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**JAWAHAR NAVODAYA VIDYALAYA**

(Ministry of Human Resource Development, Deptt. of School Education & Literacy, Govt. of India)

**TARBOD, DIST. NUAPADA (ODISHA) 766105**

Date : \_\_\_\_\_

TO

TENDER FORM COST

**Rs.200/-**

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

TENDER FORM NO

TENDER FORM FOR THE SUPPLY OF

**PART-I**

**INSTRUCTIONS FOR TENDERER**

1. Jawahar Navodaya Vidyalaya is a fully residential Co-educational, senior secondary school run by Navodaya Vidyalaya Samiti, Ministry of HRD, Govt. of India, New Delhi.
2. J.N.V intends to buy materials for the use of the students/Vidyalaya.
3. Distributors / Wholesalers / authorized dealers / Stockiest / manufacturers having sound financial position may only submit the tender form.
4. The detailed specifications of materials proposed to be purchased are provided in Annexure. The tenderer should quote for all the items mentioned in the Annexure neatly and correctly.
5. The tender should be submitted along with Earnest Money Deposit (EMD) of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ only ) in the form of Demand Draft in favour of "Principal Jawahar Navodaya Vidyalaya", payable at SBI, Nawapara Branch failing which the tender will be summarily rejected.
6. If the tender is not accepted by the JNV, the EMD will be refunded without any interest at the earliest.
7. The tenderer should enter into an agreement in the stamp paper of Rs. 100/- indicating their adherences to all the terms and conditions of tender as mentioned in the tender form.

8. The following documents should be enclosed along with the tender
  - I. Certificate of VAT No. issued by Govt. Authority.
  - II. Registration Certificate of business firm issued by competent authority.
  - III. Income Tax clearance as on 31.03.2017
  - IV. Xerox copy of Pan Card.
9. Tender form duly filled in along with above mentioned documents in the prescribed format attached herewith should be submitted in a sealed envelop either by hand or by post latest by **25/04/2017** by **4.00 PM** Vidyalaya will not be responsible for delayed tender.
10. Tender of those firms who have purchased the tender documents in their own name, on payment of the specified charges will only be accepted. Tender submitted on photocopy of tender form will not be accepted.
11. The sealed tenders complete in all respects must reach “ The Principal Jawahar Navodaya Vidyalaya, Tarbod, Dist. Nuapada (Odisha), on or before **4.00 PM of 25/04/2017.**
12. The tenders will be opened in presence of tenderers / their authorized representative on **26/04/2017 at 10.00 AM** in the Vidyalaya.
13. Rates of the successful bidder will be valid up to **30/04/2018** from the date of acceptance of his tender.
14. Terms and conditions other than those mentioned herein after will not be accepted.
15. No rate will be accepted over and above the MRP, hence it may be ensured that rates quoted by firms are below MRP and maximum discount is offered on MRP.
16. Various schemes of discount and free items offered by the manufacturer/distributor have to be extended to the vidyalaya.
17. Any dispute in this process would subject to the Court Jurisdiction of the concerned Vidyalaya.

## PART-II

### **TERMS AND CONDITION OF THE CONTRACT.**

1. The prices should be quoted separately for each item given in the Annexure inclusive of charges such as packing, forwarding, freight, Octroi and excise duty etc. as applicable in various states. The prices must be quoted in the form given in Annexure only, no separate form will be accepted. However if space provided in the Annexure are not sufficient a separate sheet in the same format can be submitted duly indicating the details.
2. No Brand other than the brand specified in the Annexure will be accepted.
3. The tender form must accompany samples of items free of charge for verification, failing which Purchase Advisory Committee may reject the tender.
4. The successful bidders are required to supply the items mentioned in supply orders within the stipulated period short and late supply will not be accepted.
5. The Chairman of the committee reserves the right to reject any items if found unsuitable and or not confirming with the approved specifications. The rejected items, if any shall have to be taken back and replaced at the cost of the suppliers. No payment will be made for the rejected items.
6. The amount of security deposit may be retained by the Vidyalaya for a period of ten months and the same shall be refunded on satisfactory supply of items from the date of completion of supplies. No interest will be paid on the security deposit retained by the Vidyalaya.
7. The successful tenderer should deposit an amount equal to ten percentage(10 %) of the contract value immediately after signing an agreement for supply on stamp paper of Rs.100/-. This should be in the form of demand draft of a Nationalized Bank in favour of "Jawahar Navodaya Vidyalaya, Dist.Nuapada". The exact amount of security deposit as per the annual demand of the Vidyalaya will be intimated to the tenderer by concerned JNV.
8. The proceeds of the security deposits shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligation under the contract, if required.
9. Tenderer must quote rate for the quantity for all or one items as mentioned in the Annexure failing which the tender can be rejected.
10. There should not be any overwriting or correction in the tender. If figure is to be amended it should be neatly scored out, the revised figure written above

and the same attested with full signature and date. In the absence of attested signature the tender is liable to be rejected.

11. Goods are required to be delivered FOR at the JNV concerned. Tenderers are requested to quote accordingly, failing which, Offer will be rejected.
12. In case the goods as per the supply order are not supplied within the stipulated period the items shall be purchased from open market and the difference amount if any will be recovered from the contractor and the Security Deposit will be forfeited.
13. The quantity of articles indicated in the annexures may be increased or decreased at the discretion of the purchaser without assigning any reasons.
14. The Chairman of the committee reserves the right to accept or to reject any tender without assigning any reasons.
15. No rate will be accepted over and above the MRP, hence it may be ensured that rates quoted by firms are below MRP and maximum discount is offered on MRP.
16. Various schemes of discount and free items offered by the manufacturer/distributor have to be extended to the vidyalaya.
17. Any dispute in this process would subject to the Court Jurisdiction of the concerned Vidyalaya.

**PRINCIPAL**

All the above conditions are accepted by me / us.

Date : \_\_\_\_\_  
Station : \_\_\_\_\_

Signature of the tenderer with  
seal of the firm.

Name : \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of witness

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

**P.S. :- MEMORANDUM OF AGREEMENT IS TO BE SIGNED BY THE SUCCESSFUL BIDDER AND THE PRINCIPAL OF CONCERNED JNV FOR ACCEPTANCE OF ABOVE TERMS & CONDITIONS BY THE SUPPLIERS.**

**JAWAHAR NAVODAYA VIDYALAYA, TARBOD, NUAPADA**  
**Ministry of HRD, Dept. of Education, Govt. of India**

**Quotation for Supply of \_\_\_\_\_ for the Financial Year 2017-2018 (Up to April 2018)**

1. Name & address of the party/firm: \_\_\_\_\_
2. Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_
3. Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_, dt \_\_\_\_\_
4. Money receipt No: and date of tender purchase:
5. Bank Details – Name of the bank .....,  
 IFSC Code .....,  
 A/C No of the firm.....

**Technical Bid(Page 1)**

**PART A (To be filled by the Tenderer)**

I/We hereby submit Technical bid for supply of \_\_\_\_\_ as per terms, conditions and specifications of the above mentioned notification of JNV, Tarbod, Dist: Nuapada which are acceptable to us. I/We are aware that while evaluating the Technical bid, if any/part (as decided by JNV, Tarbod) of the terms/items mentioned below is not found meeting the requirement of the tender notice, the bid will not be accepted.

1.	Earnest Money	(a) Bank ..... (b) Draft No. .... dated ..... (c) Amount Rs.....				
2.	Income Tax Registration details	Income Tax PAN No. ..... Copy enclosed : Yes/No				
3.	VAT clearance Certificate from the competent Authority.	(a) Tin No. – (b) Issuing authority: (c) Period of Validity:				
4.	Excise Registration Certificate	Number and date of certificate (a) Certificate No. .... Dt. .... (b) Designation of certificate issuing officer : ..... (c) Attested copy of the certificate Annexed : <b>Yes/No</b>				
5.	Financial capacity of the tenderer	Audited Balance Sheet for the year 2015-16 Annexed : Yes/No <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 50%;">Financial Year</th> <th style="width: 50%;">Turnover</th> </tr> </thead> <tbody> <tr> <td>2017-2018</td> <td></td> </tr> </tbody> </table>	Financial Year	Turnover	2017-2018	
Financial Year	Turnover					
2017-2018						

SIGNATURE OF THE TENDERER  
 WITH SEAL

6.	Submitting of Product Prospectus/ Brochures/Samples of _____ as per list & specifications. ( where applicable).	Yes / No
7.	Registration Certificate for the manufacturing item (IF APPLICABLE) (Certified copies of registration certificates must be enclosed)	(a) SSI Registration Certificate : Yes/No (b) NSIC Registration Certificate/DGS&D : Yes/No (c) Valid Certificate issued by any Govt. authority : <b>Yes/No</b> If yes, the Name of the authority ..... .....
8.	Copy of ISO : 9001:2000 Certificate (IF APPLICABLE)	Number and date of certificate (a) Certificate No..... Dt. .... (b) Name of the issuing authority : ..... (c) Valid upto..... (d) Attested copy of the certificate Annexed : Yes/No

9. Description of the registered trademark (where applicable)