

കേന്ദ്രീയ വിദ്യാലയ എറണാകുളം, കടവന്ത്ര പി. ഒ, എറണാകുളം, കൊച്ചി - 682 020
Kendriya Vidyalaya Ernakulam, Kadavanthra P.O, Kochi - 682 020

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KENDRIYA VIDYALAYA ERNAKULAM

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F.No. 31089 /KVE/2016-17

Date:-

15.03.2017

TENDER NOTICE

Subject :- Quotations for award of contract for providing manpower to work as Data Entry Operator in the office of Kendriya Vidyalaya Ernakulam.

Sealed applications - cum -Quotations are invited from registered service providers interested in undertaking the job of providing Data Entry Operators to the Office of Kendriya Vidyalaya Ernakulam, Kadavanthra, Kochi-682020 as per the general terms and conditions given below:-

- i) The contract shall be in force for one year and can be renewed further depending upon the performance and quality of the firm. The contract can be terminated by the competent authority at any time without assigning any reasons.
- ii) The Payment to the engaged Data Entry Operators will be subject to satisfactory service to be certified by the Officers/Sections, where they are engaged.
- iii) Escalation clause towards payment to the engaged Data Entry Operators shall not be accepted on any ground during the period the contract is in force.
- iv) It may be ensured that a character and antecedents verification certificate from the concerned police authorities or a certificate of "good moral character" in respect of the Data Entry Operator, duly signed by a First Class Magistrate or two Class I officers of the Central Government, may be provided at the time of engagement of the Data Entry Operators.
- v) The persons engaged will be expected to observe discipline and decorum in office.
- vi) The Services of the Data Entry Operator may be provided on all working days or any holidays as and when required. The selected agency will immediately provide a substitute in the event of any person remaining absent from the job due to personal reasons.
- vii) The contractor shall comply with all the labour laws in relation to its employees including payment of minimum Wages as laid down by or under any law.
- viii) The engagement does not confer right for continuation or extension of the contract on any account. This engagement will be purely a short term temporary arrangement on contractual basis. Any statutory increase in wages/DA etc is to be absorbed by the agency.
- ix) Any liability regarding Government dues as well as any human loss/injury during the engagement of Data Entry Operators will be the responsibility of the Contractor.

x) The persons engaged must be a Graduate from a recognized University having good knowledge of MS Word, MS Access, Windows, MS Office, MS-Excel, MS Power Point, internet, etc. Candidates should have typing speed of 30 WPM (Minimum) in English, preferably knowledge of English Stenography. Higher Secondary pass candidates having experience of working in Central Ministry/Department and possessing Certificate/Diploma in typing/computers may also be considered. Preference may given to persons having knowledge of shorthand.

xi) The award of the contract will be subject to the fulfillment of the conditions laid down in Rule 157, 158 and 160 of GFR, 2005 as amended from time to time.

xii) The persons engaged shall not claim any benefit/compensation/absorption/regularization of service from this office under the provisions of Industrial Disputes Act 1974 or Contract Labour (Regulation & Abolition) Act, 1970. An undertaking to this effect from the engaged persons shall be required to be submitted by the service provider to this office.

xii) Contribution towards CPF, Gratuity etc. is to be met by the Agency.

xiv) No medical facilities or reimbursement there of will be provided by DGCA.

xv) Any dispute arising out of the contract will be settled within the jurisdiction of Delhi Courts.

2. The firm applying for the tender must possess the following qualification:-

i) Registration Certificate from a competent Government Authority for running the agency.

ii) At least three years relevant experience with any Central Govt. Deptt./Organisation.

iii) The firm must have Pan No., Service Tax Registration No. and other relevant document.

iv) The firm must have ESI and PF registration.

3. The bidding firm shall quote their bid as per the Minimum Wages Act applicable Kerala Govt./Central Govt. (whichever is higher)

a) Minimum applicable wages for each Data Entry Operators

b) Provident Fund

c) ESI

d) Any other charges, if any, under the Minimum Wages

e) Service charges/statutory taxes to be charged by the Service Provider

4. The tender will fill up the technical information in the Annexure - I which may be put in a sealed cover clearly marking it as "Technical Bid". The Technical Bid should be accompanied by an Earnest Money Deposit of Rs.10000/- (Rs. Ten thousand only) in the form of a crossed Demand Draft/Pay order drawn in favour of VVN Account KV Ernakulam

The sealed covers can be put in a single cover while submitting the proposal to this office. The Blank Annexure I and II are enclosed herewith. The successful tender will have to submit Performance Security equivalent to 10% of the amount payable per month.

. **Last date and time of receipt of Bids**

You are requested to submit the Sealed Bids super scribed on the envelope as "Bids for providing Conservancy Services on service charge basis" due on latest by **01.30 pm 04.04.2017 and will be opened at 04.00 pm on 04.04.2017**

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 KVS.

Yours faithfully,

Signature

Name: R.SURENDRAN

Designation: Principal

**For and on behalf of the
Kendriya Vidyalaya Sangathan**

Annexure I

TECHNICAL BID

Technical Bid should indicate the following information along with the self attested photocopies of these documents:-

- a) Profile of the company
- b) Proof of Incorporation/inception of the Agencies;
- c) Registration for manpower supply;
- d) PF Registration details;
- e) ESI Registration Details;
- f) PAN No.;
- g) Service Tax Registration No.;
- h) Details of registration with the Labour Commissioner;
- i) List of organizations to which man power is being supply by the bidder;
- j) Whether the firm has been blacklisted by any government
Department or any criminal case register against the firm or its owner (give details);
- k) Any other relevant information.
(Name and Signature of the authorized person of the firm along with the seal).

APPLICATION - FINANCIAL BID

(For Providing Data Entry Operators)

1. Name of tendering Company/Firm/Agency:
2. Details of Earnest Money Deposit: Rs. 5000/-(Five Thousand only) D.D./P.O.No.Date and Drawn on Bank:
3. The Data Entry Operator deployed will be paid their wages on the monthly basis (By Cheque by 7th of the following month) by the Company/Firm/Agency and the proof of disbursement will be submitted.
4. Rates are to be quoted in accordance with the Minimum Wages Act of Govt. of Kerala or Central Govt. whichever is higher
Rate per person per month Rs.(Rupees.....
.....) inclusive of all statutory liabilities, taxes, levies, cess/edu.Cess. Etc. with following break up.

Sl.No	Component of Rate	Amount
1.	Daily Wages Rate (as per MWA, 1948)	
2.	Employees Provident Fund @% of 1 above	
3.	Employees State Insurance @5 of 1 above	
4.	Service Tax Liability @% of	
5.	Any other Liability (Pl.Indicate)	
6.	Contractors Admn./Service Charge	
	Total column 1 to 6	

Signature of authorized person

Full Name :

Address :

Seal:

Date:

Place:

Notes:

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities at the time of entering into contract.

2. The payment shall be made an on conclusion of the calendar month only on the basis of number of working days for which duty has been pertained by each man power