

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

INVITATION TO TENDER

Ref: JVM/OT-11/2016-17

Date 08.12.2016

Sub: Conduct of Admission Test for intake of Students in STD.XI in Jawahar Vidya Mandir, Shyamali, Ranchi-2

DESCRIPTION OF WORK.	CONDUCT OF ADMISSION TEST FOR INTAKE OF STUDENTS IN STD. XI IN JVM SHYAMALI, RANCHI FOR 2017-18
LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.	ON OR BEFORE 29.12.2016 BY 12.00 PM IN OFFICE OF PRINCIPAL JVM SHYAMALI,RANCHI-83402 JHARKAHND.
DATE & TIME OF OPENING OF TENDER.	29.12.2016 AT 1.00 PM IN JVM SHYAMALI, RANCHI
REFERENCE NO. OF OPEN TENDER .	<u>JVM/OT-11/2016-17</u>

Dear Sir,

We have pleasure in enclosing herewith the tender document as detailed below related to Conduct of Admission Test for intake of Students in STD.XI in JVM for session 2017-18 and would invite you to submit your best offers in sealed cover so as to reach us on or before the due date and time as mentioned above.

- i) Annexure-I : Instruction to open tender enquiry
- ii) Annexure-II : Tentative time schedule
- iii) Annexure-III : Price format

Thanking you,

Yours faithfully,

For Jawahar Vidya Mandir Shyamali

(A.K. SINGH)
Principal

ANNEXURE-I

(Instruction of tender)

1.0 **SUBMISSION OF TENDER:**

- 1.1 Tender enquiry shall be submitted in separate sealed cover, in two parts, as mentioned below.

Part-I :TECHNO COMMERCIAL BID (Unpriced)

Part-1 of the offer should contain a copy of the complete invitation of Tender duly signed and stamped by the bidders as a token of acceptance to the terms and conditions of the Invitation of Tender.

Part-II: PRICE BID

The price bid should be submitted in the prescribed format enclosed at Annexure-III, and should contain detailed break-up of the quoted price. Both sealed envelope viz. Part-I and Part-II should be put in a separate sealed cover which shall superscribe “ Open Tender Number & date JVM/OT-11/2016-17 dated 08.12.2016. The sealed cover containing sealed Part-I & Part-II envelopes should be sent to the following address.

Shri A.K. Singh
Principal
Jawahar Vidya Mandir Shyamali,
P.O.Doranda, Dist. Ranchi-834 02

Jharkahnd

- 1.2 Any request for extension in the due date for submission of offers shall be at the discretion of JVM Management.
- 1.3 JVM takes no responsibility for delay/loss/non-receipt of bids sent by post. Offers sent through Fax/E-mail/Telegraphic mode will not be accepted.
- 1.4 Price bid will be opened only for techno-commercially eligible tenderer . Before opening the price bid, option may be given to submit revised price bid depending upon such need arising out of clarification during techno-commercial discussion.
- 1.5 JVM reserve the right to accept any bid or reject any or all bids without assigning any reason thereof.
- 1.6 Insertion, post-script, addition and alteration in the tender submitted by the tenderer will not be recognised unless confirmed by tenderer signature and stamp.
- 1.7 Offers not submitted as per the requirement of JVM as indicated in the “Invitation to Tender” are likely to be rejected.

2.0 **Eligibility criteria**

Tenderer should have experience in conducting various entrance test in different Institution/organization specially for renowned institutions like DAV,DPS, PSU's etc. A detailed list of the institution/organization where such assignment has been done by you and copies of the entrance and performance certificates are to be enclosed in Part-I of your offer. The Work content is to be briefly specified as part of EC.

3.0 **SCOPE OF WORK/SERVICE**

3.1 Scope of work / service shall be as follows :-

- (a) Design of website to accept on-line application
- (b) Booking of Database to store data related to on line application.
- (c) Generating an acknowledgement slip containing unique control ID upon successful online registration.
- (d) Receiving of Bank Draft and a copy of acknowledgement slip (including photograph as pasted by the candidate) at school premises of JVM, Ranchi, arranging Bank draft Bank wise, enlisting & submitting it to the Accounts Section.
- (e) Generating total data pool.
- (f) Generating list of eligible candidates.
- (g) Generating list of ineligible candidates & reasons of ineligibility.
- (h) Segregating eligible acknowledgement slips to be used for verification by the invigilators during admission test.
- (i) Generation of online admit card in the website as per our requirement
- (j) Preparation and printing of question paper (MCQ type in English language) containing questions on 25% weightage each in the following four category total marks – 100) with a time duration of 3 hours.
 1. English Language & English Comprehension.
 2. Numerical ability
 3. Verbal reasoning
 4. Scientific aptitude
- (k) Supply of OMR Answer sheets.
- (l) Overall supervision of test to be conducted at JVM, Ranchi (test to be conducted by JVM, Ranchi)
- (m) Collecting OMR Answer sheets, Evaluation of Answer sheets by your agency ,preparation of merit list and forwarding to JVM, Ranchi through password protected E-mail followed by hard copy through courier.
- (n) Generation of merit list in other formats, as required.

However, Agency's scope 'a' to 'n' shall also include all activities for successful conduct of admission test and completion of the entire activities even though the same is not specified / listed in the scope of work / service.

3.2 If number of eligible candidates exceeds 2500, admission test may be conducted in two shifts with different set of question papers of the same difficulty level and same time duration.

4.0 **TENURE OF WORK ORDER:**

Work order for conduct of admission test for intake of students in Std. XI in JVM, Shyamali, should come into force from the date of issue of the work order by JVM. All the Services should be completed within the time schedule as per Annexure-II unless extended by mutual consent subject to your satisfactory performance. JVM reserves right to extend the contract for intake of Student in Class XI for the sessions 2018-19 & 2019-20 also, at the same rate and term & conditions.

5.0 **Cost of Tender Document**

The tender (techno-commercial part-I) must be accompanied by Cost of Tender Document, which is **non-refundable**, in the form of a Demand Draft/At Par Cheque drawn on any Nationalized Bank in favour of Jawahar Vidya Mandir, Ranchi for a value of **Rs. 500/-** (Rupees Five hundred only). Tender not accompanied by cost of Tender shall be liable for rejection

6.0 **Earnest Money Deposit**

The tenderer should submit Earnest Money Deposit (**Refundable**) in the forms of a Demand Draft drawn on any Nationalized Bank in favour of Jawahar Vidya Mandir, Ranchi for a value of **Rs. 20,000/-** (Rupees Twenty thousand only).

7.0 **Opening of Techno-Commercial bids**

The techno-commercial bid will be opened on 29th December 2016 at 1.00 pm. Bidders may depute one authorized representative along with valid authorization to attend above techno-commercial bid opening. However, the opening of TC bid may be continued at the specified time & date even in the absence of authorized representative of the bidders, who have submitted their offer.

8.0 **Opening of Price bids**

After evaluation of techno-commercial bid, intimation will be sent to the techno-Commercially accepted bidders about due date & time of price bid opening. Bidders may depute only one authorized representative along with valid authorization to attend about Price bid opening. However, the opening of Price bid may be continued at the specified time & date even in absence of Authorized representative of the bidders, who have submitted their offer.

9.0 **FEE :**

Agency will be paid professional charges as indicated in Annexure-IV at the rate Per candidate (The candidate's application form complete in all respect with Demand Draft) and Service tax shall be payable extra if applicable as per price schedule format (Annexure-IV) enclosed.

10. STATUTORY VARIATION:

The charges indicated at Annexure-III for conducting admission test for Class STD.XI shall be inclusive of all applicable taxes, duties and levies including service tax and education cess at prevailing rate.(Any statutory variation, after the date of this order, in rates of taxes and duties and or fresh imposition of taxes, duties and levies, to the extent these are your direct liability, during the tenure of empanelment, shall be reimbursed by JVM subject to submission of adequate documentary evidence)

11. Terms of payment:

- a) 25% of the total fees alongwith service tax (if applicable) shall be payable on opening of web-site for online application.
- b) 25% of the total fees alongwith service tax (if applicable) shall be payable on submission of final list of eligible candidates with draft details for written test.
- c) 25% of the total fees alongwith service tax (if applicable) shall be payable after successful completion of the written test
- d) Balance 25% payment alongwith service tax (if applicable) shall be on completion of the entire-activities viz. evaluation of the answer sheets, preparation of merit list and handing over of the merit list to the nodal person in the desired format etc.

12. JAWAHAR VIDYA MANDIR'S OBLIGATION:

- a) To advertise in national and local newspapers as per schedule
- b) To clear the list of registered candidates provided by Agency, for enabling downloading of Admit card by candidates through Agency.

13. CONFIDENTIALITY:

The Agency shall keep all data/information received from JVM, the candidates and all the reports including list of short-listed candidates submitted to JVM, "Confidential" and will not divulge the same to any third party.

14.. CANCELATION & RISK PURCHASE:

If the Agency neglects to execute the work with due diligence or expedition or refuse or neglects to comply with any reasonable instruction given to Agency by JVM in connection with the work or contravenes the provisions of this work order including timely execution, JVM will have the option to terminate the work order and get the work executed by any other Agency at the Agency's Risk and Cost.

15. RESPONSIBILITY :

The Agency shall be responsible for the timely completion of the assignment, maintaining high quality standards.

16. ACCESS TO WORK PLACE/OFFICE PREMISES :

The authorized representative of JVM shall have unhindered access to Agency's office premises/work place at any time during the tenure of this work order for checking the progress of work etc. without interfering with the confidentiality of activities.

17. ARBITRATION :

All disputes or differences whatsoever arising between the parties relating to the meaning, operation of effect of this contract or breach thereof shall be settled through mutual discussion or shall be referred to the adjudication of a Sole Arbitrator who shall be Vice Chairman, SMC, JVM or any other officer of JVM nominated by Vice Chairman, SMC on his behalf.

18. STATUTORY LAWS :

The rules and regulations of various statutory laws including PF, ESI, EPI, EDLI & EPS if applicable to Agency and for the staff/ sub-contractor(s) deployed by Agency, shall be complied in full by the Agency and JVM shall be kept completely indemnified against all claims arising on account of non compliance of these rules

19.. LAWS GOVERNING THE CONTRACT/ JURISDICTION

This contract shall be governed by the Indian Laws in force from time to time. The courts at Ranchi shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.

ANNEXURE – II

TENTATIVE TIME SCHEDULE

1. Time Schedule : Time schedule for completion of aforesaid scope of work
Shall be as under:
2. Design of website 17.03.2017
3. Website open for candidate's
Application 25.03.2017 to 17.04.2017
4. Collection of Bank draft,
and hard copy of application form 19.04.2017 to 22.04.2017
5. Issuance of Online admit card 23.04.2017 to 25.04.2017
6. Test day 26.04.2017 (Wenesday)
7. Result forwarding on 08.05.2017 afternoon) through
password protected e-mail followed by hard
copy through courier to reach latest by-----

ANNEXURE – III

PRICE SCHEDULE FORMAT

S.No	Description	Unit	Rate	Remarks
1.	Professional charges	Per student		
2.	Service tax			