

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 PRINTING 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 1000.00 (Rupees one 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 **30th 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: _____

Tender for Printing of Student & 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: _____

SI No	Name of the Articles, Brand and specification	Specification	Rate Quoted
1	<u>16 PAGES EXAMINATION ANSWER BOOKS</u> Size:11” X 9 “, Orientation: landscape. Paper quality 60 GSM, Tupe of paper. Ruled with top margin. Other Specific printed cover page.	Per 1000 pcs	Rs.
2	<u>12 PAGES EXAMINATION ANSWER BOOKS</u> Size:11” X 9 “, Orientation: landscape. Paper quality 60 GSM, Tupe of paper. Ruled with top margin. Other Specific printed cover page.	Per 1000 pcs	Rs.
3	<u>08 PAGES EXAMINATION ANSWER BOOKS</u> Size:11” X 9 “, Orientation: landscape. Paper quality 60 GSM, Tupe of paper. Ruled with top margin. Other Specific printed cover page.	Per 1000 pcs	Rs.
4	<u>04 PAGES SUPPLEMENTARY ANSWER BOOKS</u> Size:11” X 9 “, Orientation: landscape. Paper quality 60 GSM, Tupe of paper. Ruled with top margin. Other Specific printed cover page.	Per 1000 pcs	Rs.
5	White or colour paper for printing of question paper –A4 size	Per 100 pcs	Rs.
6	Daily Class Dairy (400 pages with binding)	Per pc	Rs.
7	Outline Map of (a)-India (b)-World	Per 100 pcs Per 100 pcs	Rs. Rs.
8	Envelop – 4 X 9 inches white/colour thick quality with Vidyalaya emblem and name printing (a)-90 GSM (b)-100 GSM	Per 1000 pc Per 1000 pc	Rs. Rs.
9	Envelop – 5 X 11 inches white/colour thick quality with Vidyalaya emblem and name printing (a)-90 GSM (b)-100 GSM	Per 1000 pc Per 1000 pc	Rs. Rs.
10	Envelop – 6.5 X 9 inches white/colour thick quality with Vidyalaya emblem and name printing (a)-90 GSM (b)-100 GSM	Per 1000 pc Per 1000 pc	Rs. Rs.
11	Envelop – A-4 size white/colour thick quality with Vidyalaya emblem and name printing (a)-90 GSM (b)-100 GSM	Per 1000 pc Per 1000 pc	Rs. Rs.

SI No	Name of the Articles, Brand and specification	Specification	Rate Quoted
12	DTP and Printing of A-4 size matters-single side (White/Colour) (a)-56 GSM (b)-60 GSM (c)-72 GSM	Per 1000 pc Per 1000 pc Per 1000 pc	Rs. Rs Rs
13	DTP and Printing of A-4 size matters-both side (White/Colour) (a)-56 GSM (b)-60 GSM (c)-72 GSM	Per 1000 pc Per 1000 pc Per 1000 pc	Rs. Rs Rs
14	DTP and Printing of A-3 size matter-single side(White/Colour) (a)-56 GSM (b)-60 GSM (c)-72 GSM	Per 1000 pc Per 1000 pc Per 1000 pc	Rs. Rs Rs

Note:- Tenderers have to quote the rates inclusive of DTP charges and paper costs including CGST / GST if applicable. Samples of the papers are to be submitted along with the tender bid for verification of the PAC.

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

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