



JAWAHAR NAVODAYA VIDYALAYA

TUDIPAJU, DIST: KANDHAMAL (PHULBANI) (ODISHA)-762002,

(Ministry of HRD, Department of Education, Govt' of India)

Tel -06842-211428, E - Mail - [jnvplb@gmail.com](mailto:jnvplb@gmail.com)

To

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

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

1. Sealed tender for the supply of articles shown in the attached statement are invited by the undersigned on behalf of Navodaya Vidyalaya Samiti **upto 5.00 P.M. of 25.11.2017.** The tender should be sent under strong sealed cover marked as "TENDER FOR THE SUPPLY OF \_\_\_\_\_". The tender will be opened in the Office of the Principal **at 11.00 A.M. on 27.11.2017.**
2. The tender should be submitted according to the terms and conditions specified in paragraphs 3 to 20 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, VAT / GST and any other taxes, or imposition whatever liable in respect of the supplies. The Navodaya Vidyalaya Samiti shall not pay freight etc.
4. There should not be any over writing, corrections in the Tender. If a figure is to be amended, it should be neatly scored out and then revised figure should be written above and the same should be 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 him self 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. **On the 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 G.F.R.**
6. The tenderer should submit his/her Tender Form along with Earnest Money amounting as fixed and published in the Tender notification in form of Bank Draft in favour of Principal, **JNV, Phulbani** payable at **Allahabad Bank, Phulbani** / NEFT (Beneficiary- Principal, JNV Phulbani, A/C No- 21869498761, IFSC Code-ALLA0211171 Name of the Bank & Branch- Allahabad Bank, Phulbani) 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 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 reasons therefore should be specified and the undersigned reserves the right to accept or reject the request.

6(A). Suppliers are instructed to quote only one rate against each item & also they are not allowed to change any specification.

7. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance 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 Deposit and incase any amount in excess of the Security Deposit is paid by the undersigned the contractor shall be liable to pay this amount or will be deducted from his pending bills.

On selection the supplier must supply the items strictly as per approved specification and their will be no deviation in it.

8. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.

9. Prior to acceptance of the Tender, the undersigned reserves the rights to call for samples or demonstration and the contractor shall be liable to supply the sample and give the demonstration free of cost.

10. The rate quoted by the contractor shall hold good upto **30<sup>th</sup> April 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 shown in the bill.

11. 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 article supplied are not according to approved samples or do not confirm to the specifications prescribed.

12. In the case of furniture, the type of wood to be used in furniture should be seasoned teak 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 and year of manufacture.

13. The amount of Security Deposit shall be retained by the Samiti/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.

14. In no case the payment will be made above maximum retail price (MRP).

15. Tender which does not comply with the above conditions is liable to be rejected.
16. The sealed tender should invariably contain:-
- i. Current Commercial tax, VAT / GST TAX and other Tax clearance certificate from the competent authority.
  - ii. Copy of the GST/Tin no. of concern firm.
  - iii. Copy of permanent registration certificate from the commercial department.
  - iv. Earnest Money.
  - iii. Lowest rate as well as terms of supply if any.
  - iv. Specification and printed catalogue and other concerned literature of the equipment to be supplied.
  - v. In case of authorized Dealers, Authorization letters from the manufacture/supplied.
  - vi. Signature of the authorized person on all pages with date.
  - vii. **For Medicine** the firm must have the **Drug License** along with VAT/GST registration as applicable to the pharmaceutical shop.
17. In the Tender Form Brands names of few products are given on example basis. If the contractor wants to quote a product of a different brand he can quote with rate and weight of the product. But the product should be of a reputed brand with ISI mark.
18. Tender should be supported with self attested photocopy of Registration certificate and money receipt of the Tender Form fee.
19. Materials are to be supplied within a short period of 05 days from the date of supply order.
20. Payment will be made through NEFT / in shape of A/C payee Cheque only. If payment will made in shape of Demand draft, the bank charges will be borne by the tenderer. **(Tenderer are required to submit a leaf of cancelled cheque for account proof.)**

Sl No.	Name of items	Amount of earnest money(Rs.)
1	Stationery	Rs.2000/-
2	Electrical Items	Rs.2000/-
3	Medicines	Rs.1000/-
4	Vegetable & Fruits	Rs.2000/-
5	Hair Cutting	Rs.500/-

PRINCIPAL  
JNV, Tudipaju,  
Phulbani

**UNDERTAKING BY THE SUPPLIER**

We M/s \_\_\_\_\_ agree fully that within the terms and conditions specified in Paragraph 3 to 15 and enclose the rates of items as per list and specifications given by Principal, JNV, Tudipaju, Phulbani in printed letters head or form of the firm.

Signature \_\_\_\_\_  
Name of the Proprietor \_\_\_\_\_  
Seal of the Firm \_\_\_\_\_  
Mobile No \_\_\_\_\_  
E-mail Id \_\_\_\_\_

Witness (Signature, Name & Address)

1. \_\_\_\_\_

2. \_\_\_\_\_

**PLACE** - .....

**DATE** - .....