

जवाहर नवोदय विद्यालय

(मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान, स्कूल शिक्षा और साक्षरता विभाग, भारत सरकार)

ग्राम-साइलो, डाक-राहामा, जिला-जगतसिंहपुर, ओडिशा-754140



JAWAHAR NAVODAYA VIDYALAYA

(An Autonomous Organisation under Ministry of Human Resource Development, Department of School Education and Literacy, Government of India)

At-Sailo, Po-Rahama, District – Jagatsinghpur, Odisha – 754 140

Tel / Fax No: 06722-248025/45 , E-Mail : jnvjagatsinghpur@gmail.com, Website: www.jnvjagatsinghpur.nic.in

Ref. No. Tender Security Guard/JNVJ/2018-19/

date.

TENDER DOCUMENT

Sub: - Inviting Bid for engaging service Provider Manpower through service contract.

Sir /Madam,

1. The JNV, Jagatsinghpur, a centrally funded Autonomous Body under the Ministry of HRD, Navodaya Vidyalaya Samiti, administers the Scheme of JNVs set up for imparting education to the children of Jagatsinghpur dist.
2. Sealed competitive Bids are invited by JNV, Jagatsinghpur from the reputed/registered Consultant/Service Provider Firm providing security service through service contract initially for a period of 01(one) year w.e.f 01/07/2018 which may be extended by another one year as indicated below.

A. Area of the Building : - 16.04 Acres (Approx.) area of land having approximately 26 rooms and corridors stairs and open areas as well as enclosed surrounding areas on the ground floor and upstairs, Staff Quarters , Mess, Boys Dormitories & Girls Dormitories.

Address /Location of Buildings: - Jawahar Navodaya Vidyalaya, Sailo, Rahama

Dist. Jagatsinghpur, Pin:-754140(Odisha)

B. Man power required: -

Sl.No	Category of service	Minimum qualifications or /and experience	Number of personnel required in the shifts	As per the following shifts
01	Security/Watch & Wards (Without arms)	Middle standard with experience	2(Two) Staff to be engaged as per labour rules.	Shift II-2.00 PM to 10.00 PM, Shift III-10.00 PM TO 6.00 AM

An outline of tasks to be carried out by different category of services provided is detailed as under: -

Sl.No	Category of services	Responsibilities
01	Security /Watch & Wards services	To provide security/guard in the Vidyalaya for the safety security of the Vidyalaya property from to 2.00 PM to 6.00 A,M next day the clock.(Annexure-1)

3. Quoted Price:

- a) The Bidder shall quote unit rate which should inclusive of ESI, EPF, GST statutory Act (Annexure-A).
- b) The Bidder shall deposit Rs.3000/- (three thousand only) in the form of Bank Draft/pay order after the date of submission of Bids or DD/ Pay Order drawn in favour of JNV, Jagatsinghpur as Earnest Money along with the Bid. The Earnest Money Shall be returned to unsuccessful Bidders after the award of the contract. Payment in any other form is not acceptable. The Selected firm has to furnish performance security in the form of **Bank Guarantee/ DD / NEFT/RTGS for an amount of 10% of annual payment** valid for fourteen months from the date of award of the contract. Payment in any other form is not acceptable. 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.

4. **Each Bidder must submit only one Bid.**

5. **Evaluation of Bid.**

The tender must be submitted in 02 envelopes i.e. Technical Bid & Financial Bid. First the Technical bid will be opened and the parties qualified in the Technical bid will be considered for the evaluation of financial 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 3 years along with cost of assignment.
 - d. PAN No. and Current IT clearance certificate.
 - 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.
 - h. Attested copy of PSARA license from competent authority to engage in the Business of Private Security Agency.**
 - 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.**

6. **Award of Contract:-**

- a) The Indentor 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 5. If more than one bidder satisfies both the conditions, successful bidder will be decided by the Vidyalaya level committee which will be binding for all the parties.
- b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in Para 2 above.

c) The Indentor 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.

d) **Notwithstanding the above, the Indentor 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.**

7. Last date and time of receipt of Bids.

The Bidder will fill up the **Financial Bid** in the **Annexure –A** shall consist of all charges i.e. Unit monthly remuneration, EPF, ESI rate, Service charge including overhead profit and other Govt. liabilities etc. which should be put in sealed cover marking it as **“financial Bid”** and technical information in the **Annexure –B** with the relevant documents which may be put in a another sealed cover clearly marking it as **“Technical Bid”**. The Technical bid should be accompanied by an Earnest Money Deposit of Rs.3000/-(Three thousand only) in the form of Bank Guarantee valid for 80 days after the date of submission of bids or DD / Pay Order drawn in favour of **Principal, JNV, Jagatsinghpur** payable at **Rahama**. Both the sealed covers will be put in a single cover while submitting the proposal to this office super scribing **“Bid for Providing security in the Vidyalaya on Service charge basis”** through **Speed Post/ Registered Post only** so as to reach this office on or before _____ **(10 .00 am)** . The tenders will be opened at **11.00 AM on _____ at JNV, Sailo, Jagatsinghpur**. If the last date of depositing and opening of tenders happens to be declared holiday then the tenders will be accepted / opened on the next working day, other terms and condition and the time schedule remaining unchanged .The Bid format downloaded the from the web site of the jnv Jagatsinghpur is also acceptable , however the cost of the Bid documents i.e. **non refundable amount of Rs.200/-(Two hundred only) through D.D** to be drawn **in favour of JNV, Jagatsinghpur** payable at **Rahama** ,must be attached separately .The Indentor 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.

Principal
JNV, Jagatsinghpur

All the above conditions are accepted by me/us
Station:

Signature of Bidder with seal of the Firm

Date:

Witness- 1
Signature:
Name:
Address & occupation

Witness -2
Signature:
Name:
Address & occupation

FORMAT OF FINANCIAL BID

Sl.No	Category Services	Number	Unit monthly remuneration per shift	Total Monthly cost
01	Security /Watch & wards services	01 shifts per day		

Note:-

1. GSTN Shall be inclusive in unit monthly remuneration.
2. Rate/ Price quoted up to 02(two) decimal points only.

We agree to provide the above service of manpower and to abide by the term and conditions contain in the Bid document and also agree to enter in to the agreement in the format enclosed.

Bid security of Rs..... (Rupees) is furnished herewith vide bank draft No..... Dt..... Drawn on

Seal of Office

(Bidder)

Date

Signature

Name:

Address:

COMPANY/ AGENCY PROFILE

Sl.No	DETAILS	Description
01	Name of the Company/ Agency	
02	Address for Communication with telephone & Email.ID	
03	Whether sole Proprietorship/ Partnership /Society /Others	
04	Name of the Proprietor/Partners	
05	PAN No. of Agency (Attached self-attested copy)	
06	EPF Registration No. (Attached self-attested copy)	
07	ESI Registration No. (Attached self-attested copy)	
08	Service tax /GST Registration No. (Attached self-attested copy)	
09	"PSARA" REGISTRATION No. (Attached self-attested copy)	
10	Labour Registration Certificate No. (Attached self-attested copy)	
11	Labour Licenses No. (Attached self attested copy)	

Details of Demand Draft /Bid Security /Cost of TENDER Documents

Sl.No	Details	Amount	DD No/Date or receipt No /Date
01	Cost of tender Documents	200/-	
02	Bid Security /Earnest money	5000/-	

Signature of the Authorized Person with seal