

**JAWAHAR NAVODAYA VIDYALAYA,  
GARHBANAILI, PURNEA, BIHAR.  
TENDER INVITATION FORM**

**Ref. No. F. ....../Tender/JNV/2017-18**

**Date:**

To,

M/S .....

.....

.....

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

As requested by you blank tender paper is/are enclosed herewith for the above item(s).

Duly filled in and signed tender papers must be submitted as per advertisement. Tender should be submitted in two separate envelopes one meant for Technical bid and other will contain the Financial bid i.e. the rate of the items under strong sealed cover marked "Tender for the Supply of ....." by Registered Post or to be dropped in the tender box kept in the Vidyalaya. **Details of bids may be seen under Serial No. 19 which is essential for dropping of tender except supply of milk and stitching work.** The tender will be opened in the office of the concerned Principal as per advertisement.

The tender shall be submitted in accordance with the **Terms and Conditions** specified in paragraphs 1 to 28. Unless specified otherwise, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.

**TERMS AND CONDITIONS**

1. The rate should be F.O.R. concerned Vidyalaya and should include excise duty, sales tax, Freight charges, 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.

2. 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 Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted appropriate action may be taken.
3. 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 written above and the same attested with full signature and date. In the absence of attested signature the tender is liable to be rejected.
4. 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.
5. 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.
6. The successful tenderer will have to deposit Performance 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 the name of the concerned Principal. Amount of Earnest Money deposited with the tender form will be adjusted in the security money.
7. If the supply is not made within stipulated period and the Vidyalaya is forced to get it done from open market at higher rates the difference as such involving/repairing/replacement/ transportation charges as compared to approved rates will be deducted from the Bill.
8. 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.
9. 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.

10. 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 Vidyalaya (Purnea).
11. The Vidyalaya in its discretion, reserves the right to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.
12. 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.
13. The Performance 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.
14. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the Vidyalaya without assigning any reason.
15. At the time of opening of tender, tenderers will have to produce the sample of non branded items. Sample of food grain items should be well packed so that it could be preserved for the whole operative period of the tender.
16. 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 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.
17. 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.
18. 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 & year of manufacture.

**19. 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 items/head for which tender is applied.**
- ii. BST/CST/VAT/JST/WBST Registration Certificate.**
- iii. The current sales Tax/VAT Clearance Certificate along with copy of latest Sales Tax/VAT Deposit Acknowledgement/Challan issued from the Sales Tax/VAT Department must be attached.**
- iv. PAN No. /TAN No.**
- v. Original copy of the CS 12 in support of purchased Tender document separately for each tender.**
- vi. Bank Draft for the required amount as advertised in the newspapers against the particular head in the form of Earnest Money.**

**b. The financial bid contains all the rates of the items in the prescribed proforma.**

20. The rate quoted by the contractor shall hold good from Jun 2017 to April 2018. No amendment in the rates against expected increase in the rate of sales tax during the period of execution of the contract will be accepted.

21. This bid document is not transferable.

22. The tenders of only those bidders, who have purchased the documents in their names, will be considered.

23. The bidder will accept all conditions of the Bid Document unconditionally.

24. The firms which have been blacklisted by any Govt. department are not eligible to participate in this tender.

25. In no case, payment will be made higher than M.R.P. of any item.
26. If needed tenderer of one Vidyalaya will have to supply the items on the approved rate to other Vidyalaya which are situated within the radius of 100 K.M. for which they will not be paid any extra cost.
27. These instructions to tenderer are to be signed by the contractors and returned with the tender.

**Principal**

Jawahar Navodaya Vidyalaya, Purnea

For tenderers (Signature, Address & Witness)

All the above conditions are accepted by me/us.

Signature .....

Name: .....

Address: .....

Station: .....

Date: .....

Seal .....

Witness:

1. Name: .....

Address: .....

.....

Signature .....

Date: .....

2. Name: .....

Address: .....

.....

Signature: .....

Date: .....