

केन्द्रीय विद्यालय, केंद्रापड़ा
स्थान: बारिमुल, पो.-तिलोत्तमादेईपुर
जिला-केंद्रापड़ा, ओडिशा-754250
दूरभाष: 06727-221303

CBSE Affiliation No. 1500049, School No. 19088
Region Code.- 04, Station Code. 730, KV code.- 2229



KENDRIYA VIDYALAYA, KENDRAPARA
At: Barimul ,PO: Tilottamadeipur,
Dist.- Kendrapara, Odisha-754250
Ph.06727-221303
E-Mail- kvkendrapara@gmail.com
Website- <https://barimul.kvs.ac.in>

Ref.No.F.150225/4/KV-KDP/2229/2022/

Date: 10.05.2022

KENDRIYA VIDYALAYA, KENDRAPARA.

SHORT TENDER NOTICE

Sealed Tenders are invited for awarding contract for out-sourcing of Security (Watch & Ward), Conservancy, Sub Staff and Data Entry Operator services in Kendriya Vidyalaya, Barimul.Kendrapara (Odisha). The tender form/document can be obtained from the office of the Kendriya Vidyalaya, Kendrapara at the above mentioned address on all working days from 12.05.2022 to 26.05.2022 (between 09.00 a.m. to 12.00 noon) against non-refundable payment of Rs.300/- (Rupees Three hundred only) through Demand Draft/Pay Order to be drawn in favour of "VVN Account, Kendriya Vidyalaya, Kendrapara" payable at KENDRAPARA . The downloaded tender form/document will also be accepted along with D/D of Rs.300/- (Non-refundable). For details visit our WEBSITE - <https://barimul.kvs.ac.in>

PRINCIPAL

केन्द्रीय विद्यालय, केंद्रापड़ा
स्थान: बारिमुल, पो.-तिलोत्तमादेईपुर
जिला-केंद्रापड़ा, ओडिशा-754250
दूरभाष: 06727-221303



CBSE Affiliation No. 1500049, School No. 19088
Region Code.- 04, Station Code. 730, KV code.- 2229

KENDRIYA VIDYALAYA, KENDRAPARA
At: Barimul, PO: Tilottmadeipur,
Dist.- Kendrapara, Odisha-754250
Ph.06727-221303
E-Mail- kvkendrapara@gmail.com
Website- <https://barimul.kvs.ac.in>

Ref.No.F.150225/4/KV-KDP/2229/2022/

Date: _____

To
M/s _____

TENDER DOCUMENT
(DATA ENTRY OPERATOR)

Sub: Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract.

Sir/Madam,

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.

2. Sealed competitive Bids are invited by the **Principal, Kendriya Vidyalaya, Kendrapara** from the registered Service Provider Firm for providing Manpower through service contract initially for the period **01 (One) year, or till regular JSA joins in this Vidyalaya which ever is earlier**, which may likely to be extended, as indicated below:

S.No	Category of Manpower	Minimum qualifications, experience & age.
1	01 - Data Entry Operator	i. Class XII pass or equivalent qualification from recognized board or university. ii. A typing speed of 35 w.p.m. in English & 30 w.p.m. in Hindi on computer. iii. Knowledge of Computer Applications. Age : Minimum 18 years.

An outline of tasks to be carried out by Data Entry Operator provided is detailed as under:

S.No	Category of Manpower	Responsibilities
1	Data Entry Operator	All type of Official work

Contd..P/2.

3. Quoted Price

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration. OTA rate, EPF, ESI & other statutory costs and **Service Charges (including profit and administrative charges)** in the format of quotation only attached as **(ANNEXURE- A)**.
- (b) Hourly rate of OTA should not exceed monthly remuneration
30X8
- (c) The rate quoted shall be fixed for the duration of contract and shall not be subject to adjustment except the statutory provisions, if amended.
- (d) Correction if any shall be made by crossing out, initiating, dating and rewriting.
- (e) The bidder shall deposit **Rs.3,000/-** in the form of DD / Pay Order drawn in favour of **VVN A/c, Kendriya Vidyalaya, Kendrapara** payable at **Kendrapara** as **Earnest money** along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of contract.
- (f) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of **Rs.25,000/-** (Rupees Twenty five thousand) only valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
- (g) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

5. Validity of Bid:

The Bid shall remain valid for a period of one year and not less than 90 days after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- (a) The remuneration shall be disbursed through electronic mode to their bank account or a/c payee cheque at **K.V., Kendrapara** premises in the presence of representative of the **Principal, K.V., Kendrapara** or its constituent. Electronic mode of payment shall prevail over cheque payment.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the **Principal, K.V., Kendrapara** as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the **Principal, K.V. Kendrapara** supported with the following documents.
 - (i) Details of disbursement made to the staff furnishing cheque/NEFT details for each payment.
 - (ii) Proof of payment of statutory obligation such as EPF, ESI and any other applicable tax.

Payment to the Contracting Agency will be released within 15 days from the date of receipt of the invoice.

- (d) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor / Client.
- (f) The normal office hours of KV is from 7.00 am to 3.00 pm six days from Monday to Saturday. However KV reserves the right to request the services on Sunday/Holidays. The Contracting Agency will be compensated by the Indenting Agency as per the rate quoted for OTA for working on Sunday/Holidays. However, overtime hours in a month will not exceed 54 hours.
- (g) 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, $A1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (h) The candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidates may be invited for personal discussion also. No Conveyance or any other charges will be paid by the **Principal, K.V., Kendrapara**. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence/unsuitability for KV shall be made within 24 hours.
- (i) The Contracting Agency will be required to sign a contract with the **Principal, K.V. Kendrapara** as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of Model Agreement.
- (j) In case of any loss, theft / sabotage caused by attributable to the personnel deployed, the KVS reserves the right to claim and recover damages from Contracting Agency.

7. BIDDING PROCEDURE:

It is proposed to have a **Two Bid System** in this Tender, i.e. Technical Bid and Financial Bid.

- A. **Technical Bid:** The bidder should specifically provide full details of the Agency in this Bid. The Technical Bid is placed at **Annexure- I (Part: i-iii) and** the same is to be filled by the bidding firm. A checklist of documents to be enclosed with the “Technical Bid” is placed at **Annexure-II** The full details are to be put in a sealed cover super scribed with the words “TECHNICAL BIDS” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA , BARIMUL, PO-TILOTTAMADEIPUR, KENDRAPARA- 754250. Please note that the prices should not be indicated in the Technical Bid.**
- B. **Financial Bid:** The bidder should submit the Financial Bid as per **Annexure- A** in a separate sealed cover, super scribed with the words “FINANCIAL BID” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA , BARIMUL, PO-TILOTTAMADEIPUR, KENDRAPARA- 754250** along with covering letter for submission of financial bid given at Annexure-A.

Both the covers, i.e. Technical Bid and Financial Bid are to be put in a single sealed cover super scribed with “**Bids for providing DEO Services in KV, KENDRAPARA on service charge basis** ” and addressed to **THE PRINCIPAL, KENDRIYA VIDYALAYA , BARIMUL, PO-TILOTTAMADEIPUR, KENDRAPARA- 754250 by Speed Post only.**

The Technical Bid shall be accompanied by a DD/Pay Order of Rs.3,000/- (Rupees Three thousand) only drawn in favour of **VVN A/C, Kendriya Vidyalaya, Kendrapara, payable at Kendrapara** towards EMD. The Technical Bid shall be accompanied by a DD of **Rs.300/- (Rupees Three hundred) only** drawn in favour of **VVN A/C, Kendriya Vidyalaya, Kendrapara, payable at Kendrapara** towards cost of tender document. Technical Bids received without the application fee, EMD or not fulfilling the prescribed conditions, will be summarily rejected and decision of The Principal, Kendrapara in this regard shall be final and binding. Only those bidders, whose Technical Bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence by the bidder shall be entertained after the last date of submission of the Tender. A Tender Opening Committee shall open technical bids on **27.05.202 at 11.00 AM. . Financial Bids of only those who qualify in the Technical Bid will be opened thereafter.**

8. Evaluation of Bid:

The Indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed and conform to the terms & conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not attached :
- (a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
 - (b) Audited Balance Sheet & Profit and Loss Account.
 - (c) List of clientele during last 5 years along with cost of assignment.
 - (d) PAN No. and copy of last assessment order / copy of IT return.
 - (e) Attested copy of proof of EPF registration.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of Service Tax Registration & GSTIN number.
 - (h) Attested copy of license under PSA (Regulation) Act-2005
 - (i) Attested copy of Labour registration certificate.
 - (j) Attested copy of valid Labour License.
 - (k) Copy of current labour rate issued from the Competent Authority.
 - (l) DD/Pay Order of Rs.3000/- (Rupees Three thousand) only **drawn in favour of VVN A/c, Kendriya Vidyalaya, Kendrapara, Payable at Kendrapara** as earnest money along with the Bid.
 - (m) DD/Pay Order of **Rs. 300/- (Rupees Three hundred) only** towards the cost of tender document drawn in favour of **VVN A/c, Kendriya Vidyalaya, Kendrapara, Payable at Kendrapara.**
 - (n) Notarized affidavit of the effect that the firm was not black listed by any PSU, autonomous bodies, govt. organization.
 - (o) Signature of the author of tender document as a token of person on each pages .acceptance of all the terms and conditions.
 - (p) Attached documents are not legible, invalid or tempered/forged in any way.

- (ii) Remuneration of staff, quoted below minimum wages(Central/State Govt of Odisha,whichever is higher) applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of India, Labour Department shall render the Bid disqualified for evaluation.
- (iii) If a firm quotes "NIL" charges/ consideration the bid shall be treated as unresponsive& will not be considered.
- (iv) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

9. **Award of Contract:**

- (a) The Indenter will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 3. **In case of tie between two or more than two technical bid qualified bidders criteria of draw of lots will be followed.**
- (b) Even after applying the criteria enumerated in para 9(a) the tie position exists the decision of the bid evaluation committee would be final.
- (c) The Indenter reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 (B)above.
- (d) The indenter prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (e) Notwithstanding the above, the indenter reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

10.Last date and time of receipt of Bids:You are requested to submit the Sealed Bids superscribed on the envelope as "**Bids for providing DEO Services in K.V., Kendrapara on service charge basis**" on or before **12.00 PM on 26.05.2022 by Speed Post only**. The tenders will be opened **on 27.05.2022 at 11.00 A.M. at KV Kendrapara** in the presence of bidders/authorized representative(letter of authorization along with identity proof shall be submitted by the representative), if any. If the last date of depositing and opening of tenders happens to be declared holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged.

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Vidyalaya office.

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the K.V.

Yours faithfully,

(B.R.SAHU)
PRINCIPAL /C

For and on behalf of the Kendriya Vidyalaya, Kendrapara.

ANNEXURE-‘A’**FORMAT OF BID****(All figures in Rs.)**

S. No.	Category of Manpower	Number	Unit monthly Remuneration (Rs.)	EPF rate (Rs.)	ESI rate (Rs.)	Service charges (Rs.)	Monthly Unit Rate (Col.4+5+6+7)	Total monthly cost (Col.8X3)
1	2	3	4	5	6	7	8	9
1.	Data Entry Operator	01						

- NOTE:
1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30.
 2. In case of discrepancy between unit price and total price, the unit price shall prevail.
 3. EPF Rate (in percentage) _____, ESI Rate (in percentage) _____

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. Bid Security of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ dated _____ drawn on _____

(Bidder)
Signature: _____
Name: _____
Date: _____

