

**JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2**

**INVITATION TO TENDER**

Ref: JVM/OT-02/2020-21

Date 29.01.2021

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

DESCRIPTION OF WORK.	CONDUCT OF ONLINE /OFFLINE ADMISSION TEST FOR INTAKE OF STUDENTS IN STD. XI IN THE JVM SHYAMALI, RANCHI .
LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.	ON OR BEFORE 18.02.2021 BY 12.00 PM IN THE PRINCIPAL OFFICE JVM SHYAMALI,RANCHI-83402 JHARKAHND.
DATE & TIME OF OPENING OF TENDER.	18.02.2021 AT 1.00 PM IN JVM SHYAMALI, RANCHI
REFERENCE NO. OF OPEN TENDER .	JVM/OT-02/2020-21


Dear Sir,

We have pleasure in enclosing herewith the tender document as detailed below related to conduct of online/Offline Admission Test for intake of students in STD.XI in JVM for the session 2021-22 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

  
29/01/2021  
( 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 filled in, 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 JVM/OT-02/2020-21 dated 29.01.2021. The sealed cover containing sealed Part-I & Part-II envelopes should be sent to the following address:

Principal  
Jawahar Vidya Mandir Shyamali,  
P.O.Doranda, Dist. Ranchi-834 02  
Jharkahnd

- 1.2 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.
- 1.3 Price bid will be opened only for techno-commercially (TC) eligible tenderers. 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.
- 1.4 JVM reserves the right to accept any bid or reject any or all bids without assigning any reason thereof.
- 1.5 Insertion, post-script, addition and alteration in the tender submitted by the tenderer will not be recognized unless confirmed by tenderer signature and stamp.
- 1.6 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 Institutions/organizations specially of renowned institutions like JVM,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) To make available Online portal as requirement of JVM(JAWAHAR VIDYA MANDIR
- (b) Database to store data related on line application.
- (c) Generating an acknowledgement slip containing unique control ID upon successful online registration.
- (d) Linking with JVM Payment gateway.
- (e) Generating list of eligible candidates.
- (f) Generating list of ineligible candidates & reasons of ineligibility.
- (g) Segregating eligible acknowledgement slips to be used for verification during admission test.
- (h) Generation of online admit card on the website as per our requirement
- (i) Preparation of online/Offline question paper (MCQ type in English language) containing questions with total duration of an hour (for online examination) and three hours duration for offline examination as per the weightage for admission in Arts, Commerce and Science Stream.
- (j) Overall supervision of test .
- (k) 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.
- (l) Generation of merit list in other formats, as required.  
However, Agency's scope 'a' to 'i' 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 Admission test to be conducted in more than one session at different dates with different set of question papers of the same difficulty level and same time duration for Online test and one day for Offline test. ( Maximum in two sessions).

#### 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. The contract shall initially be for three years subject to your satisfactory performance with same rates, terms and conditions. It may be extended for one more year on basis of your performance in previous three tests.

#### 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. 2000/-** (Rupees Two Thousand 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 18.02.2021 at 1.00 pm.

Bidders may depute one authorized representative along with valid authorization to attend the 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 through e-mail about due date & time of price bid opening. Bidders may depute only one authorized representative along with valid authorization to attend 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 for the candidates who are eligible for appearing in the admission test and service tax shall be payable extra (as per directives of the State Govt. and the Central Govt.)



**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 payment details for online test. and balance 50% after successful completion of the online test and completion of the entire-activities viz. evaluation of the answers, 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 and integrity.

**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

Time schedule for completion of aforesaid scope of work shall be as under

- A. Start Date : Date on work order is placed.
- B. Generation of online application for Admission test as per JVM requirement :  
4 (four) days after getting work order.
- C. Website open for candidate's : Online application submissions and submission of  
online application fee (through payment gateway of  
JVM : 7(seven) days of getting work order
- D. Issuance of Online admit card : 7 (Seven) days before the conduct the Actual test
- E. Test day(s) : 1(One) day for offline test and multiple days for online  
test depending on the number of candidates .
- F. Result forwarding : Within 4(four) days after the conduct of last online  
examination OR within 04 days after the conduct of  
the offline examination through password protected  
document by e-mail followed by hard copy through  
courier within 10 (ten) days of conduct of examination  
( last online examination /after offline examination) .

**ANNEXURE – III**

**PRICE SCHEDULE FORMAT**

S.No	Description	Unit	Rate	Remarks
1.	Professional charges	Per student		
2.	GST/Service tax			
3.	Any other charges ( as per applicable)			
	Total amount			

