

भारतीय राजदूतावास विद्यालय (के.वि.), मॉस्को
६-८ वोरोंत्सोवो पोल्ये, मॉस्को (रूस)

Tel.: +7 (499) 2437009 Fax: +7 (499) 2406437
CBSE School No. 90224 Affiliation No. 7000001



Embassy of India School (KV), Moscow

6-8, Vorontsovo Pole, Moscow, Russia 105064

E-mail: principalkvm@mail.ru School Code: 1898

Website: www.kendriyavidyalaya-moscow.org

सन्दर्भ /F.1-18 /EOISMOS/2024-25/379

दिनांक /Date: 10.09.2024

Embassy of India School, Moscow
Notice Inviting Bids

केन्द्रीय विद्यालयमोस्को / KENDRIYA VIDYALAYA, MOSCOW

निविदा सूचना / TENDER NOTICE

केन्द्रीय विद्यालय मोस्को द्वारा सेवा प्रदान करी संथा माध्यम से सेकुरिटी गार्डकी सेवा हेतु कंट्राक्ट प्रदान के लिए सीलबंद निविदा आमंत्रित की जाती है। निविदाफॉर्म / दस्तावेज़ केन्द्रीय विद्यालय के कार्यालय से प्राप्त कर सकते हे तथा वेबसाइट www.kendriyavidyalaya-moscow.org | निविदा जमा करने की अंतिम तिथि: 03/10/2024 (14.30 तक)।

Sealed Tenders are invited for awarding contract for out-sourcing the Security, services in Embassy of India School located at 10/2 Bolshaya Dorogomolovskaya Street, Moscow. Sealed Tender should reach this office on or before 03/10/2024. The tender form/document can be downloaded from vidyalaya website or obtained from vidyalaya office on working days (10-00 AM to 14:30 PM). For more details visit our website www.kendriyavidyalaya-moscow.org.

Приглашаются закрытые тендеры на заключение контракта на аутсорсинг услуг по обеспечению безопасности в школе Посольства Индии, расположенной по адресу Большая Дорогомоловская улица, дом 10/2, Москва. Запечатанное тендерное предложение должно быть доставлено в этот офис не позднее 03.10.2024. Тендерную форму/документ можно загрузить с веб-сайта Vidyalaya или получить в офисе Vidyalaya в рабочие дни (с 10:00 до 14:30). Для более подробной информации посетите наш сайт www.kendriyavidyalaya-moscow.org



प्राचार्य/Principal
Директор школы

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REQUEST FOR QUOTATION FOR WATCH & WARD AND CONSERVANCY SERVICES AT EMBASSY OF INDIA SCHOOL, (KENDRIYA VIDYALAYA), MOSCOW

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 Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others and this Vidyalaya is under the patronize of Embassy of India Moscow.

The Services described in the RFQ are required for Kendriya Vidyalaya (EOIS) Moscow. &
LAST DATE AND TIME FOR RECEIPT OF QUOTATION:

Tender papers can be submitted from Kendriya Vidyalaya, (EOIS) Moscow on all working days excluding (Saturday, Sunday and Govt. Holiday) during the office hours (from 09.00 AM to 2.30 PM) or by Courier and by Postal services or by hand on or before 03-10-2024.

The bidders are requested to submit their quotation/ bids in sealed envelopes super scribed "Bids/ Quotations for providing Security Guard Services and Conservancy Service for Kendriya Vidyalaya (EOIS) Moscow on or before 03-10-2024. By 02.30 PM giving complete details as required in the tender document and along with all stipulated enclosures. The Bids/ Quotations will be opened at 3.00 pm on 04.10.2024 in the office of the Principal, Kendriya Vidyalaya, (EOIS) Moscow. The bidders can attend the tender opening if they so desire. If the last date for depositing or opening of bids is declared a holiday, then the Bids/ Quotations will be deposited/ opened on the next working day, other terms and conditions and time schedule remaining unchanged.

(A) INSTRUCTIONS TO BIDDEERS:

1. Sealed quotations are invited from experienced contractors who have carried out similar works.
2. The quotations along with other documents duly filled shall be submitted so as to reach Kendriya Vidyalaya, on 02-10-2024 or before 02.30 PM. The sealed quotations may either be dropped in the tender box kept at EOIS (KV), MOSCOW or sent through post/ courier or by hand. However, post/ courier delays for late submission shall not be entertained and such late quotations shall be rejected.
3. Telex/ facsimile/ email quotations are not accepted.
4. The quotations/ bids shall be opened on 04-10-2024 at 3.00 pm at Kendriya Vidyalaya EOIS MOSCOW. The bidders may participate to witness the bid opening, if they so desire.
5. Only one quotation from each bidder shall be accepted.
6. EMD/performance security will be decided at the time of award of contract to the successful bidder. The Performance security shall be deposited within 10 days of issue of work order/ contract. The Performance security shall be in the form of DD or Bank guarantee from any scheduled bank. All Bank charges shall be to the contractor's account or as applicable for Russian companies as per Russian Government norms.

7. The bidders are advised to acquaint themselves with the prevailing conditions at work place, in their own interest, before submitting their quotations. No modifications, whatsoever, shall be allowed in the submitted bids after receipt.
8. The quotations be complete in all respects and all the required formats, shall be furnished duly filled in. All necessary documents as called for shall be enclosed without fail. Incomplete quotations and/or Bids with modified conditions or new conditions inserted by the bidder (counter offers) shall be rejected.
9. Quotations shall be written both in figures and words.
10. Rate quoted shall include all expenses towards labour, transport, cost of materials to be provided by the contract agency, hire charges, enabling works, incidentals etc. EXCEPT Service Charge and Cess thereof.
11. The bidder's shall keep their quotations valid for a minimum period of one year and extended up to another one year from the final date specified for bid submission.
12. Kendriya Vidyalaya, EOIS MOSCOW reserves the right to reject any or all tenders without assigning any reason.
13. Kendriya Vidyalaya, EOIS MOSCOW reserves the right to award part of the work or the whole, as may be considered necessary.
14. IMPORTANT NOTE: The rate quoted rate for security services shall be quoted on per month basis failing which the bid/quotation shall not be entertained.
15. The rate quoted by the party and approved by the school will be applicable for one year/2 years and can be changed in case of change in statutory norms by the government only.

(B) LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH QUOTATION/ BID:

- i) Self-attested copies of the following;
 - a) License for Security Provider
 - b) Tax details in the name of Firm.
 - c) Registration number of Bidder
 - d) Proof of payment of social security details of employee engaged earlier.
- ii) Undertaking that minimum wages act of Govt. of Russia shall not be violated.
- iii) The tender form duly filled up, signed and sealed (format enclosed)
- iv) Brief profile of the bidder and evidence to establish that the bidder has executed contracts of similar nature and magnitude in the last three years.

(C) SCHEDULE OF WORKS. : SECURITY OF KV, EOIS MOSCOW (24 HOURS)

- i) Provision Security guards- for 24 hours X 7 shall be provided.
- ii) *Provision of the Labour law shall be strictly adhered to regarding working hours of the security personnel.*
- iii) As the service involves security, the manpower proposed shall be interviewed and valid identity proof examinee by KV, EOIS Moscow before approving deployment.
- iv) The contract agency/service provider shall provide identity cards to all his employees engaged for the security services at KV, EOIS MOSCOW as per the format suggested by the officer in charge which shall be valid for the period of contract or till the engagement of the employee whichever is earlier
- v) The Security shall maintain a register of visitors entering and exiting the premises as per the format provide by the Officer in charge.
- vi) The normal vidyalaya hours of KV EOIS MOSCOW is from 08.30 AM to 3.30 PM on Monday to Friday. However, the contract agency/service provider shall provide security services on all days in a month without interruption.
- vii) The contract agency/service provider shall, at his own cost, provide to the security personnel deployed impressive summer and winter uniforms with insignia, Torch light, Whistle and Lathi.

- viii) During the execution of the contract, if any security staff is found unsuitable on account of absenteeism, improper behavior or ill health, such workers shall be withdrawn by the Contract agency/ Service Provider and suitable replacements shall be made within 24 hrs.
- ix) Smoking & taking alcohol is strictly prohibited.

(D) TERMS AND CONDITIONS:

- 1) The quoted rates shall remain FIRM during the entire period of contract and no escalation is admissible on any account whatsoever.
- 2) The successful bidder shall provide the services as per the contract for a period of ONE year. The required date of start of contract would be specified in the Work Order and one year period shall be reckoned from this date or the actual date of start whichever is later. In any case, the successful bidder shall commence the job on or before the required date specified.
- 3) The service contract shall be initially for a period of ONE YEAR which may be extended by one more year or part thereof on mutual consent and without escalation in quoted rates.
- 4) The Contractor shall be responsible for all safety measures, as per rules, in the interest of safety of all the labourers working under him. Necessary safety appliances shall be provided to all the labourers at Contractor's cost.
- 5) In case of any damage, loss, theft, sabotage to KV EOIS MOSCOW property caused by/ attributable to the personnel deployed, the cost of such damages shall be recovered from the contractor and the recovery amount shall be reasonable and left to the sole discretion of KV EOIS MOSCOW.
- 6) The contractor shall disburse the wages to the labour on or before 5th of the following month and furnish proof of wage disbursement in triplicate to the Officer in Charge operating this contract on behalf of KV EOIS MOSCOW.
 - a) Details of wage disbursement made to the staff furnishing proof of payment.
 - b) Proof of payment of statutory obligations such Social service contributions.
- 7) Payment to the contract agency/ service Provider will be released by KV EOIS MOSCOW within 15 days from the date of receipt of monthly invoice/ bill on satisfactory work performance as certified by the Officer in Charge THROUGH BANK TRANSFER ONLY.
- 8) OBLIGATIONS OF THE AGENCY/CONTRACTOR WITH REGARD TO STATUTES:

The Contract Agency shall be solely responsible as regards salary, wages and service conditions and terms extended by the Contract Agency to his employees/ workmen and shall in that connection maintain requisite records and comply with all laws, enactment, rules and regulations and orders dealing with employment of contract labour, payment of workmen's compensation, contribution under the rules of the land.

(E) EVALUATION OF BIDS/ QUOTATIONS:

KV EOIS MOSCOW will evaluate by comparing the Bids/Quotations determined to the substantially responsive i.e. conforming to the specifications, terms and conditions, complete with all required enclosures, conforming to statutory requirements such as Minimum Wages Act, duly signed, properly sealed and super scribed, in the prescribed from enclosed, delivered at KV EOIS MOSCOW within the due date and time.

The quotation/ bid will be treated as non-responsive under the following conditions and will be liable for rejection:

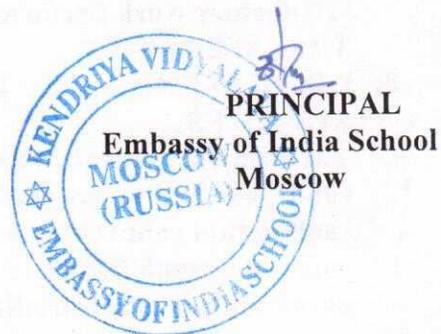
- a) Not submitted in sealed and superscripted envelope.
- b) Not received at KV EOIS MOSCOW before the due date and time.
- c) Not duly signed.
- d) Multiple quotations are submitted.
- e) Required enclosures are not provided.
- f) The tender format not filled up or partly filled up.
- g) If sent through FAX/TELEX/Email.
- h) Quotations with corrections, strikethroughs and overwriting not duly authenticated by signature/ seal.
- i) If tender conditions are modified and/or new conditions are inserted (counter offers)
- j) Brief profile of the bidder and evidence to establish that the bidder has executed contracts of similar nature and magnitude in the last three years is not furnished.
- k) List of clientele during last 3 years along with costs of such assignment not furnished
- l) Undertaking confirming adherence to minimum wages act at all times not furnished.
- m) Any non-conformity to the instructions, job specifications, terms and conditions detailed above.

The evaluation will be done for conservancy on job contract basis and security guards separately. KV EOIS MOSCOW will award the contract to the lowest evaluated responsive bidder. However, KV EOIS MOSCOW reserves its right to reject the bids or partial award of contract as already brought in clauses 14 and 15 of "Instruction to Bidders" above.

(F)

AWARD OF CONTRACT :

- a) KV EOIS MOSCOW responsive, in compliance with minimum wages act, with proper credentials and who has offered the lowest price
- b) KV EOIS MOSCOW reserves the right at the time of award of contract to increase or decrease the quantities or manpower requirement.
- c) KV EOIS MOSCOW prior to expiration of the bid/quotation validity period, will notify the bidder whose bid/quotation is accepted for award of the contract. The accepted terms and conditions shall be incorporated in the contract.
- d) Notwithstanding the above, KV EOIS MOSCOW reserves the right to accept or reject all bids/ quotations and to cancel the bidding process and reject all bids/ quotations at any time prior to the award of the contract.
- e)



To
The Principal,
Kendriya Vidyalaya (EOIS) MOSCOW

Subject: Quotation for Security Services at, Embassy Of India School (Kendriya Vidyalaya),
MOSCOW

Sir/Madam

The following rates are quoted for engaging Security Guards Services. The rates quoted are inclusive of all Taxes and other mandatory payments payable to the Government .

(A)

S.No	Category of Manpower	Minimum Qualification or/and experience	No. of personnel required in shift
1	Security Guards	Sr Secondary Standard	01 (one)

SECURITY SERVICES: Rate for providing Security (No Gunman/ No. Ex-Serviceman required) as per the schedule of work and other terms and conditions as specified (both in figure & words) Rs. _____ per month.

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 to the Vidyalaya/ office/ area wherever he is deputed.

The rates quoted for conservancy as above are on Job Contract basis.

(B) PHOTO COPIES OF THE FLOWING ARE ENCLOSED DULY SIGNED.

- License for security provider
- PAN Card of Bidder/ Firm
- Registration Number of Bidder
- Proof of payment of social security to employees engaged earlier
- Brief profile of the bidder and evidence to establish that the bidder has executed contracts of similar nature and magnitude in the last three years.

(C) **DECLARATION :** We hereby declare that we have understood the terms and conditions and the job specification as detailed in the document under reference and submitted this quotation in accordance with the terms and conditions. There is no deviation whatsoever unless specifically brought out.

(D) We hereby undertake that we will pay our personnel deputed for the above services in accordance with the Minimum Wages Act of Government as amended from time to time. There will be no violation of statutory requirements whatsoever on our part.

Yours faithfully,

(Signature)

Authorised signatory of the Firm/Seal of the Firm/ Agency

FORMAT OF BID

S.No	Category of Manpower	Number	Unit Monthly Remuneration including contribution social security and tax liability
1	2	3	4
1	Security Guard	1	In figure: In words:

NOTE: 1. In case of discrepancy between unit price and total price the unit price shall prevail.

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.

Date:

Place:

Bidders Signature:

Name :.....

BIDDER'S COMPANY/FIRM SEAL