

Administration of
Dadra & Nagar Haveli and Daman & Diu, UT.,
Directorate of Education,
Silvassa

No.DEO/DNH&DD/DEO/06/2021-22/279

Date:08/02/2023

e-Tender (Online) Invitation Notice

The Directorate of Education, Dadra and Nagar Haveli, Silvassa on behalf of President of India invites on-line tender on <http://dnhtenders.gov.in> from the Authorized Agencies for providing outsourcing of Data Entry Operator in Govt. Secondary and Higher Secondary Schools of Dadra and Nagar Haveli and Daman under Directorate of Education, DNH &DD.

Sr. No.	Particulars	EMD (Earnest Money Deposit)	Tender Fees (Non-Refundable)	e-Tender ID No.
1	Outsourcing of Data Entry Operator in Govt. Secondary and Higher Secondary School of Dadra and Nagar Haveli and Daman under Directorate of Education	Rs.2,75,000/-	Rs.1000/- (Rupees One thousand only)	2023_UTDNH_631_6_1

S.No.	Item	Deadline
1	Issue of tender document	09/02/2023
2	Submission of tender	09/02/2023
3	Last date for submission of online Bid	01/03/2023
3	Opening of technical bid	01/03/2023
4	Opening of financial bid	01/03/2023 (If possible)

Bidders have to submit price bid in **Electronic format only** on <https://dnhtenders.gov.in> website till the last date and time for submission.

Price Bid in Physical format shall not be accepted in any case.

Only tender fees and EMD in original to be sent to the Directorate of Education, Secretariat, Dadra and Nagar Haveli, Silvassa- 326230 by R.P.A.D. / Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tender received in hard copy will not be accepted.

1. The tender fees should not be forwarded by cash.
2. The sealed tender should be properly covered subscribing the name of work on envelope.
3. The offer received without obtaining tender documents or tender fees shall not be entertained.

The tender inviting authority reserve the right to accept or reject any or all the tender to be received without assigning any reason thereof. In case bidder needs any clarification on the process of bidding for participating in online tender for further details, correspondence can be made on E-mail: doe-dnh@nic.in, Tel No. 0260-20642006.

Sd/-
Director
Department of Education
Dadra and Nagar Haveli
Silvassa

Copy to :-

- 1) Chief Publicity Officer Dadra & Nagar Haveli and Daman & Diu, Daman for wide publicity in leading News Papers.
- 2) Director (I.T), Dadra & Nagar Haveli and Daman & Diu, Daman with a request to publish in Website www.dnh.gov.in , www.ddd.gov.in and www.daman.nic.in
- 3) Copy to all H.O, Dadra & Nagar Haveli and Daman & Diu for wide publicity

Chapter – 1

Notice Inviting Tender (NIT)

I. Obtaining Tender document :

- a. The tender document can be downloaded from www.dnhtenders.gov.in.
- b. Tender notice can be seen at www.dnhtenders.gov.in & www.dnh.gov.in.

II. Tender Fees (**non – refundable**):

In case, the tender document is downloaded, a tender fees of Rs.1000/- (Rupees One thousand only) shall be paid through a Demand draft / Cheque drawn on a nationalized / schedule bank authorized by RBI favoring “Director, Education, Dadra and Nagar Haveli” payable at Silvassa.

III. Earnest Money Deposit (EMD) :

EMD in form of FDR/B.G/D.D in favour of “The Director of Education” payable at Silvassa in hard copy shall be submitted to the tender inviting authority by RPAD / Speed post / Courier. However, tender inviting authority shall not be responsible for any postal delay. The said documents can also be deposited on or before last date and time of online tender/bid in the Office of the undersigned. The EMD will be refunded to the unsuccessful tenders immediately after the tender has been finalized and on receipt of application from unsuccessful bidder.

IV. Security deposit :

- a. The successful bidder shall pay a security deposit equal to 3% (three percent) of the tender cost within 15 (fifteen) days from date of issue of Work order.

V. Submission of Tender document :

- a. Bidders can submit bids along with requisite documents in PDF only at www.dnhtenders.gov.in on or before the last date and time.
- b. The physical form of all above documents can be send via speed post at 2nd floor, Office of the Directorate of Education, Secretariat, Dadra and Nagar Haveli, Silvassa- 326230.

VI. Important deadlines :

S.No.	Item	Deadline
1	Issue of tender document	09/02/2023
2	Submission of tender	09/02/2023
3	Last date for submission of online Bid	01/03/2023
3	Opening of technical bid	01/03/2023
4	Opening of financial bid	01/03/2023 (If possible)

Chapter – 2

Eligibility Criteria

A. Financial eligibility :

1. The bidder should have experience of at least two years out of five financial years (2021-22, 2020-21, 2019-20, 2018-19 & 2017-18) of rendering similar services having work orders valuing Rs. 46,00,000/- (Rupees Forty Six Lakhs) and above for one year contract period in any one or more govt. institutes / semi-govt. / PSU / Banks / Club / corporate establishments / schools, colleges & universities / reputed organisations etc.
2. The bidder should have at-least one Data Entry Operator or providing outsourcing services on the date of the advertisement.
3. The bidder should have minimum annual turnover of Rs. 46,00,000 /- (Rupees Forty Six Lakh) for three years out of five years (2021-22, 2020-21, 2019-20, 2018-19 & 2017-18).

B. Documents required to check the eligibility of the Bidder :

1. See Chapter – 7, Part-B

Chapter – 3

Instructions to Bidders

A. General instructions :

1. Site visit :
 - i. Before tendering, the bidders must visit the site before last date of tender where intended services are to be provided and satisfy themselves as to the conditions prevalent at the site.
2. Disqualifications and Rejections of bids :
 - i. Directorate of Education reserves the rights to accept, reject any or all tenders without assigning any reasons thereof. The decision of the Director (Education) shall be final & binding on all.
 - ii. Directorate of Education reserves the right to disqualify such bidders who have a record of not meeting the contractual obligations against earlier contracts entered into with this department or any other central or state govt. agencies or contract terminated for any reason. The decision of the Director (Education) shall be final & binding on all.
 - iii. If Directorate of Education found that the bidder is blacklisted on previous occasions by anyone at any stage then, the contract will be cancelled.
 - iv. Conditional bids shall be summarily rejected.
 - v. **Directorate of Education reserves the right to disqualify such bidders who have not provided satisfactory service against earlier contracts entered into with this department or any other central or state govt. agencies or contract terminated for any reason. The decision of the Director (Education) shall be final & binding on all.**
3. General communications :
 - i. Any corrigendum, if any, related to this tender, till the tender process is completed, shall be uploaded at www.dnhtenders.gov.in by the Directorate of Education.
 - ii. Bidders can email their queries at doe-dnh@nic.in . and doe.dnhdd@gmail.com
4. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of Land. Such action will result in the rejection of bid, in addition to other punitive measures.
5. In case of any accident with staff/employee of agency/bidders during the Course of execution of the agreement/work, and/or the damage done by the agency or his staff to the property of the Directorate of Education, The department shall not be responsible for any kind of accident with labors engaged for this job. The cost of damage of property shall be recovered from the contractor/agency.
6. The contractor at his own risk and cost shall have to grant benefit of leave plus pay emoluments to the employees as per the law in force. In case of any loss to the Department authority due to the breach of any conditions of the labour license/act on the part of the agencies, such losses shall be recovered from the agencies. If required the same can be recovered by the authority from the agencies as a recovery of land revenue.
7. Each bidder should submit only one tender.
8. Tenders are non-transferrable.

B. Instructions related to Tender Rate, Tender Fees & EMD & Security Deposit :

1. All the amount should be quoted in figures & words. It should be inclusive of all wages, materials required, overheads & taxes. It should be inclusive of all applicable taxes.
2. All financial transactions shall takes place in Indian Rupees only.

- a. In case, the tender document is downloaded, a tender fees of Rs. 1000/- (Rupees One thousand only) shall be paid through a Demand draft / Cheque drawn on a nationalized / schedule bank authorized by RBI favouring "Director of Education, Dadra and Nagar Haveli" payable at Silvassa.
3. The tenders without tender fees shall be summarily rejected.
- b. The tender must be accompanied with EMD of Rs.2,75,000/- (Rupees Two Lakh Seventy Five Thousand only).
4. Other forms of payment shall not be accepted.
5. The tenders without Tender Fees and Bid declaration for EMD shall be summarily rejected.
6. The Tender will be rejected or suspended for period of one year under following circumstances
 - i. Non-submission of requisite documents in proper format [See Chapter-7, Part-B].
 - ii. Submitting false / fabricated documents, false affidavit or misleading information / statement.
 - iii. The agency fails to execute the work order within stipulated time.
 - iv. The termination of contract.
7. All statutory deductions such as TDS (I.T), surcharge, education cess shall be deducted as applicable from time to time.
8. The successful bidder shall pay a security deposit equal to 3% (three percent) of the tender cost within 15 (fifteen) days from date of issue of Work order. This security deposit shall remain with the Director of Education, DNH Silvassa throughout the contract period without bearing any interest of whatsoever kind. It will be refunded to the agency within 60 (sixty) days of completion of the contract subject to :
 - i. Satisfactory performance of the contract
 - ii. Deducting any dues payable to the Director of Education DNH & DD, Silvassa.
 - iii. Any deduction due to agency's obligation under the contract.
9. No extension of time limit shall be entertained.
10. Non receipt of the Security Deposit within stipulated time will result in automatic cancellation of the order without any intimation.
11. The Security deposit paid by the tender earlier against any tender or supply order is not adjusted with Security Deposit required by these conditions

Chapter – 4

Scope of Work

Enrolment and Facilities in Government Secondary and Higher Secondary Schools

a. Dadra and Nagar Haveli

Sr. No.	Name of Schools	No. of DEO required
1	GHSS, Silvassa (T) (EM)	1
2	GHSS, Silvassa (T) (GM)	1
3	GHSS, Silvassa (T) (HM)	1
4	GHSS, Silvassa (T) (MM)	1
5	GHSS, Naroli	1
6	GHSS, Rakholi	1
7	GHSS, Khanvel (MM)	1
8	GHSS, Dapada	1
9	GHSS, Dudhani	1
10	GHSS, Dadra	1
11	GHSS, Mandoni	1
12	GHS, Dokmardi	1
13	GHSS, Khanvel (GM/EM)	1
14	GHSS, Galonda	1
15	GHS, Surangi	1
16	GHS, Amboli	1
17	GHSS, Randha	1
18	GHS, Kherdi	1
19	GHS, Masat	1
20	GHS, Morkhal	1
21	GHS, Sili	1
22	GHS, Falandi	1
23	GHS, Sindoni	1
24	GHS, Kharadpada	1
25	GHS, Bedpa	1
26	GHS, Silvassa (Z)	1
27	GHSS Rakholi (EM)	1
28	Central Library (Silvassa)	2
29	Office (Directorate of Education)	2
Total		31

b. Daman

Sr. No.	Name of Schools	No. of DEO required
1	GHS Patlara	1
2	GHS Nani Daman (EM)	1
3	GHS Damanwada (EM)	1
4	GHS Pariyari	1

5	GHS Dunetha	1
6	GHS Varkund	1
7	GHS Marwad	1
8	GHSS Bhimpore	1
9	GHSS Kachigam	1
10	GHSS Moti Daman	1
11	GHSS Dabhel	1
12	GHSS Zari	1
13	Office (DEO, Daman)	2
	Total	14

- I. Maintenance of staff attendance.
- II. Monthly report of the school.
- III. Preparing salary muster of contractual staff & guest faculty/daily wages staff.
- IV. Maintaining of general school register.
- V. Preparing Leaving Certificate, SSC/HSC Board exam application fill-up.
- VI. Scholarship and all Data providing to education office whenever needed.
- VII. Distribution of Text-Boos, Note-books, stationary, school bag, Uniform, shoes and socks etc.,
- VIII. Delivering of DAK and Personnel Files of employees to Directorate and other daily routine office work.
- IX. Any other works assigned by the Principal/authority of Directorate of Education.

Chapter – 5

Terms and Conditions

A. Legal terms and conditions :

1. Tender shall be valid for a period of one year (365 days) from the date issue of work order. If the bidder withdraws /amends /impairs /derogates from the tender in any respect during this period, then the bidder shall be suspended for participate tender for the period of one year.
2. **Initially, the contract will be awarded for one year, which may be extended on the basis of satisfactory services for second and third year on the original terms and conditions.**
3. The total amount quoted to be charged by L1 bidder will remain fixed for first year of contracted period and there will not be any enhancement during the first year. The Directorate of Education will not pay any charges over and above this amount during the first year.
4. The contract may be renewed for any periods beyond first year on yearly basis, subject to satisfactory services. If agreed, the amounts payable during such period of renewal may be enhanced for second & third year be equivalent to the rate hike as per Minimum Wages Act, 1948 which is declared from time to time by the Labour Department from the 2nd year onwards
5. After 30 (thirty) days of operation, the bidder shall be evaluated as per the terms & conditions mentioned in this document. If the bidder fails to meet the expectations, then contract shall be cancelled.
6. One month of prior notice shall be given to the if Directorate of Education wishes to terminate the contract for not adhering to all terms & conditions.
7. The bidder should have experience of at least three years out of five financial years (2021-22, 2020-21, 2019-20, 2018-19 & 2017-18) of rendering similar services having work orders valuing Rs.46,00,000/- (Rupees Forty Six Lakhs) and above for one year contract period in any one or more govt. institutes / semi-govt. / PSU / Banks / Club / corporate establishments / schools, colleges & universities / reputed organisations etc
8. The bidder should have at-least one Date Entry Operator or outsourcing services on the date of the advertisement.
9. The bidder should have minimum annual turnover of Rs. 46,00,000/- (Rupees Forty Six Lakhs).
10. If Directorate of Education found that the bidder is blacklisted on previous occasions by anyone at any stage then, the contract will be cancelled.
11. In case the successful tenderer stop the work either partly or fully during the agreement period, the Department authority reserves the right to get such works/services executed through any other sources at the risk and cost of the defaulted Agency. The SD of the defaulted Agency shall be forfeited. Any additional payment which has to be paid to execute the work under such circumstance for such circumstances for such works/services the said amount shall be recovered from the pending bills/deposit/any other works of the default agencies and /or shall be as on arrears of land revenue.
12. If the employee of the bidder is found to execute any offensive work/ activities not covered in the contract agreement/conditions, instructions, the proportionate amount of such works shall be recovered as penalty from the running bill payable to the agency.
13. The employee of the bidder shall have to take all care during the course of works/services so that any articles of the department cannot be damaged and shall also not create any hindrance to the Govt. Secondary / Higher Secondary Schools/ Department. The successful bidder shall get approved work schedule from the department so as to avoid any dispute during the course of services period.
14. As per Minimum wage Act the copy of Provident Fund challan paid for previous month should be attached with monthly bill of the current month submitted to the department.

15. Any dispute of civil or criminal nature shall be within the jurisdiction of the local Court of Dadra and Nagar Haveli and Daman & Diu (UT).
16. The Agency shall have to offer unconditional bid/tender in the tender form itself. Any bid/tender with conditions shall be summarily rejected.
17. If any change in the administrative procedure/rules made by Authority from time to time which is suitable to the Department for smooth operation of works, the agency shall have to find by the charges and Agency shall have to give his willingness in writing.
18. The timing for the employee of the Agency for all the work/service shall start as per school timing and should continue for the entire school session and for a minimum of 8 hrs per day. However in case of examination, seminar, exhibition, annual day, national festivals, special events, emergency and / or any sort of urgency this period can be extendable as per the directions of concerned Head Master / School In-charges.
19. The concerned agency shall have to obtain the information regarding number of personnel's to be deployed for the below said work from the Director (Education) Silvassa however, tentative requirement of staff is mentioned in Chapter-IV attached herewith.
20. The agency shall have to maintain muster roll, payment sheet, identity cards etc. and same shall have to be produced before the Directorate of Education, Silvassa when it is demanded.
21. The satisfaction duties performance certificate shall have to be obtained by the agency from the concerned authority/institution, failing which the agency shall not be entitled for the payment of such period. In such case, the Director (Education) shall not be responsible for any pending payment of personnel's provided by the agency for such period.
22. The agency shall have to provide the services of educational qualified and eligible personnel with sound physical condition, in age around of 18 to 45 years. Their names, passport size photographs, nationality, address, identity cards, fingerprints, police verification etc. have to be provided to the Director (Education), Silvassa for records.
23. The agency shall be responsible for the payment of salary/wages and deduction of PF and Insurance premium/Bonus etc. as per the provision under the minimum wages Act. The department shall not be responsible for any type of direct payment to the staff.

B. Labour laws and regulations :

1. The Agency shall adhere to all labour laws of the land which include the provision of The DNH&DD Minimum wages Rules, 1970, The DNH&DD payment of wages Rules, 1977, The DNH&DD workmen's compensation Rules, 1977, The DNH&DD Employee's State insurance (Medical Benefit) Rules, 2004, The contract labour DNH&DD Rules, 1976, The payment of gratuity (DNH&DD) Rules, 1985, The Model Standing Order.
2. The Agency shall not employ any person below the age of 18 (eighteen) years. The Agency shall indemnify the Directorate of Education & its representative(s) from and against all claims and penalties which may be suffered by the Directorate of Education by reason of any default on the part of the Agency to observe and / or in the performance of the provisions of Employment of Children Act 1938 or any re-enactment or modification of the same.
3. The Agency shall submit details of its personnel working at Directorate of Education along with Aadhaar card as proof of identity.
4. The Agency shall submit biometric attendance of its personnel working at Secondary and Higher Secondary schools under Directorate of Education along with the monthly bill.

C. Management of Data Entry Operator service :

1. The Directorate of Education shall NOT provide any accommodation / boarding facility to the employees of the Agency.
2. Security of all equipment, fixtures, furniture provided in the schools for administrative work shall be the responsibility of the Agency.
3. Conduct of the Agency's employees:
 1. The Agency shall ensure that the personnel employed by them should be polite and respectful to all. They shall NOT indulge in any fight / argument with anyone. They shall NOT consume alcohol or indulge in consumption of narcotics within institute's premises.
 2. They should be punctual.
4. Personnel management :
 1. All the employees of the Agency shall punch their attendance in biometric machine. Failure to do so, the monthly bill shall not be processed by Directorate of Education.
 2. In every 06 (six) months, the Agency shall submit medical fitness certificate of all the workers employed by them duly issued by the DMHS (UT of DNH & DD) indicating that they are NOT suffering from any communicable diseases.
 3. The Agency shall not station any person from third party NOR there be involvement of third party in any manner.

D. Penalty provisions:

1. The Liquidated Damages would be recovered from the monthly bills of the Contractor in the case of non performing or underperforming various activities. The extent of nonperformance or underperformance will be based on the indicative throughput for production activities and shall be limited to recovery of 5% of the monthly bill amount.
2. In case of loss of product due to negligence in the activity performance, the declared cost of the product loss will be recovered from agency.
3. If on any particular day operations are affected on account of non-deployment of labors/less deployment of labors than as per operations requirement, necessary recoveries would be made on account of losses suffered due to delayed/non deployment.
4. The Directorate of Education reserve the right to recover any such amount from payments due to the contractor or adjust against the Security Deposit.

E. Violation of Tender Condition :

The Director of Education reserves the right to impose upon the agency, any penalty or debar for specific period or both as deemed fit., on failure to adhere to any tender condition.

Chapter – 6

ESTIMATED COST AND PAYMENT CONDITION

- The minimum education for Data Entry Operator staff is as mentioned below, to undertake the work by the successful Agency during the course of agreement:

Sr. No.	Name of District	Education qualification Requirement	Minimum Salary to be paid per person per month in hand	No. of Staff
1.	DNH	1. H.S.C./ITI/Diploma with 1 year experience working in the field.	12000.00	30
2	Daman	2. Computer Certificate Course. (Age 18 to 45 years)		14

Note: Minimum salary per month proposed above is excluding all taxes & service charges and Uniform allowances. The tenderers should give a detailed breakup of the minimum salary, taxes and charges with deductions and contributions to be levied by the agency for the posts mentioned as per breakup chart given.

Wages rate per Employee	
Basic + Special Allowance	12000.00
PF Amount	12%
Work Compensation Policy	1.12%
Bonus	8.33%
Service charge on Basic + S.A	Not more than 10%
GST	18%
Gross Amount Per Person	

- The BOQ uploaded should be strictly as per the above breakup chart. The breakup chart should also be submitted separately with the other documents of financial bid.
- The service charge shall not be quoted **more than 10%** for the bid to be considered as accepted.
- The monthly salaries have to be credited to their bank account by 5th of every month through **e-payment/RTGS/NEFT only**. The copy of bank statement/proof of payment made to Data Entry Operator to be submitted with monthly invoice for release of payment. The copies of challan of EPF & ESI for preceding month have to be submitted with invoice of current month for release of payment.
- No payment shall be made without copy of bank statement, challan of EPF & ESI with monthly invoice.
(Example :- If agency have to submitted invoice for the month of August, then copy of bank statement/proof of payment through e-payment/RTGS/NEFT to Data Entry Operator for the month of August and challan of EPF & ESI for the month of July have to be submitted with invoice.)

(Name and Signature of the Bidder along with seal of the Agency)
(Address of the Agency, contact no. & valid email-id)

Chapter – 7

DOCUMENTS REQUIRED AND CHECK LIST

A. DOCUMENTS REQUIRED : (Attach copies – Self attested)

1. The bidder should have License from Labor & Enforcement Officer, D&NH & DD.
2. The bidder should have experience of at least two years out of five financial years (2020-21,2019-20, 2018-19, 2017-18 and 2016-17) of rendering similar services having work orders valuing Rs.46,00,000/- (Rupees Forty Six Lakhs) and above for one year contract period in any one or more govt. institutes / semi-govt. / PSU / Banks / Club / corporate establishments / schools, colleges & universities / reputed organizations etc.
3. The bidder should have minimum annual turnover of Rs.46,00,000/- (Rupees Forty Six Lakhs) for three years out of five years (2021-22, 2020-21,2019-20, 2018-19 & 2017-18).
4. The bidder should have at-least one Data Entry Operator service/contract or providing outsourcing services on the date of the advertisement.
5. The bidder must have their representative office in the U.T. of D&NH and DD, and submit the complete address proof of the same.
6. PAN details.
7. GST details.
8. Undertaking of the agency confirming the available of adequate manpower of requisite qualification and experience for deployment.
9. Undertaking that the Company/firm/proprietor is not blacklisted by any govt. undertaking or department with regard to the functioning of the company/firm/proprietor.
10. Terms and Condition of tender documents duly stamped and signed on each page.
11. Partnership deed (if applicable).
12. Provident fund registration number.
13. ESI registration number (if applicable).
14. Last three year I.T returns.
15. Duly stamped and signed Annexure-I.

B. Checklist for pre-qualification bid for Data Entry Operator :

Particulars	Uploaded & Enclosed (Yes / No)
1. The bidder should have License from Labor & Enforcement Officer, D&NH & DD.	Yes / No
2. The bidder should have experience of at least two years out of five financial years (2020-21,2019-20, 2018-19, 2017-18 and 2016-17) of rendering similar services having work orders valuing Rs. 50,00,000 /- (Rupees Fifty lakhs) and above for one year contract period in any one or more govt. institutes / semi-govt. / PSU / Banks / Club / corporate establishments / schools, colleges & universities / reputed organizations etc.	Yes / No
3. The bidder should have minimum annual turnover of Rs. 37,00,000 /- (Rupees Thirty seven lakhs) for three years out of five years (2021-22, 2020-21,2019-20, 2018-19 & 2017-18)	Yes / No
4. The bidder should have at-least one Data Entry Operator service/contract or providing outsourcing services on the date of the advertisement	Yes / No

5. The bidder must have their representative office in the U.T. of D&NH & DD, and submit the complete address proof of the same.	Yes / No
6. PAN details.	Yes / No
7. GST details.	Yes / No
8. Undertaking of the agency confirming the available of adequate manpower of requisite qualification and experience for deployment.	Yes / No
9. Undertaking that the Company/firm/proprietor is not blacklisted by any govt. undertaking or department with regard to the functioning of the company/firm/proprietor.	Yes / No
10. Terms and Condition of tender documents duly stamped and signed on each page.	Yes / No
11. Partnership deed (if applicable).	Yes / No
12. Provident fund registration number	Yes / No
13. ESI registration number (if applicable).	Yes / No
14. Last three year I.T returns.	Yes / No
15. Duly stamped and signed Annexure-I	Yes / No

(Name and Signature of the Bidder along with seal of the Agency)
(Address of the Agency, contact no. & valid email-id)

TENDER FORM FOR PROVIDING DATA ENTRY OPERATORS SERVICES

Affix duly attested PP
size colour recent
photograph of the
bidder or his
authorized
representative

1. Due date for Tender	
2. Opening date & time of tender	
3. Name, Address of firm/Agency Contact Number	
4. Registration No. of the Firm/Agency (In case proprietor concern not applicable)	
5. Name, Designation, Address and Telephone No of Authorized person of Firm/Agency to deal with	
6. Please specify as to whether Bidder is sole proprietor/Partnership firm, Name and Address, Telephone No.	
7. PAN issued by Income Tax Deptt. (Proprietor/firm/company/Joint Venture)	
8. Copies of last three financial year ITR	
9. Provident Fund Account No.	
10. EST Number	
11. GST Registration No.	
12. License No. (Contract Labour (R&A) Act, 1970)	
13. Details of Bid security deposit: (a) Amount :-Rs. (b) FDR/DD/BG No. :- (c) Date of issue:- (d) Name of issuing authority:-	

(Name and Signature of the Bidder along with seal of the Agency)
(Address of the Agency, contact no. & valid email-id)

UNDERTAKING

To,
The Director (Education),

Ma'am / Sir,

1. *I / We hereby agree to abide by all terms & conditions laid down in the tender document.*
2. *This is to certify that, I / We, before signing this bid have read & fully understood all the terms & conditions contained therein & undertake myself / ourselves above by the said terms & conditions .*
3. *I / We abide by the all labor laws of the land which include the provision of The DNH Minimum wages Rules, 1970, The DNH payment of wages Rules, 1977, The DNH workmen's compensation Rules, 1977, The DNH Employee's State insurance (Medical Benefit) Rules, 2004, The contract labour DNH Rules, 1976, The payment of gratuity (DNH) Rules, 1985, The Model Standing Order, Provident fund act, ESI bonus, Gratuity, Leave, Relieving time, Uniform & Allowance thereof & any other charges applicable from time to time.*
4. *I / We shall provide neat & hygienic Data Entry Operator services with standard quality of labour.*
5. *I / We shall file certificate in the Directorate of Education by the 7th of every month all dues / salaries has been paid to all the employees engaged for providing Data Entry Operator services as per minimum wages act & deposited applicable contribution in respect of these employees in EFP & ESI.*
6. *I / We shall maintain neat & clean environment in the schools of the Directorate of Education.*
7. *I / We declare that no middlemen, agents, intermediaries, third party shall be engaged for providing any kind of services related to Housekeeping.*
8. *I / We declare that the Agency is not involved in any legal matter with any organization nor blacklisted by any organization.*

(Name and Signature of the Bidder along with seal of the Agency)
(Address of the Agency, contact no. & valid email-id)

PROFORMA FOR BANK GUARANTEE FOR SECURITY DEPOSIT

To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) hereinafter called the "Bank") of the one part and Directorate of Education, Dadra and Nagar Haveli, Silvassa (hereinafter called the "Department") of the other part.
2. WHEREAS _____ has awarded the contract for Data Entry Operator services contract for Rs. _____ (Rupees in figures and words) hereinafter called the "contract") to M/s _____ (Name of the contractor) hereinafter called the "contractor").
3. AND WHEREAS THE contractor is bound by the said contract to submit to the Department a performance security for a total amount of Rs. _____ (Amount in figures and words).
4. NOW WE the undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Department the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the Department, the Bank is engaged to pay the Department, any amount up to and inclusive of the aforementioned full amount upon written order from the department to indemnify the Department for any Liability of damage resulting from any defects or shortcomings of the Contractor of the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Department immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the Liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Department any Money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or processing pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of 26 months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the Department agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time in demand by the Department and at the cost of the contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
9. The neglect or of forbearance of the Department in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Department for the payment hereof shall in no way relieve the Bank of their liability under this deed.
10. The expressions "the Department" "the Bank" and "the Contractor" hereinbefore used shall In WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) _____ (year) being herewith duly authorized.

For and on behalf of the _____ Bank.
Signature of authorized Bank official

Name _____
Designation _____
I.D. No. _____
Stamp/Seal of the Bank.

Signed, sealed and delivered fro and on behalf of the Bank by the above named in the presence of:

AGREEMENT

THIS AGREEMENT is made on the _____ day _____ (Month) _____ (Year) Between, the President of India through the Directorate of Education, Dadra and Nagar Haveli, Silvassa hereinafter called “the Department”, which expression shall, unless excluded by or repugnant to the context, be deemed to Include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide **DATA ENTRY OPERATOR** to the Directorate of Education, Dadra & Nagar Haveli and Daman.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz :
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender;
 - d. Details of scope of work and price bid;
 - e. Scope of work, duties and responsibilities;
 - f. Addendums, if any;
 - g. Annexure I to VII and undertaking, declaration submitted.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the DATA ENTRY OPERATORS SERVICES w.e.f _____ as per the provisions of the Agreement and the tender documents.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price (as per price bid accepted per person per meal/tea).
5. Being the sum stated in the letter of acceptance subject to such additions thereto of deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor
Of Signature of the authorized official

For and on Behalf of the President India

Name of the Official
Stamp/Seal of the Contractor

Signature of the authorized Officer
Name of the Officer
Stamp/Seal of the Employer

By the said

By the said

DECLARATION OF PROPRIETORSHIP FIRM

I, _____ S/o /D/o/W/o _____ R/o _____, do hereby state and affirm as follow:-

1. I am the sole owner/proprietor of a business operating under the name and style “ _____ ” operating from _____ < address of the premise> _____:
2. This business is not undertaken/operated by a partnership firm or limited liability company.
3. It is also to declare that below mentioned person is my legal nominee for the said proprietorship concern-
Name :- _____
Relationship with proprietor:- _____
4. That the contents of this declaration are true and correct to the best of my knowledge and belief.

Signature of the proprietor with Stamp/Seal

Name: _____

Address: _____

Contact No. _____

Place: _____

Date: _____

Price Bid

Particulars		Amount (Rs)
Basic + Special Allowance (Fixed 12000/-)		
PF	12%	
WC Policy	1.12%	
Bonus	8.33%	
Sub Total-A	-	
Service Charges on Basic + Special Allowance (B)		
Total (A+B)	-	
GST (18%)		-
Grant Total (Monthly Bill Amount)		

Note: Rates quoted should be in gross and inclusive of all taxes (Total Lowest will be consider as L1 bidder).

(Name and Signature of the Bidder along with seal of the Agency)
(Address of the Agency, contact no. & valid email-id)