

JAWAHAR NAVODAYA VIDYALAYA, BIRAOULI, SAMASTIPUR
TENDER INVITATION FORM

Ref: No. F.Tender/JNVB/2018-19/

Dated:

To,

M/S _____

Sub: Tender/Quotation for the supply of _____

1. Sealed tender for the supply of the article shown in the attached statement is invited by the undersigned up to **07.06.2018 4:30 p.m.** Tender should be sent in two envelopes one meant for **TECHNICAL BID** and other will contain the **FINANCIAL BID** i.e the rate of the items under strong sealed cover mark “ Tender for the Supply of “” and not by name by Registered Post/In Person. Details of bids may be seen under Serial No. 21 which is essential for dropping of tender. The date of opening of Tender is on at **11 A.M. in the office of the Principal, Jawahar Navodaya Vidyalaya, Birauli, Samastipur.**
2. The tender shall be submitted in accordance with the terms and conditions specified in paragraphs 1 to 30 Unless specified otherwise it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
3. **THE RATE SHOULD INCLUDE Goods and service tax (GST) ANY OTHER TAXES, RATES OF IMPOSITION WHATEVER LIABLE IN RESPECT OF THE SUPPLIES.** The Vidyalaya shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the tender in the event of acceptance of the tender, Suppliers are bound to pay tax to the Govt. at their own level.
4. Hypothetical or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted appropriate action may be taken.
5. There should not be any overwriting or corrections in the tender. If a figure is to be amended it should be neatly scored out the revised figure should be written above and the same must be attested with full signature and date. In the absence of attested signature the tender is liable to be reject.
6. The Vidyalaya does not bind itself to accept the lowest tender and reserves the right to accept the tender in whole or in part i.e. with respect to all articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as Vidyalaya may decide.
7. On acceptance of the tender it will become a contract and shall be bound by the terms and conditions of the tender under the provisions of GFR.
8. The successful renderer will have to deposit Security amount of 10% of the total amount of the supply order except that of mess items for which 10% security money is required based on the average monthly supply in the form of **Demand Draft payable in favour of Principal, JNV, Birauli, Samastipur payable at Punjab National Bank Morsand Branch, Branch Code - 169300. Amount of Earnest Money Rs./-** deposited with the tender form will be adjusted in the security money.
9. If the supply is not made within stipulated period and the Vidyalaya is forced to get it done from open market & the difference (excess) as such involving/repairing/replacement/transporting charges as compared to approved rates will be deducted from the Bill.
10. Irrespective of the fact as to whether the Vidyalaya gets the job done or not from the open market, a penalty of 1% per week for value of delayed job will be deducted from the Bill in respect of the jobs which are not done within the stipulated period, if the delay is attributable to the willful lapses or negligence of the tenderer.

11. **The Vidyalaya will deal with the tenderer directly and no general order supplier/middleman/commission agents etc. should be asked by the tenderer to represent the case and they will not be entertained by the Vidyalaya.**
12. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Navodaya Vidyalaya Samiti or Jawahar Navodaya Vdyalaya, Birauli, Samastipur.
13. The Vidyalaya, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
14. Even after awarding the said contract, the Vidyalaya reserves the right to terminate the same, if the services of the Contractor are not found satisfactory and to entrust the work to another tenderer and recover from the defaulter contractor the loss if any, sustained by the Vidyalaya.
15. The Security amount shall stand forfeited in case of breach of any of the conditions mentioned herein and if the services of the contractor are found unsatisfactory.
16. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the Vidyalaya without assigning any reason.
17. Prior to acceptance of the tender, the Vidyalaya reserves the right to call for sample or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.
18. In the event of acceptance of the tender and placing of the order for purchasing the articles would be subjected to an inspection by the Vidyalaya or its 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.
19. Suppliers are to ensure quality maintenance and freshness of all the Mess dry ration items, including edible oil, spices, sweets and different miscellaneous items. For Green Vegetable and fruit items, quality and freshness is to be checked on spot at the time of procurement by the Vidyalaya authorities. **These items and fruits & Vegetables, in particular, are to be supplied compulsorily on the same day of procurement by the suppliers to ensure 100% freshness. No stale or sub-standard items will be accepted.**
20. The amount of the 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 this period.
21. In case of furniture, the type of wood to be used in furniture should be seasoned 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/her name and year of manufacture.
22. Tender paper will contain two envelopes, one for technical bid and another for financial bid. After opening technical bid, PAC will decide to open the financial bid based on the listed documents to be given by the tenderers with their technical bid.
 - a. Following Papers are required in the technical bid to entertain financial bid:
 - i. Copy of license of the State Govt. Of the particular item/head for which tender is applied.
 - ii. GST Registration no. and Certificate./ GST up to date return & /Deposit acknowledgment must be attached.
 - iii. PAN No. /TAN No.
 - iv. Bank Draft for the required amount as advertised in the newspapers against the particular head in the form of Earnest Money.
 - v. Demand Draft in favour of the Principal JNV Birauli, Samastipur payable amounting Rs. 200/- for each bunch of Quotation, if the Tender form is downloaded.
 - b. The financial bid should contain all the Rates of the items in the prescribed proforma.
23. If less than three tenders are received for an item, the tender will not be opened. The rate quoted by the contractor shall held up to June 2018. No amendment in the rates shall be entertained.
24. The tenderer is bound to supply items if needed by other JNVs within the vicinity of 100 KMS.
25. Sales Tax/VAT will be deducted at source as per the prevailing rules of concerned State Governments.

26. This bid document is not transferable.
27. The tenders of only those bidder, who have purchased the document s in their names, will be considered.
28. The bidder will accept all conditions of the Bid Document unconditionally.
29. The firms which have been blacklisted by any Govt. department are not eligible to participate in this tender.
30. In no case, payment shall be made to higher than MRP of any item at any time.

Principal
Jawahar Navodaya Vidyalaya
Birauli, Samastipur
Bihar

I have read all the above mentioned instruction and agree to abide by them.

Tenderer Signature

Name :

Complete Address of Firm (Registered office/Location) :

Station :

Date :

Seal Mobile No. 1.....2.

Bank account Number:- IFSC Code

Branch Code Branch Name

Witness : -

Signature :

Date

1. Name :

Address :

.....

Signature :

Date

2. Name :

Address :

.....

Signature :

Date