

**JAWAHAR NAVODAYA VIDYALAYA**  
**AT/PO: BARO, DIST:KENDRAPARA (ODISHA)**

Ref: Tender/JNVK/2017/.....

Date:.....

To

M/S.....

.....

**Sub: Tender for the supply of.....**

1. Sealed tender for supply of the articles shown in the attached statement are invited by the undersigned upto **04.00 PM** on **27.04.2017**.

The tender should be sent under two strong sealed cover/envelope i.e. No.1. marked as **“Packet A”** “TENDER FOR THE SUPPLY OF ..... (Name of the Item to be mentioned) and should contain Quotation/tender for list of item with specification only & No.2. marked as **“Packet B”** “TENDER FOR THE SUPPLY OF ..... (Name of the Item to be mentioned) and should contain all necessary document as mentioned in paragraph 17.

The tenders will be opened in the office of the Principal at **10.00 AM** on **28.04.2017**.

The last date of sale of tender paper is by **04.00 PM** of **26.04.2017**.

2. The tender should be submitted according to the terms and conditions specified in paragraphs 3 to 18. Unless specified otherwise in the Tender, it shall be constructed that the terms and conditions stipulated here under have been agreed to.

3. The Rate should be F.O.R. Vidyalaya and should include excise Duty, Sales Tax/VAT and any other taxes. Navodaya Vidyalaya Samiti shall not pay freight etc.

4. There should not be any overwriting, corrections in the Tender. If a figure is to be amended, it should be nearly 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 tender and the provision of General Financial Rules (G.F.R.) of the Govt. of India.

7. The tenderer should submit his / her tender form along with **Earnest Money amounting as fixed and published in the Tender Notification (furnished below) in shape Demand Draft drawn in favour of “Principal, JNV, Kendrapara & payable at SBI Kendrapara” should be submitted along with the tender paper (packet-B). No Cheque will be entertained in this regard.** 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 agree to pay security deposit the reasons therefore should be specified and the undersigned reserves the right to accept or reject the request.

*contd.....//-*

8. If the contractor fails to supply the articles within the time stipulated in the supply order, 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 or firm and the difference of price, if any, shall be deducted from the earnest money/security deposit/pending bills and incase any amount in excess is paid by the undersigned the contractor shall be liable to pay that amount
9. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
10. Prior to acceptance of the Tender, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.
11. The rates quoted by the contractor shall hold good upto 30th April 2018. For the branded items, if there would be some free gift schemes, marked on the packing, the same would be liable to be supplied with the articles free of cost and also be shown in the bill. Payment will be made by A/C payee Cheque, in case of payment by DD/RTGS/NEFT Bank charges will be deducted from the payment.
12. In the event of acceptance of the tender 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 conform to the specifications prescribed.
13. In the case of furniturte, the type of wood to be used in furniture should be class I hard wood and wood should not exceed more than 10% gap. The contractor shall be required to fix a metal label on the furniture supplied by him giving his name & year of manufacture.
14. The amount of security deposit shall be retained by the samiti / vidyalaya for 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.
15. **In no case, payment will be made above the MRP (Maximum Retail Price)**
16. Tenders which do not comply with the above conditions are liable to be rejected.
17. The sealed tender should be submitted in 2 nos. separate envelopes mentioning the name, address of firm/party and name of article and should invariably contain as mentioned below :-
  - (1) **In Packet: A:-**
    - i) Quotation/tender for list of items with specification.

**(2) In Packet: B:-**

- i) Earnest Money in shape of Bank Draft.
- ii) Current Sale Tax, VAT and Income Tax clearance certificate from the competent authority
- iii) Copy of TIN/SRIN Number.
- iv) Valid food supply Licence/Certificate. (if applicable)
- v) Original Money receipt of this Vidyalaya obtained for purchase of Tender Form.
- vi) Demand Draft for Rs.200/- for Tender Form (if downloaded from the website/received through E-mail).
- vii) Copy of PAN card.
- viii) Specification and printed catalogue and other concerned literature of the equipment to be supplied.
- ix) In case of authorised Dealers, Authorization letters for the manufacture/supplier.

18. Deposit of EMD / SD along with tender paper as given below:-

<i>Sl.No.</i>	<i>Unit/Items</i>	<i>Earnest Money</i>
01	Grocery	20,000/-
02	Rice	10,000/-
03	Bakery & Sweets	5,000/-
04	Vegetables & Fruits	10,000/-
05	Non-Veg Item	5,000/-
06	Toilet Item	3,000/-
07	Uniform & Footwear Materials	5,000/-
08	Sports Item	5,000/-
09	Office & Students' Stationery	5,000/-
10	Laboratory Equipments	5,000/-
11	Bedding Materials	3,000/-
12	Furniture	5,000/-
13	Electrical Materials	2,000/-
14	Hardware, Paints & Sanitary Materials	1,000/-
15	Utensils	2,000/-
16	Medicine	1,000/-
17	Stitching of Students Uniform	3,000/-
18	Hair Cutting of Students	500/-
19	Washing & Ironing	500/-

**PRINCIPAL**  
JNV, Kendrapara

**UNDERTAKING BY THE SUPPLIER**

*(must be submitted with the quotation)*

We M/S..... agree fully that with the terms and conditions specified in Paragraph 3 to 18 and enclose the rates of items as per list and specifications given by the Principal, JNV, Kendrapara in printed form supplied by the vidyalaya.

Signature:.....

Name of the Proprietor :.....

Seal of the Firm :.....

Contact No: :.....

Witness (Signature, Name, Address & Phone Number)

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2.....  
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