

**TENDER DOCUMENT
FOR ANNUAL MAINTENANCE CONTRACT
OFFICE OF THE PRINCIPAL
KENDRIYA VIDYALAYA COSSIPORE,KOLKATA
DIST-KOLKATA (W. B.)
WEB SITE:-<https://cossipore.kvs.ac.in>
Ph No:- 033-25578327**

Tender Document

Inviting Tender for award to contract for providing Annual maintenance contract for computer, P.A. System and CCTV as per specifications detailed below.

Sealed tenders are invited under single stage two envelop system from reputed service provider for a period of One year w.e.f 01.05.2021 or the date of effectiveness of the agreement on contract basis for their engagement in KV COSSIPORE

The EMD of Rs 10,000/- (Rupees ten Thousand only) should also be paid by Demand Draft in favour of Kendriya Vidyalaya Cossipore VVN Fund A/C payable at along with the technical bid. The last date, time and place for submission of tender document is 12-04-2021 by 2.00 PM in Office of KV COSSIPORE .

Tender Schedule

{a) Last date and time for Submission of Tender Document: 12-04-2021 by 2.00 PM in Office of KV COSSIPORE

Note: Late bid will not be accepted and shall be out rightly rejected.

(b) Date and time for opening of :

(i) Technical & Financial Bids: **15-04-2021** at 1.00 PM in the chamber of Principal, KV COSSIPORE .

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

Scope of work: Maintenance of Computer, CCTV and PA System as per need of Kendriya Vidyalaya, COSSIPORE, and KOLKATA-700002

1. The K.V. COSSIPORE requires the services of reputed, well established and financially Sound Service Provider having infrastructure for Maintenance of Computer, CCTV and PA system. 2. The contract for providing the aforesaid service for a period of one year from the date of effectiveness of the contract. The KV COSSIPORE however, reserves right to terminate this initial contract at any time after giving one week's notice without assigning any reason to the selected Service Provider.

3. The interested "Service Providers" may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 10000/- (Rupees ten Thousand Only) and other requisite documents by 2.00 PM on 12-04-2021 in Office of Kendriya Vidyalaya COSSIPORE.

4. E-mail/Fax bids will be summarily rejected. Late bid shall be out rightly rejected.

5. The tender is invited under two bid system i.e **Technical Bid** and **Financial Bid**. The interested Service Provider is advised to submit two separate sealed envelopes superscribing "Technical Bid for Providing Maintenance Services to KV COSSIPORE and "Financial Bid for Providing Maintenance Services to KV COSSIPORE ". Both sealed envelopes should be kept in a sealed envelope superscribing "Tender for Providing Maintenance Services to KV COSSIPORE.

6. a) The Earnest Money Deposit (EMD)of Rs. 10000/-, refundable (without interest), should be in the shape of Demand Draft/pay order drawn in favour of "Kendriya Vidyalaya COSSIPORE VVN A/C " payable at COSSIPORE should be accompanied

7. The tendering service Providers are required to enclose photocopies of the following documents (duly self-attested) along with the Technical Bid, failing which their bids shall be summarily rejected and will not be considered any further.

(a) Copy of PAN/GIR card;

(b) The Agency should submit a declaration for not being blacklisted by any govt. or other organizations.

(c) Certified extracts of the Bank Account containing transactions during last year.

(d)Experience certificate of providing Annual Maintenance services to Government Department/PSU/Other organisation etc.

(h) Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency as a token of acceptance.

8. Any conditional bids shall not be considered and liable to be out rightly rejected.

9 All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy, the amounts stated in words shall prevail. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be

summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialized by the same person who is authorized to sign the tender bids.

10. The technical bids would first be taken into consideration by a Committee. The Technical bids shall be opened on the scheduled date and time in the presence of the authorized representatives of the Service Providers, if any, who wish to be present on the spot at that time. Only one authorised person for each bidder shall be allowed to be present at the time of opening the tender.

11. The Financial Bid of only those bidders will be opened whose Technical bids are found to be in order. The Financial bids shall be opened in the presence of the authorized representatives of the technically qualified Service Providers, if any, who wish to be present on the spot at that time. The lowest bidder (L-1) in the financial bid would be considered. In case the lowest bidder (L-1) is disqualified after selection for any reason then the negotiation will be made with second lowest L-2) bidder to work as L-1 rate.

However the undersigned does not bind himself to accept the Lowest quotation and are reserves the right to accept the quotation in whole or in part.

12. The Principal of the KV COSSIPORE reserves the right to annul any or all bids without assigning any reason

13. The registered office or one of the branch offices of the Service Provider should be located within the jurisdiction of the user Department/Office. In case there is no branch office, the successful bidder will have to open its branch office within two months of the signing the agreement and submit the proof of same mentioning the vital information and copy of documents duly certified by the bidder.

14. All documents submitted shall be consecutively numbered having signature of the authorized - signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory. In case the tender document is not signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with the tender.

15. The KV COSSIPORE reserves the right to call for any document in original including the bank account to verify the veracity of the documents.

Quoted Price:-

(a) The Bidder shall quote unit rate which shall comprise all costs.

(b) 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 charge will be accepted and not any additional liability

(c) All the amounts should be quoted in whole Rupee.

(d) Rate should be quoted on format attached including all taxes and expenses

(e) Each Bidder must submit only one Bid.

TECHNICAL REQUIREMENTS FOR THE TENDERING SERVICE PROVIDER

The tendering Service Provider should fulfil the following specifications:

1. The Bidder may be a Proprietary firm, Partnership firm, Limited Company, corporate body legally constituted.

2. The Service Provider should have at **least one years' experience** in providing maintenance service to Government Departments/Autonomous bodies of GOI /Public Sector Companies/Educational Institutions etc.

3. There should be no case pending with the police against the proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider shall not have been blacklisted otherwise to be evidenced by attachment of an affidavit in this regard.
4. The Service Provider must be registered with the appropriate Govt. Authorities.
5. The Service Provider should have its own Bank Account.

TECHNICAL REQUIREMENTS FOR ANNUAL MAINTENANCE CONTRACT IN THE KV.

As per KVS norms.

TERMS & CONDITIONS ·

GENERAL

1. The Agreement shall commence w.e.f the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of services, breach of contract etc. or change in requirements.
2. The Agreement shall be for a period of one year w.e.f the date of its effectiveness unless extended further by the mutual consent of the Service Provider and the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions /deletions/modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority.
4. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Competent authority of KV COSSIPORE
5. The Service Provider will be bound by the details furnished by it to the Competent authority of KV COSSIPORE while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department so that optimal services.
7. The entire financial liability in respect of manpower services deployed in the KV COSSIPORE concerned shall be that of the Service Provider and the Department or Office concerned will in no way be liable.
8. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower. The persons provided by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the KV COSSIPORE.
9. The KV COSSIPORE shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

10. Payment to the contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.

11. The contracting Agency will provide identity Card to all his workers.

12. In case of any loss, theft/ sabotage caused by/attribution to the personnel deployed, the KV COSSIPORE reserves the right to claim and recover damages from Contracting Agency.

13 The antecedents of all the workers will be got verified from the police by the Contracting Agency.

LEGAL

14. The Service Provider shall be held responsible for any loss/damage to the equipment and instruments of the KV COSSIPORE during service. The same will be recovered from EMD.

15. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract. KV COSSIPORE will have no liability towards non-payment of remuneration to the persons employed by the Service Provider.

16. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

17. The decision of KV COSSIPORE in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Service Provider.

FINANCIAL

18. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of (Rs. 10,000/-, refundable without interest, in the form of Demand Draft / Pay Order drawn in favour of Kendriya Vidyalaya COSSIPORE VVN A/C **failing which the tender shall be rejected out rightly.**

19. The Earnest Money Deposit in respect of the Service Provider who does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest. **In case of successful bidder, if the Service Provider fails to deploy the required services against the initial requirement within 07 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**

20. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.

21. Penalty will be levied and recovered @ Rs.500/- per day for nonperforming the duties after call.

22. The KV COSSIPORE reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

23. The successful bidder will enter into an agreement with this Department for Annual maintenance work.

Note: These terms and conditions are part of the Contract / Agreement as indicated in the Agreement between State Government and the Service Provider and any non- compliance shall be deemed as breach of the Contract/Agreement.

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Name:.....

Address:

Phone No (0):

Seal:

Date

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER BEFORE MAINTENANCE WORK.

1. Photo I- Card of the worker provided by the Agency.
2. Any other document considered relevant.

APPLICATION- TECHNICAL BID

(For-Providing Maintenance work at KV COSSIPORE)

1. Name of Tendering Service Provider: -----

2. Status(Proprietor /Partner/ Director):-----

3. Details of Earnest Money Deposit: DD No. _____ Date. _____

Of Rs.drawn on Bank -----

4. Full Address of Registered Office -----

Telephone No. : -----

FAX No. : -----

E-Mail Address : -----

5. Full address of Operating / Branch Office :-----

Telephone No.: :-----

FAX No. :-----

E-Mail Address :-----

6. Name & telephone no. of Authorized : -----

officer/person to liaise with Field Office(s) -----

7. Banker of the Service Provider: : -----

Telephone Number of Banker: -----

8. PAN /GIR No. (Attach attested copy): -----

9. Service Tax Registration No. : ----- (Attach attested copy)

10. Give details of GST.

11. Certificate of work satisfactory completed.

12. Additional information, if any (Attach separate sheet, if required)

Date:-----

Signature of the authorized person

Place: -----

Name:-----

Seal :

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri.....
.....Proprietor/ Director/ Authorized Signatory of the Service

Provider, mentioned above, am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am I are well aware of the fact that furnishing of any false information I fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Place:

Name:

Seal:

FINANCIAL BID

For providing Annual Maintenance Contract at KV COSSIPORE

1. Name of tendering Company /Firm /Agency _____

FORMAT OF BID PART - A-1

| S.No | Category of Services | Number | Rate per computer with all hardware/parts (comprehensive) | Rate per computer without hardware/parts (non-comprehensive) |
|------|---------------------------|--------|---|--|
| 1 | 2 | 3 | 4 | 5 |
| 1 | AMC of Computers with LAN | 90 | | |
| 2 | Printers | 08 | | |

FORMAT OF BID PART - A-2

| S.No | Category of Services | Number | Rate per unit with parts (comprehensive) | Rate per unit without parts (non-comprehensive) |
|------|----------------------|--------|--|---|
| 1 | 2 | 3 | 4 | 5 |
| 1 | AMC of CCTV | 30 | | |

FORMAT OF BID PART - A-3

| S.No | Category of Services | Number | Rate per unit with parts (comprehensive) | Rate per unit without parts (non-comprehensive) |
|------|----------------------|--------|--|---|
| 1 | 2 | 3 | 4 | 5 |
| 1 | AMC of PA System | 40 | | |

Quoted Price:

a) Rate should be quoted per unit basis.

Eligibility:

- a) The Bidder should have the experience of providing similar service of this effect to be attached.
- b) The Agency should submit a declaration for not being blacklisted by any govt. or other organizations.
- c) The Company/Firm should have Trade License for undertaking the job.
- d) The Company/Firm should have its registered/well established office(s) at Kolkata.
- e) The Company/Firm should have rendered satisfactory service in the field to reputed organization.
- f) The Company/Firm should have infrastructure strong enough to meet the requirement of KV COSSIPORE, Kolkata.

We agree to provide the above service of maintenance 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:-

Signature of authorized person:

Place:-

Name :

Stamp:-

- NOTE:
1. In case of discrepancy between unit price and total price the unit price shall prevail.
 2. All amounts should be quoted in whole Rupee
 3. Duly filled in format should be typed in the letter head of the Firm.

All 10 pages should be duly signed by the bidder before submission of the Tender.

Principal