



निविदा दस्तावेज
TENDER DOCUMENT

एक नजर में निविदा के महत्वपूर्ण बिंदु /Important points of the tender at a glance:

निविदा का शीर्षक/Title of the Tender:	Out-sourcing of Internet Service
निविदा का प्रकार /Type of the tender	Open and advertised. Two bid system.
निविदा की कोटि/Tender Category	Services
निविदा प्रकाशन की तिथि /Date of publication of tender	29//04/2023 'Dainik Jagran'
निविदा दस्तावेज डाउनलोड/बिक्री आरम्भ करने की तिथि /Tender Document Download / Sale Start Date	29/04/2023 1000Hrs.
निविदा प्रपत्र जमा करने की आरम्भिक तिथि /Bid submission start date	29/04/2023 1000Hrs.
निविदा दस्तावेज डाउनलोड/बिक्री बंद करने की तिथि / Tender Document Download / Sale end Date	19/05/2023 1600Hrs
निविदा जमा करने की अंतिम तिथि एव समय Last date and time of submission of tender	Date: 19/05/2023 up to: 1600Hrs.
निविदा प्रक्रिया /Bidding System	Two bid System (Technical Bid-Envelop: I, Financial Bid- Envelop: II)
निविदा दस्तावेज का मूल्य /Price of Tender document	Rs.500/- (Rupees Five Hundred only.)-Non refundable.
वायदा राशी /Earnest Money Deposit*	Rs.10,000/- (Rupees Ten Thousand Only) refundable without interest. *The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and holding a valid Registration certificate with NSIC, are exempted from payment of 'Earnest Money Deposit'.
बिड की वैधता अवधि /Bid validity period	90 day from last date.
निविदा जमा करने का माध्यम/Mode of deposit of tender documents	Registered or Speed Post Only
निविदा जमा करने का पता /Address for deposit of tender documents	THE PRINCIPAL KENDRIYA VIDYALAYA, NFC VIGYAN VIHAR, NEAR VIVEK VIHAR POLICE STATION, DELHI-110092
निविदा दस्तावेज का मूल्य एव वायदा राशी को जमा करने का माध्यम /Mode of deposit of tender document price and EMD.	Offline. Separate DEMAND DRAFT(DD) or BANKER'S CHEQUE or PAY ORDER for tender document & EMD in Favor of KV NFC VIGYAN VIHAR VVN A/C and payable at DELHI
निविदा पूर्व मीटिंग का दिनांक/Date of pre-bid meeting	Date: 19/05/2023 Time: 1500Hrs.
निविदा खोलने की तिथि एव समय /Date & Time of opening tender	20/05/2023(Friday) at 1100Hrs.



केन्द्रीय विद्यालय न्यू फ्रेंड्स सेंटर ,विज्ञान विहार
(निकट विवेक विहार पुलिस स्टेशन (दिल्ली -110092
**KENDRIYA VIDYALAYA NFC, Vigyan Vihar, (1st-
Shift)(Near Vivek Vihar Police Station), Delhi -110092**

फोन नं०/Phone No. ☎
ऑफिस : (011)- 22152125
वेबसाइट/website:
<https://nfcvignyanvihar.kvs.ac.in>
ईमेल-/e-mail:
kvvignyanvihamfc@gmail.com

निविदा दस्तावेज /TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing Internet services through service contract.

Sir/Madam,

1. The Kendriya Vidyalaya NFC Vigyan Vihar Delhi-110092, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids in two bid system are invited by The Principal, Kendriya Vidyalaya NFC Vigyan Vihar, Delhi-110092 from the reputed/registered Consultant/Service Provider Firm for providing Internet services through service contract initially for a period of 01 (one) year which may be extended by another one year, as indicated below:-

A. Internet Service required:-

S.No.	Brief Description of Services	Specifications	Duration	Remarks
1.	Internet Services	इंटरनेट स्पीड :50 MPBS अनलिमिटेड (अपलोडिंग व डाउनलोडिंग) कनेक्शन: फाइबर/ आर.एफ./ लीज कनेक्शन	1 year	-

1. **Quoted Price:**

- Service charges less than TDS as NIL and such bids would be summery rejected.
- The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.
- The Bidder shall deposit **Rs.10,000/-** in the form of DD/Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of **KV NFC Vigyan Vihar VVN A/C** as earnest money deposit along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- Exemption from payment of EMD:** The National Small Scale Industries Corporation Ltd. (NSIC) under Single Point Registration Scheme and **holding a valid Registration certificate with NSIC, are exempted from payment of 'Earnest Money Deposit'. The firm must have to submit enclose documentary proof of this effect.**
- The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs.10,000/- (Ten Thousand Rupees Only) valid for fourteen months from the date of award of the contract. 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. Performance security shall be refunded without interest within 60 days after successful completion of the contract period.
- Telex or Facsimile Bids are not acceptable.

2. Each Bidder must submit only one Bid.

3. **Validity of Bid:** The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

4. BIDDING PROCEDURE:

It is proposed to have a **Two Bid System** in this Tender, i.e. Technical Bid and Financial Bid.

- A. **Technical Bid:** The bidder should specifically provide full details of the Agency in this Bid. The Technical Bid is placed at **Annexure- I (Part: i-iii) and** the same is to be filled by the bidding firm. A checklist of documents to be enclosed with the “Technical Bid” is placed at **Annexure-II** the full details are to be put in a sealed cover super scribed with the words “TECHNICAL BIDS” and addressed to **THE PRINCIPAL KENDRIYA VIDYALAYA NFC VIGYAN VIHAR, DELHI PIN-110092. Please note that the prices should not be indicated in the Technical Bid.**
- B. **Financial Bid:** The bidder should submit the Financial Bid as per **Annexure-VI** in a separate sealed cover, super scribed with the words “FINANCIAL BID” and addressed to **THE PRINCIPAL KENDRIYA VIDYALAYA NFC VIGYAN VIHAR, DELHI PIN-110092. Along with covering letter for submission of financial bid given at Annexure-V.**

Both the covers, i.e. Technical Bid and Financial Bid are to be put in a single sealed cover super scribed with “**Bids for providing INTERNET SERVICES in KENDRIYA VIDYALAYA NFC VIGYAN VIHAR, DELHI. on service charge basis** ” and addressed to **THE PRINCIPAL KENDRIYA VIDYALAYA NFC VIGYAN VIHAR, DELHI PIN-110092.**

The Technical Bid shall be accompanied by a Bank Guarantee of Rs.10,000/- valid for 135 days after the date of submission of bids or DD/Pay Order of Rs.10,000/-drawn in favour of KENDRIYA VIDYALAYA NFC VIGYAN VIHAR payable at DELHI towards EMD. The Technical Bid shall be accompanied by a DD of Rs.500/-(Five Hundred only) drawn in favour of KENDRIYA VIDYALAYA NFC VIGYAN VIHAR payable at DELHI towards cost of tender document downloaded from website. Technical Bids received without the Application Fee, EMD or not fulfilling the prescribed conditions, will be summarily rejected and decision of **THE PRINCIPAL KENDRIYA VIDYALAYA NFC VIGYAN VIHAR** in this regard shall be final and binding. Only those bidders, who’s Technical Bids are complete in all respects and satisfy the laid down conditions, will be considered for financial bids. No further correspondence by the bidder shall be entertained after the last date of submission of the Tender. A Tender Opening Committee shall open technical bids on **20/05/2023 at 1100Hrs.** Financial Bids of only those who qualify in the Technical Bid will be opened thereafter.

8. Evaluation of 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 :-
- 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.
 - Audited Balance Sheet & Profit and Loss Account.
 - List of clients during last 3 years along with cost of assignment.
 - PAN No. and copy of last assessment order / copy of IT return.
 - Attested copy of proof of Service Tax Registration & GSTIN number.(However Kendriya Vidyalayas are exempted from service tax & GST)
 - Attested copy of License to engage in the business of Private Security Agency for Security Services Only
 - DD/Bank Guarantee of Rs.10,000/- valid for 135 days after the date of submission of bids or DD / Pay Order of Rs.10,000/- drawn in favour of **KENDRIYA VIDYALAYA NFC VIGYAN VIHAR**

9. The evaluation will be done for all the items put together. Indenting Office will award the contract to The lowest evaluated responsive bidder.

10. Award of Contract:

- a. The indenter 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 3.In case of tie between two or more than two technical bid qualified bidders following criteria of assessment would be followed:

- b. Company having Experience in working in Kv's /Educational Institutions will be Preferred.
- c. The indenter 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 indenter 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.

11. Last date and time of receipt of Bids: You are requested to submit the sealed Bids superscribed on the Envelope as Bids for Providing **Internet Services** in **KENDRIYA VIDYALAYA NFC VIGYAN VIHAR, DELHI PIN-110092. On service charge basis. On or before 19/05/2023 by 1600Hrs.** The tenders Will be opened at 1100 Hrs at KV NFC Vigyan Vihar in the presence of bidders/authorized Representative (letter of authorization along with identity proof shall be submitted by the representative) If any On **20/05/2023**. If the last date of depositing and opening of tenders happens to be declared holiday. Then the Tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule Remaining unchanged. The indenter look forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Vidyalaya office.

Yours faithfully,

Signature

For and on behalf of the
Kendriya Vidyalaya NFC Vigyan Vihar Delhi

Date_____

COVERING LETTER OF TECHNICAL TENDER FORM

Ref. Your Tender Document No. _____ Dated _____

To,
The Principal
Kendriya Vidyalaya, New Friend Centre
Vigyan Vihar
Delhi
Pin-110092

Sir,

We, the undersigned have examined the above mentioned Tender document. We now offer to Internet service to perform duties as mentioned in tender document and at the rates as mentioned in our financial bid.

1. If our tender is accepted, we undertake to perform the services in accordance with the terms and conditions in the Tender document.
2. We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.
3. We agree to keep our tender valid for acceptance as required in the Tender Document, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
4. We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.
5. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.
6. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Document, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation) Duly Authorized to sign tender for and on behalf of

-

_____**(Name of Tenderer)**

N.B : The above tender form, duly signed and sealed by the Authorised signatory of the company, should be enclosed with Technical Tender.

Letter head of the firm

Annexure-I
Part-(ii)

Declaration

1. I, son/daughter of Shri....., proprietor/partner/director/authorized signatory of M/s, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above applicable are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Signature of Authorized Person
(Name, designation and seal)

Date:

Place:

N.B: The above declaration, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender.

PROFORMA FOR TECHNICAL SPECIFICATIONS

Sl.No.	Particulars	To be filled by the tenderer
1	Name of the Agency	
2	Date of establishment of the agency	
3	Establishment ID	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour (Regulation & Abolition) act, 1970. (Copies of all certificates of registration to be enclosed)	
6	PAN/TAN Number (copy to be enclosed)	
7	Service Tax/GST Registration Number (copy to be enclosed)	
8	Whether the firm is blacklisted by any Government Department/autonomous body or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a notarized court affidavit is to be attached in this regard)	
9	Whether all the pages of tender document are duly signed by authorized signatory, in token of acceptance of the same, is Attached.	
10	Whether agency profile is attached?	
11	Length of experience in the field.	
12	Copy Average Turn Over Fifty Lakh for Last Three Year By C A Verified.	
13	Copy Attested copy of proof of ISO Registration.	
14	Copy Attested Copy of PCC Director/Partner/Proprietor.	
15	(MSME) Registration UAN No Provide (Copy to be enclosed)	
16	Details of other clients/ establishment/ organisation where the bidder has supplied similar services during the period of April 2020 to March 2023 in Annexure-III along with documentary proof.	

Signature of Bidder Seal of Establishment

Full Name of Bidder with address and date

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl.No.	Documents to be submitted	Submitted / Not Submitted	Remarks	Part of Technical Bid(TB)/Financial Bid.(FB)
1	Covering letter for Technical Bid: Annexure: I [Part-(i)]			TB
2	Declaration by the firm: Annexure: I [Part-(ii)]			TB
3	Copy of proforma for Technical Specification: Annexure: I [Part-(iii)]			TB
4	Duly signed (signature of authorized signatory on each page) tender documents as a token of acceptance of all T& C of Tender.			TB
5	Copy of Income Tax Return for last 5 years			TB
6	Copy of Service Tax Registration & GST Registration			TB
7	Attested copy of proof of ISO Registration.			TB
8	Attested Copy of PCC Director/Partner/Proprietor.			TB
9	Copy of ISO-9001-2008 Certificate			TB
10	Copy of PAN/TAN Card			TB
11	Rs.10,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favour of KV NFC VIGYAN VIHAR payable at DELHI.			TB
12	Notarized affidavit of the effect that the firm was not Blacklisted/debarred by any government agency.			TB
13	List of clients indicating quantum of work executed with Them [Last 3 Years] — attach Annexure-III and documentary proof.			TB
14	Covering letter for submission of Financial Bid. Annexure-IV			TB
15	Rate quoted with all other statutory provisions. Annexure-V			TB
Important Note- The required documents as mentioned in the check list should be attached as annexure in same serial number, otherwise the tender will be summarily rejected.				

Signature of Bidder, Seal of Establishment

Full Name of Bidder with address and date

.....

N.B: The above annexure, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender along with documentary proof. In no case the documents related to **financial bid** i.e. Annexure-IV & V should be placed into envelop for technical bid.

Name of Govt/Semi Govt agencies,PSU to whom the bidder has extended similar services during last three years [**April 2020-March 2023**]

Name of the Agency and address: -

Sl No	Financial Year	Name of the Govt/Semi Govt agencies,PSU	Nature of Work/Service provided
1.	2020-21	i.	
		ii.	
		iii.	
		iv.	
		v.	
2.	2021-22	i.	
		ii.	
		iii.	
		iv.	
		v.	
3.	2022-23	i.	
		ii.	
		iii.	
		iv.	
		v.	

(Signature with date)
 (Name and designation) Duly authorised to sign tender for and on behalf of
 _____ (Name of Tenderer)

N.B: The above annexure, duly signed and sealed by the authorised signatory of the company, should be enclosed with Technical Tender along with certified & reliable documentary proof.
 documentary proof.

Letter head of the bidding firm

Annexure IV

Covering letter for submission of Financial Bid

Letter No: _____

Date: _____

To,
The Principal
Kendriya Vidyalaya
New Friend Centre
Vigyan Vihar
DELHI Pin-201301

Dear Sir,

We, the undersigned, offer to provide **Internet Services** in accordance with your request dt. _____. Our attached
Financial Proposal is for the sum of _____ (in words and figures).

This amount is inclusive of the applicable charges & payment of statutory obligations. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials] : _____
Name and Title of Signatory : _____
Name of Firm : _____
Address : _____

FORMAT OF FINANCIAL BID

ANNEXURE-‘V’

Name of bidding Firm:.....

Name of Connection	Unlimited Plan @ 50 MBPS	Unlimited Plan @ 100 MBPS	Other Unlimited Plan
RF Connection			
Fiber connection			

NOTE:

1. Conversion of monthly rates of wages into daily rates of wages shall be worked out by dividing the monthly rates by 30(for SI No.1) and 26 for (SI No.2).
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. **Filling up of Col.No.4 to 9 is mandatory.**
4. **Any overwriting, cutting, use of fluid or change in format of financial bid may lead to disqualification for further processing.**
5. **This duly filled in format of financial bid shall be kept by bidder in a separate envelope and will be open only when the bidder qualify in technical bid.**
6. **Rates will be revised as per Govt Notification from time to time.**
7. **Service Charges should be quoted in percentage only, is quoted in rupees it can be rejected**
8. **Service Charge less Than TDS as Nil and such bids would be summarily rejected.**

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Earnest Money Deposit of Rs. _____ (Rupees _____) is furnished herewith vide Bank Draft No. _____ Dated _____ drawn on _____

(Bidder)

Bidders seal

Signature of the authorized signatory: _____

Name: _____