

To

M/s. \_\_\_\_\_

Sub: Tender for the supply of \_\_\_\_\_ .

- 1) Sealed tender for the supply of the articles shown in the attached statement are invited by the undersigned on behalf of Navodaya Vidyalaya Samiti up to **4.00 p.m of 17.07.2017**. The tender should be sent under sealed cover marked as “TENDER FOR THE SUPPLY OF \_\_\_\_\_” and not by the name. **The sealed tenders will be opened in the Office of the Principal, Jawahar Navodaya Vidyalaya, Goshala, Dist-Sambalpur on 18.07.2017 at 10.00 a.m .**
- 2) The tender should be submitted according to the terms and conditions specified in paragraphs 3 to 23 unless specified in otherwise in the tender, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
- 3) The rate should be F.O.R. Vidyalaya and should include excise duty, sales tax, and any other taxes, or imposition whatever liable in respect of the suppliers. The Navodaya Vidyalaya Samiti shall not pay freight etc. The articles should be supplied at the Vidyalaya store.
- 4) There should not be any over writing, corrections in the quotation. If a figure is to be amended, it should be neatly scored out and then revised figure should be written above and the same attested with full signature and date. In the absence of the attested signature the tender is liable to be rejected.
- 5) The undersigned does not bind himself to accept the lowest tender and reserve the right to accept the tender in whole or in part i.e with respect to all the articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he/she may decide.
- 6) On acceptance of the tender, it will become a contract and the contractor shall be bound by the terms and conditions of the quotation and the provision of G.F.R.
- 7) The tenderer should submit his/her tender form along with **Earnest money amounting as fixed and detailed herewith** in the form of Bank Draft payable to the Principal, Jawahar Navodaya Vidyalaya, Goshala, payable at SBI, Burla which will be refunded in the event of rejection of the tender. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the tender being accepted the earnest money will be adjusted towards security deposit which shall be payable at the rate of 10 % of the total amount of the articles. If the contractor is not agreeable to pay security deposit the reason therefore should be specified and the undersigned reserves the right to accept or reject the request.
- 8) If the contractor fails to supply the articles within the time stipulated in the letter of acceptance/supply order issued by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person of firm and the difference of price, if any, shall be deducted from the earnest money/ security deposited and incase any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.

- 9) The Brand/Make other than the specification given in the tender schedule will not be accepted.
- 10) The rate quoted by the contractor shall hold good up to **30.04.2018**. No amount amendment in the rate except increase/decrease in the rate of sales tax during the period of supplies will be accepted. For the branded item, if there would be some free gift schemes, marked on the packing, the same would be liable to be supplied with the articles on free of cost also and also mention in the bill.
- 11) In the event of acceptance of the quotation and placing of the order for purchase, the articles ordered for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
- 12) The amount of security deposit shall be retained by the Vidyalaya for a period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within the period.
- 13) Tender which do not comply with the conditions are liable to be rejected.
- 14) The tenderers are requested to submit the samples at the time of submission of tender in a sealed packet (loose articles minimum 200 gms should be submitted in a transparent jar. Packet items and pieces should be submitted one in number invariably printed label of the firm). Tenders received without sample will not be considered for comparison.
- 15) Payment will be made only after verification of the supplied articles by the quality checking committee / undersigned and entry in the stock register and scrutiny of bills after full supply as per the order placed with party.
- 16) Quality should be invariably maintained through out the year / period of agreement as per sample and specification. Material cannot be accepted if the item is found substandard or differ from the sample and specification. Articles may be sent for the laboratory testing if required. The articles must be fresh and good in quality.
- 17) The rate should be quoted in terms of metric weight major i.e. quintal / kg as the case may be.
- 18) It is not compulsory on the part of the undersigned to purchase the items for which the tender is being called and supply order will be placed as per actual requirement.
- 19) No interest will be paid by the undersigned for the security deposit kept in this Vidyalaya.
- 20) Payment will be made through electronic media only .
- 21) In case the time and opening of tenders is changed, the same will be displayed on the notice board of the Vidyalaya.
- 22) Only one rate should be quoted for each item. More than one rate for each item shall be rejected.
- 23) The sealed tenders should invariably contained-
  - I. Up-to-date VAT clearance certificate issued by the competent authority for all items except at Sl No.13 of enclosed statement Annexure-I.
  - II. Copy of Pan card
  - III. Copy of CST / VAT / TIN /GST Registration Certificates
  - IV. In case of Authorized dealers the authorization certificate issued by the Manufacturer /company.
  - V. Signature of the tenderer in all pages with date.

VI. These instructions to tenderers are to be signed by the tenderers and returned in originals with the tender with all enclosures.

**NB: Downloaded Tender papers from website received without required cost of tender paper and EMD will not be entertained**

Place: Goshala

PRINCIPAL  
JNV, GOSHALA.

**DETAILS OF ITEM-WISE EARNEST MONEY IN RUPEES TO BE  
SUBMITTED ALONG WITH TENDER PAPER**

<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Earnest money</b>	<b>Sl. No.</b>	<b>Name of the Item</b>	<b>Earnest money</b>
01	Mess Articles (Grocery)	Rs.10,000/-	08	Sports Equipments	Rs. 2000/-
02	Bakery Items	Rs. 2000/-	09	Laboratory Equipment	Rs. 5000/-
03	Daily use Items (Toilet)	Rs. 2000/-	10	Stitching of Students Uniform	Rs. 500/-
04	Office & Students Stationary with Computer Stationary	Rs. 5000/-	11	Utensils & Bedding materials	Rs.5000/-
05	M & R Materials for Building	Rs. 2000/-	12	CC TV Camera	Rs. 10000/-
06	Electrical Items Plumbing materials	Rs. 2000/-	13	Hiring of vehicle on contract Washing of bedding materials & Uniform of students	NIL
07	Medicine	Rs.2000/-			

**UNDERTAKING BY THE TENDERER**

We M/S \_\_\_\_\_ agreed to accept the terms and conditions specified in above Para 3 to 23 and also enclose the rates of the items as per list and specifications given by the Principal, JNV, Goshala, Sambalpur.

Witness (Signature, Name & Address)

1.

2.

\_\_\_\_\_  
Full Signature of the  
Proprietor with seal of the Firm

Name of the proprietor & Address  
of the Firm

Telephone Number/Mobile Number: \_\_\_\_\_