

## TERMS AND CONDITIONS.

1. Sealed tender for the supply of the articles shown in the attached statement are invited by the undersigned on behalf of Navodaya Vidyalaya Samiti, up to **12.00 Noon. Date:15-07-2020** . The tender should be sent under strong sealed cover marked as “ **TENDER FOR THE SUPPLY OF STUDENTS & OFFICE STATIONARI ITEMS**” and not by the name. The date of opening of tender will be on **17-07-2020** at **9.00 A.M.**
2. The tender should be submitted according to the terms and conditions specified in paragraphs 3 to 23, 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. SGST, CGST and any other taxes, or imposition whatever liable in respect of the supplies from the date of tender to the end of contract period. The Navodaya Vidyalaya Samiti shall not pay freight etc.
4. There should not be any overwriting, corrections in the Tender. If a figures 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 doesn't bind himself to accept the lowest tender and reserves the right to accept/reject 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 G.F.R.
7. The tenderer should submit his/her tender form along with Earnest money amounting **Rs 5000.00 (Rupees five thousand)** only in the form of Bank Draft In favour of the **Principal, Jawahar Navodaya Vidyalaya, Khurda payable at Khurda** 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 the contract. In the event of the tender being accepted the earnest money will be adjusted towards security deposit which shall be at the rate of 10% of the total amount of the articles. If the contractor is not agreeable to pay security deposit the reasons thereof should be specified and the undersigned reserves the right to accept or reject the request.
8. If the contractor fails to supply the articles within the stipulated time, 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 excess amount, if any, shall be deducted from the security money 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.
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 and verify the samples or demonstration and the contractor shall be liable to supply the sample or give the demonstration on free of cost.
11. The rate quoted by the contractor shall hold good up to **30<sup>th</sup> April 2021**. No amount amendment in the rate 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.
12. In the event of acceptance of the tender and placing of the order for purchase, the articles ordered for would be subject to an inspection by the undersigned or his representatives and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
13. The contractor shall be required to fix a metal label on the furniture supplied by him giving his name and year of manufacture.
14. 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.
15. In no case the payment will be made above maximum retail price (MRP).

16. Vidyalaya is not binding upon to place supply orders for all the listed items in the tender specifications. The supply orders will be placed to the approved parties as per the actual need of the institution during the valid period of tender and according to the budgetary provisions. The tenderer/party will not have any claim on this for non procurement of items if any out of the approved items.
17. Tender which do not comply with the above conditions are liable to be rejected.
18. The sealed tender should invariably contain-
  - a. Copy of GSTIN of concerned firm.
  - b. Earnest Money.
  - c. Lowest rate as well as term of supply if any.
  - d. Specification and printed catalogue and other concerned literature of the equipment to be supplied if any.
  - e. Signature of the authorized persons on all pages with date.
19. Terms and conditions of tender paper must be submitted with the sealed tender duly signed by the proprietor with seal in every page.
20. Copy of Money receipt of JNV, Khurda through which the tender bid purchased must be attached with the tender form. Firms who are downloading the tender form from the website have to deposit Rs.200.00 (tender cost) along with the prescribed EMD in shape of DD at the time of deposit of tender bid.
21. **The samples for all the items are to be submitted along with the tender bid failing which the tender bid can be rejected. All samples must be subscribed with the Sample No, Rate, Name of the Firm etc.**
22. Committee will verify the samples as well as rates and decide the same according to requirement and budgetary provision of the Vidyalaya.
23. Disputes if any relating to tender matters are subject to the jurisdiction of Khurda only.



**PRINCIPAL**  
**JNV,GURUJANG, KHURDA,ODISHA**

**N.B:- This terms and condition paper must be deposited along with the tender documents duly signed by the proprietor of the firm in every pages.**

**The bids for supply of materials as detailed will be received up to 12.00 Noon of 15-07-2020 by all means.(Soft copies of the tender bids sent through the mail are not acceptable. Only hard copy of the tender bid sealed intact are acceptable up to 12.00 noon of 15-07-2020 submitted by person/post at the Vidyalaya office.) Bidders cannot claim for any postal delay.**

# **UNDERTAKING BY THE SUPPLIER.**

We M/S \_\_\_\_\_

agree fully with the terms and conditions specified in Paragraph No: 3 to 23 and enclose the rates of Items as per the list and specifications given by the Principal, Jawahar Navodaya Vidyalaya, Gurujang, District: Khurda, Odisha .

**Signature:** \_\_\_\_\_

**Name of the proprietor** \_\_\_\_\_

**Seal of the Firm with GST / CGST No:** \_\_\_\_\_

1.WITNESS;

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

2.WITNESS;

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

**JAWAHAR NAVODAYA VIDYALAYA, GURUJANG, DIST : KHORDA (ODISHA).**

**Tender for Supply of Students and Office Stationary for the Financial Year 2020-2021**

Name & address of the party/firm: \_\_\_\_\_

Registration No. of the Firm: \_\_\_\_\_ Valid up to \_\_\_\_\_

Earnest Money Deposited Rs. \_\_\_\_\_ Vide Bank Draft No: \_\_\_\_\_, dt \_\_\_\_\_

Money receipt No: \_\_\_\_\_ and date of tender purchase: \_\_\_\_\_

<b>SI No</b>	<b>Name of the Articles, Brand and specification</b>	<b>Specification</b>	<b>Rate Quoted</b>
1	Long Note Book-Ruled-172 page – (a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand	Per pc Per pc Per pc	% of discount & on MRP
2	Long Note Book-Plain -172 pages a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand	Per pc Per pc Per pc	% of discount on MRP
3	Science Note Book No: 6 a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand	Per pc Per pc Per pc	% of discount on MRP
4	Science Note Book No: 4 a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand	Per pc Per pc Per pc	% of discount on MRP
5	Botany Paper Sheet ( 24 nos) – a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand	Per pc Per pc Per pc	% of discount on MRP
6	Practical Note Book(Big) 176 page - Physics: a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand	Per pc Per pc Per pc	% of discount on MRP
7	Drawing Note Book a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand	Per pc Per pc Per pc	% of discount on MRP
8	Practical Note Book(Big) 112 page - Physics: (a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand	Per pc Per pc Per pc	% of discount on MRP
	Partical Note Book (Big) 112 Page-Chemistry:- a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand (d)Optima Brand	Per pc Per pc Per pc Per pc	% of discount on MRP
	Partical Note Book (Big) 112 page-Biology a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand	Per pc Per pc Per pc	% of discount on MRP

SI No	Name of the Articles, Brand and specification	Specification	Rate Quoted
9	Partical Note Book (Big) 176 Page-Chemistry:- a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand	Per pc Per pc Per pc	% of discount on MRP
10	Partical Note Book (Big) 176 page-Biology a)Classmate Brand (b)Brilliant Brand (c )Navaneet Brand	Per pc Per pc Per pc	% of discount on MRP
11	Graph Note Book-44 pages a) Oxford- (b) Mayuri (C) Class Mate (d ) Navaneet (e) Brilliant	Per pc Per pc Per pc Per pc Per pc Per pc	% of discount on MRP
12	White paper DFC-Seva	Per pc	Rs.
13	Ruled paper DFC-Seva	Per pc	Rs.
14	Geometry Box –(a)Alpana Senior (b)Natraj (c )Camelin	Per pc Per pc Per pc	Rs. Rs. Rs.
15	Natraj Plastic Scale No 621(12”)	Per pc	Rs.
16	(a)Cello Gripper 0.5 Ball Pen (b)Reynold 45 Ball pen	Per pc Per pc	Rs.
17	Pencil HB- Apsara Natraj Camlin	Per pc Per pc Per pc Per pc	Rs. Rs. Rs.
18	Pencil 6 B- Apsara Natraj Camlin	Per pc Per pc Per pc	Rs. Rs. Rs.
19	Drawing sheet per 100 J.K (160 GSM) Belarpur (160 GSM)	Per 100 pcs Per 100 pcs	Rs. Rs.
20	Photocopier paper-A-4, Size-210 X 297 mm, 70 GSM(500 sheet per packet) Net weight: 2.2 kg. (a)Paperline (b)JK Copier (c )-Image copier	Per pkt Per pkt Per pkt	Rs. Rs. Rs.
21	Photocopier paper-Legal (FS), Size-215 X 345 mm, 70 GSM(500 sheet per packet) Net weight: 2.6 kg. (a)Paperline (b)JK Copier (c )-Image copier	Per pkt Per pkt Per pkt	Rs. Rs. Rs.
22	Graph paper- BIG (Good quality)	Per 100 pcs	Rs.
23	Eraser Medium size-Nataraj	Per pc	Rs.
24	Duster-Good quality	Per pc	Rs.
25	Cotton Thread Roll (White) (a)-18 X 20 (b)-16 X 20	Per box of 4 Per box of 4	Rs. Rs.
26	Use and Through Ball Pen different colour-ELCOS	Per Doz	Rs.

SI No	Name of the Articles, Brand and specification	Specification	Rate Quoted
27	Rolling Register good quality (minimum 31+Lines) No-1 No-2 No-3 No-4 No-5 No-6	Per pc Per pc Per pc Per pc Per pc Per pc Per pc	Rs. Rs. Rs. Rs. Rs. Rs.
28	Natraj SuperX Ball Pen	Per Doz	Rs.
29	Gum (Camel) –(a)700 MI (b)300MI	Per pc Per pc	Rs. Rs.
30	Tag (Good quality)	PerBundle	Rs.
31	Board Pin- Good quality different colour		
32	T Pin (ODDY)	Per pkt	Rs.
33	Cello tape ½” (Small size) -Different colour	Per pc	Rs.
34	Cello tape 2” (Big size) -Different colour	Per pc	Rs.
35	Cello tape 1” (Big Size) -Different colour	Per pc	Rs.
36	Twine Thread	Per pc	Rs.
37	Sealing Wax (a)- Red (b)-Black	Per pkt Per pkt	Rs. Rs.
38	Clip file-Oxford Plastic fly leaf.	Per 100 pcs	Rs.
39	Clip file-(Ashwani- Anti tear File- Item No: 4505).	Per 100 pcs	Rs.
40	Fly Leaf Good quality	Per 100 pcs	Rs.
41	Flat File with lace	Per 100 pcs	Rs.
42	Hard board file with thread	Per 100 pcs	Rs.
43	Cobra File with Spring Clip heavy quality	Per Doz	Rs.
44	Arch File	Per pc	
45	Hard Board file - Good quality	Per 100 pcs	Rs.
46	Four Fold File	Per Doz	Rs.
47	Writing Pad- 40 page (a)-Rolling (b)-White	Per pc Per pc	Rs. Rs.
48	Bottom File (Transparent)	Per 100 pc	Rs.
49	Document file sheet (Transparent)	Per 100 pc	Rs.
50	Torch Battery	Per Doz	Rs.
51	AA Pencil Battery	Per Doz	Rs.
52	AAA Remote battery	Per Doz	Rs.
53	White Chalk.Dustless (a)- Apasara (b)-Cores (c) - Chakadola	Per pkt Per pkt Per pkt	Rs. Rs. Rs.
54	Colour Chalk.Dustless (a)- Apasara (b)-Cores (c) - Chakadola	Per pkt Per pkt Per pkt	Rs. Rs. Rs.
55	Correction Fluid Pen –Cores	Per Doz	Rs.
56	Highlighting Pen-Different colours	Per Doz	Rs.
57	White Board Permanent Marker Pen – Different colour	Per Doz	Rs.
58	CD-DVD Permanent marker pen-Different colour	Per Doz	Rs.

SI No	Name of the Articles, Brand and specification	Specification	Rate Quoted
59	White board easy erasable marker pen-Different colour	Per Doz	Rs
60	Stapler Pin –No-10-1m (a)-Kangaro (b)-Cores	Per pkt Per pkt	Rs. Rs.
61	Stapler Pin –No-3-1m (a)-Kangaro (b)-Cores	Per pkt Per pkt	Rs. Rs.
62	Stapler Pin –No-3-1m (24/6) Heavy Duty (a)-Kangaro (b)-Cores	Per pkt Per pkt	Rs. Rs.
63	Stapler Pin –No-3-1m (26/6) Heavy Duty (a)-Kangaro (b)-Cores	Per pkt Per pkt	Rs. Rs.
64	Hand Made Paper	Per 100 pcs	Rs.
65	Cartidze Paper	Per 100 pcs	Rs.
66	HOG HAIR FLAT BRUSH - SIZE NO- 2/4/6/8/10/12/16/18 NOS BRUSH	Per pc	Rs.
67	Drawing Board- FullSheet	Per pc	Rs.
	Drawing Board- Half sheet	Per pc	Rs.
68	Tinted sheets	Per pc	Rs.
69	Drawing sheet -Thick	Per 100 pcs	Rs.
70	Drawing sheet -Thin	Per 100 pcs	Rs.
71	Students water colour-Large pack of 12 colours	Per pkt	Rs.
72	Students water colour-Small pack of 6 colours	Per pkt	Rs.
73	Artsits water colour-20ml tube	Per pkt	Rs.
74	Wax Crayon Pack for Students- Camel Small pack	Per pkt	Rs.
75	ACRYLIC COLOUR TUBE 20ml(CAMEL)	Per pkt	
76	Students Poster Colour- Camel	Per pkt	Rs.
77	Cutter (Knife)	Per pc	Rs.
78	Coloured / Tinted Sheets	Per pkt	Rs.
79	Oil Sketch Paper	Per 100 pcs	Rs.
80	Colour Mixer Plate-(a)Camel (b)Omega	Per pc	Rs. Rs.
81	Texture white-Camel	Per pc	Rs.
82	Oil Colour-20 ml	Per pkt	Rs.
83	Oil Colour-60 ml, White, Burnt Seana , (Camel)	Per pkt	Rs.
84	Canvas Board full size- Camel	Per pc	Rs.
85	Lincid Oil	Per pkt	Rs.
86	FEVICRYL COLOURS 15ml(CAMEL)	Per pc	Rs.
87	INDIAN INK (CAMEL)	Per pkt	Rs.
88	GLASS COLOURS (CAMEL)	Per pkt	Rs.
89	GLASS LINER (CAMEL)	Per pc	Rs.
90	TURPENTINE OIL 25ml -	Per pc	Rs.
91	INVORY SHEET -	Per pc	Rs.
92	CATRIGE PAPER	Per pc	Rs.
93	SQUIRREL HAIR ROUND BRUSH- SIZE NO -1/ 2/4/6/8/10/12/16/18 NOS BRUSH	Per set	Rs.

SI No	Name of the Articles, Brand and specification	Specification	Rate Quoted
94	SABLE BRUSH HAIR ROUND BRUSH - SIZE NO- 1/2/4/6/8/10/12/16/18 NOS BRUSH	Per set	Rs.
95	SQUIRREL HAIR FLAT BRUSH- SIZE NO - 2/4/6/8/10/12/16/18/20 NOS BRUSH	Per set	Rs.
96	SABLE BRUSH HAIR FLAT BRUSH - SIZE NO- 2/4/6/8/10/12/16/18 /20 NOS BRUSH	Per set	Rs.
97	PENCIL- 2B/4B/6B (EACH PKT)	Per pkt	Rs.
98	COLOR MAUNTING PAPER -	Per pc	Rs.
99	COLOUR CRAFT PAPER -	Per doz	Rs.
100	CREPE PAPER (COLOURFUL)-	Per doz	Rs.
101	GIFT PACK PAPER ( COLOURFUL) - EACH SET	Per doz	Rs.
101	DRAWING EXAM BOARD -SIZE-33cm X43cm -	Per pc	Rs.
102	Water Colour palate- Big size –Camel	Per pc	Rs.
103	Coconut Stick Broom	Per pc	Rs.
104	Khajuri Broom	Per pc	Rs.
105	Flower Broom	Per pc	Rs.
106	<b>SCHOOL BAG</b> - Single Colour- Minimum three layers of big pockets with good quality chain with Vidyalaya Logo printing .	Per pc	Rs.

**Note:- Tenderers who are giving the % of discount rate in the items at serial Number 01 to 11 and 16 have to submit the samples even if the item is branded to ascertain the prevailing MRP and comparing the quality of product at the time of deposit of tender bid failing which the tender bid will be cancelled.**

Total number of corrections:-  
Total number of over writings:-

**Signature of the supplier**  
Address:.....  
Seal.....