



JAWAHAR VIDYA MANDIR

SHYAMALI, RANCHI – 834002

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जवाहर विद्या मंदिर, श्यामली, राँची- 834002

No. JVM/OT-01/2020-21

Date: 25.01.2021

INVITATION TO TENDER

**Subject: TENDER FOR PROVIDING COMPUTER EDUCATION SERVICES AT
JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI**

Salient Features of the Invitation to Tender

1	Tender Enquiry No. & Date	JVM/OT-01/2020-21, Dated 25.01.2021
2	Project Description	TENDER FOR PROVIDING COMPUTER EDUCATION SERVICES AT JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2
3	Due date & time of submission of tender document	By 15.02.2021 at 12.30 P.M
4	Date & Time of Opening of Tender	On 15.02.2021 at 1.00 pm . The representatives from the Bidder may be present while opening of the tender.
5	Validity of tender	03 (Three) months from the due date of opening of Techno-Commercial part of the tender document.
6	Completion Time	One month from the date of issue of work order.
7	Earnest Money Deposit	Rs. 25000/- (Twenty five thousand) only
8	Cost of the tender document	Rs. 1000/- (One thousand only)

Verified

Sang
25/01/2021



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Sealed tenders are invited from firms (on official letter heads) duly filled in Annexure - I & II for the Computer Education services from registered, reputed, experienced and eligible firms who have executed similar nature of work in Schools/ Institutions/ Organizations/ Government and satisfying all the terms and conditions in this tender document.

1.0 Instructions to Tenders

- 1.1 Tenders are invited in two bid system:(i) Techno-Commercial Bid (ii) Price Bid. The 'Techno-commercial Bid' will be made and put in the first envelope containing the title '**Techno-commercial Bid**' it should contain full information as required in Annexure - I. The 'Price Bid' will be made and put in the second envelope containing the title '**Price Bid**'. It could include full information as required in Annexure - II. Both bids should be put in the third envelope which should be prominently super-scribed as "**TENDERS FOR PROVIDING COMPUTER EDUCATION SERVICES**" and addressed to "The Principal, Jawahar Vidya Mandir, Shyamali colony, Ranchi - 834002" on or before 15/02/2021 till 12.30 PM. The tenders will be opened on the same date at 1.00 PM on 15/02/2021
- 1.2 Tenders received after due date and time mentioned above, as well as those received without separate sealed envelopes as specified above will not be accepted.
- 1.3 It may be noted that conditional tenders or tenders incomplete in any respect will not be accepted.

2.0 Eligibility Criteria

- 2.1 The bidder should have experience in the last five years from the date of tender for imparting computer education services in minimum of 3 schools, including 1 (one) school from Ranchi.
- 2.2 The bidder should have at least ten (10) numbers of IT Professionals (minimum Bachelor in Computer Application/ Graduate with One year Diploma in Computer Application) on Permanent rolls of the company.
- 2.3 The bidder should have a local office in Ranchi.
- 2.4 The bidder should have ISO certification ISO 21001:2018 or ISO 9001:2015.
- 2.5 The bidder should have Audited Profit & Loss Account of last three years (2017 - 2018, 2018 - 2019 and 2019-2020).
- 2.6 The bidder should have the GST and PAN (Copies of GST Regn. and PAN).
- 2.7 The bidder must be registered in PF and ESIC and submit certificate of last three years (2017 - 2018, 2018 - 2019 and 2019-2020).

Signature
25/01/2021
Page 2 of 7



जवाहर विद्या मंदिर, श्यामली, राँची - 834002

3.0 Tender Fee & Earnest Money Deposit (EMD)

The tenders should be accompanied by Cost of tender Documents i.e Rs. 1000/- (Rupees one thousand only) and Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees twenty five thousands only) in the forms of Account Payee Demand Draft/Banker's Cheque from any of the Commercial banks in an acceptable form, drawn in favour of "Jawahar Vidya Mandir", without which the tenders will not be considered. The Earnest Money (EMD) only will be returned to all the unsuccessful tenderers after finalization of the contract.

4.0 Copies of the following documents should be submitted along with techno-commercial bid for Eligibility and Technical Evaluation (refer Clause 7.0.)

- a) Audited Profit & Loss Account of last three years i.e., 2017 - 18, 2018 - 19 and 2019-20
- b) GST Reg. Certificate and PAN Certificate
- c) PF & ESIC Registration certificate as mentioned in point no. 2.7
- d) Work orders received for Computer education services from school for the last five years from the date of tender (as mentioned in point no. 2.1)
- e) List of IT Professionals on permanent roll of the company along with copy of certificate of qualification (as mentioned in point no. 2.2)
- f) Address of local office in Ranchi as per Annexure-I
- g) Copy of ISO certification
- h) The Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees twenty five Thousand only) through a Demand Draft (No..... & Date.....)
- i) The Cost of Tender document Rs. 1000/- (Rupees one Thousand only) through a Demand Draft (No..... & Date.....)

IF A FIRM FILING TENDER(S) DOES NOT FULFILS ALL OR ANY OF THE ABOVE ELIGIBILITY CRITERIA OR COPY OF THE DOCUMENT AS MENTIONED ABOVE, THE TENDER OF THE FIRM WILL NOT BE CONSIDERED.

Sanjay
25/01/2021

**जवाहर विद्या मंदिर, श्यामली, राँची - 834002****5.0 PERIOD OF CONTRACT**

The Period of contract shall be for three years (Academic session) from the date of commencement of the contract. Each year the performance of the bidder will be reviewed and, if the bidder does not provide satisfactory services that would have been intimated or recorded or for any other reason deemed necessary by the school, the contract can be terminated at any time with a prior notice of 30 days.

On expiry of the contract after 3 years, either the contract may be extended on yearly basis two more times with the mutually agreed terms and conditions according to the performance of the agency or may go for open tender.

6.0 SCOPE OF WORK

- 6.1 Providing computer education to all students of classes IV to X at JVM, Shyamali, Ranchi.
- 6.2 Design the syllabus and course according to CBSE norms.
- 6.3 To depute minimum Four (4) regular computer faculties.
- 6.4 The faculties should follow the school timing and provide technical support to the school.
- 6.5 Setup and maintain computer lab with hardware and software with minimum of 30 Computers having minimum core i3 with 4 GB RAM and one (1) Projector
- 6.6 Conduct exams and handover the results to school and update the result in ERP.
- 6.7 Arrange facilities required to conduct Online Classes for their faculties.

7.0 TECHNICAL EVALUATION AND COMPARISON OF BID:

Sl. No	Criteria	Maximum Marks	Method of allotting marks for Technical Score
1	Number of schools the bidder provided computer education services for the last five years from the date of tender.	25	> 7 Schools 25 Marks 5-7 Schools 20 Marks 3-4 Schools 15 Marks
2	Average annual Turnover from Computer Education Services at schools in last three year.	20	> 25 Lakhs 20 Marks 15 - 25 Lakhs 15 Marks < 15 Lakhs 10 Marks
3	ISO Certification	20	ISO 21001:2018 20 Marks ISO 9001 : 2015 15 Marks
4	No of IT Professionals on Permanent rolls of the company	20	> 25 IT Professionals 20Marks 15 - 25 IT Professionals 15 Marks 10 - 15 IT Professionals 10 Marks
5	Presentation	15	

Bidders scored 55 marks and above will be considered for final evaluation.

Signature
25/01/2021

Page 4 of 7



7.1 Final Evaluation

Final evaluation would be done using Quality and Cost Based Selection (QCBS). An overall score will be calculated based on the Technical Score 60% and Financial score 40% based on the following method.

TS= Technical Score

F1 = Fee quoted for Class IV to VI

F2 = Fee quoted for Class VII to X

BF = Average Fee of (F1, F2)

LAF = Lowest Average Fee Quoted among the Bids

FS = Financial Score = $(LAF/BF) * 100$

OS = Overall Score = $(TS * 0.60) + (FS * 0.40)$

8.0 Terms and Conditions

- 8.1 The School will provide Class rooms and Electrical power only.
- 8.2 Regularly conduction of Theory and Practical classes.
- 8.3 Faculties will explicitly follow the rules and regulation of the school in conducting tests and awarding marks/grades to the students.
- 8.4 The faculty will report to the school as per school timing.
- 8.5 Bidders should be responsible for the maintenance of the computers supplied and should ensure 100% uptime of system.
- 8.6 Bidders should get approval of the syllabus/courses from the school before the commencement of the session.
- 8.7 To depute minimum Four (4) regular computer faculties.
- 8.8 Bidders should arrange alternate teacher in case of leave.

9.0 Performance Guarantee (Security Deposit)

The successful bidder shall give performance security in the form of Account Payee Demand Draft from a Commercial Bank amounting to Rs. 25,000 (Rupees Twenty-five Thousand only) in favour of "Jawahar Vidya Mandir". The Security Deposit will be refunded only after the expiry of the contract. The Deposit is liable to be forfeited, if during the period of contract, the services of the contractor are found to be unsatisfactory in any respect, and / or if any of the conditions of the contract is contravened / breached, by the firm / or his employees. The forfeiture will be in addition to any action by the school that the contractor firm may invite upon themselves due to any of the reasons specified above.

Scmg
25/01/2021

Page 5 of 7

**जवाहर विद्या मंदिर, श्यामली, राँची - 834002****Annexure - I****Techno – Commercial Bid
Declaration by the Bidder**

Sl. No	Description	Indicate also page number where attached
1.	Name, address & telephone number of the agency / firm	
2.	Name, Designation, Address and telephone No. of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor / Partnership firm / Private or Limited Company	
4.	Copy of PAN card issued by Income Tax Department	
5.	GSTN Registration (Please attach)	
6.	Copy of PF & ESIC Registration as mentioned in eligibility criteria (point no. 2.7)	
7.	Annual Turnover during last 3 years: 2017- 18 _____ 2018 - 19 _____ 2019 - 20 _____ (Please attach proof in the form of Profit & Loss Account)	
8.	Computer education service orders received from at least 3 (Three) Schools where the bidder is providing services for the last five years from the date of tender (Please attach)	
9.	Details of Bid Earnest Money Deposit: a) Amount: b) Demand Draft No: c) Date of issue: d) Name of issuing Bank:	

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

Signature of the Tenderer with
Seal Designation:

Note: Please indicate the page numbers where documents attached. The entire tender document should be serially page numbered including enclosures



जवाहर विद्या मंदिर, श्यामली, राँची- 834002

Annexure – II

PRICE BID

Sl. No.	Item	Amount (₹)
1.	Rate per student per year to be charged for Class IV to VI inclusive of taxes if any	
2.	Rate per student per year to be charged for Class VII to X inclusive of taxes if any	

Declaration by the Bidder:

I have carefully gone through the Terms and Conditions contained in the Tender Document (No. JVM/OT-01/2020-21 Dated 25.01.2021) regarding **PROVIDING COMPUTER EDUCATION SERVICES AT JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI** All the Terms and Conditions given in the tender are acceptable to me/ us.

Signature of the Tenderer with Seal