by tenderers /vendors only)

CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITIONS OF TENDERS

It is certified that the terms & conditions as laid down in the tender forms are acceptable to me/ us and I/We fully agree with the same failing which CEO KISS Delhi on behalf of KISS Delhi may take action as per rules.

Signature(s) of the Tenderer(s) _____ Date : _____

Name & full address of the firm _____

Contact Numbers : : Landline : _____

Contact Numbers: Mobile: _____

Note:-

(Tenderers are requested to submit their application along with requisite documents duly signed, as per above format on their firm's letter head/pad).



APPLICATION FOR SUBMITTING TENDER FORM

Dated: _____

The CEO,
KISS Delhi,
Village: Issapur, Najafgarh
Delhi - 110073

Sub: Submission of Tender Form for _____
(Name of Services as per tender)

Madam,

I have read the terms & conditions of the Tender Form and agree with the same. I am submitting the tender form for the provider of subject cited for the services **(valid up to 05.02.2019)** along with the required documents as mentioned below:

1. Signed and stamped Terms & Conditions
2. Copy of self-attested Service Tax / GST Registration /Registration of Companies or Agencies/Company PAN Card/Valid Labour License / ESIC & EPF Registration.
3. Bank Draft/FDR/BG as applicable from case to case in favor **of KISS Delhi** as Cost of Tender & Earnest Money Deposit (EMD).
4. Undertaking that their Firm/Agency is not declared black listed by any Govt. / Authority / Department
5. List of Services, quoted for mentioning the name clearly.
6. Copy of last three years of ITR & Balance Sheet. (FY 2014-15, 2015-16 & 2016-17)
7. Certified copies of the satisfactory services from the client where the bidder is providing the Services for the last three year.
8. Copy of Incorporation Certificate / Partnership Deed in case of partnership firm / an undertaking on firm's letter head that the firm is a proprietary firm.
9. Past Track Record, if any.
10. Contact Detail of the firm viz. Tel. No., Fax No., E-mail etc.

Full Signature of the Tenderer _____

Name of the Tenderer _____



Annexure – A'

PRICE BREAK-UP FOR SECURITY SERVICES IN KISS DELHI(For 8Hrs 7 Days)

SI No	Description	Security Guard (Male)	Security Guard (Female)
1	Basic Salary		
2	ESI @4.75%		
3	EPF @ 13.16% of Basic		
4	Sub Total		
5	Service Charges		
6	Total		

Note:

These rates are based on minimum wages act of Delhi. Govt. and subject to change as per Govt. Policy.

Signature of the Tenderer :

Stamp of the Firm :.....