



**JAWAHAR NAVODAYA VIDYALAYA, TUDIPAJU, PHULBANI (ODISHA)**  
**[INSTRUCTION TO TENDERER]**

M/S-.....

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**Tender for the supply of \_\_\_\_\_**

1. Sealed tender for supply of the articles shown in the attached statement are invited from the registered firms/ authorized dealers /whole sellers/Govt. stores having valid GST registration and having their own existence of shop and dealing with Tender items, by the Principal, JNV on behalf of Navodaya Vidyalaya Samiti up to **05.00 PM dated 19/11/2018** The tender should be sent under sealed cover marked as **“TENDER FOR THE SUPPLY OF \_\_\_\_\_”** not by the name. The sealed tenders will be opened in the office of the Principal, Jawahar Navodaya Vidyalaya, Phulbani at **11.00 AM on 20/11/2018**
2. The tender should be submitted according to the terms and conditions specified in paragraphs 03 to 22 unless otherwise specified 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. Jawahar Navodaya Vidyalaya, Tudipaju, Phulbani and should include excise duty, sales tax/ GST, and any other taxes, or imposition whatever liable in respect of the suppliers. The Navodaya Vidyalaya Samiti shall not pay freight etc. The articles should be supplied at the Vidyalaya store.
4. There should not be any overwriting, corrections in the tender. If a figure 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 of the party and date. In the absence of the attested signature the tender is liable to be rejected.
5. The Principal, JNV reserves the right to accept 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 article 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 the tender along with earnest money as specified overleaf by depositing the same through NEFT/RTGS/Bank Deposit in favour of the **Principal, Jawahar Navodaya Vidyalaya, Tudipaju payable at ALLAHABAD BANK, Phulbani (Account No- 21869498761, IFSC Code- ALLA0211171)** 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 within the stipulated time which shall be payable at the rate of 10 % of the total amount of the articles. If the contractor is not agreeable to pay security deposit, the reason thereof should be specified and the Principal, JNV reserves the right to accept or reject the request. No interest will be paid on the security deposit kept in the Vidyalaya.

8. *If the contractor fails to supply the articles within the time stipulated in the letter of acceptance/supply order issued by the Principal, JNV, the Principal, JNV shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person / firm and the difference of price, if any, shall be deducted from the earnest money/ security deposit and in case any amount in excess of the security deposit is paid by the Principal, JNV, the contractor shall be liable to pay this amount.*
9. **It is not compulsory on the part of the Principal, JNV to purchase the items for which the tender is being called.** *The supply order will be placed as per requirement. The contractor is required to supply the quantity of articles with quality as mentioned in the supply order as per the sample and specifications. The quality should invariably be maintained through out the contract period as per sample and specifications. Materials cannot be accepted if the items being found substandard or differ from the sample and specifications.*
10. *The Brand/Make other than the specification given in the tender schedule will not be accepted.*
11. *The rate quoted by the contractor shall hold good up to **30.04.2019**. No amount amendment in the rate except increase/decrease in the rate of sales tax/VAT 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 liable to be supplied with the articles on free of cost and also it should be mentioned in the bill. Rates should not be more than the MRP/ Company price list. If the MRP/ Company price will be less than the approved rate the payment will be made as per the MRP/ Company price list only. Stickers of MRP is not allowed.*
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 Principal, JNV or the representatives and are liable to be rejected if the articles supplied do not confirm to the approved specification.*
13. *The amount of 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 the period & the same will be refunded through PFMS only.*
14. *In case of authorized dealers the authorization certificate issued by the Manufacturer/Company should be enclosed along with the tender. The tenderer for supply of articles are required to submit the samples along with the tender for verification.(The sample should be packed in a transparent jar/poly bag in case of loose item and minimum size packets in case of packets items duly written the name of the firm )**The approved sample will be kept in this Vidyalaya for verification during the supply of the articles which is non refundable.***
15. *The payment will be made through PFMS, only after verification of the supplied articles by the quality checking committee/Principal, JNV, entry in the stock register, scrutiny of bills and after full supply as per the order placed with the party. Bank account in the name of firm / etc with IFSC code is to be specifically provided for the same.*
16. *The rate should be quoted in terms of metric weight measure i.e., quintal/kg/Liter/pcs as the case may be.*
17. *The approved party will have to make an agreement on non-judicial stamp paper of Rs.10/- as per the terms and condition Proforma prepared by the vidyalaya within the time given by the Principal, JNV failing which the tender will be rejected and EMD will be forfeited.*
18. *In case the time and date of opening of tenders is changed, the same will be displayed on the Vidyalaya Notice Board / Vidyalaya website / NIC website*
19. *The tender should be accepted from the person / firms who is actually having the business of the commodity /articles for which he has submitted the tender and not from the general order supplier/enterprisers.*

20. Tender which do not comply with the above conditions are liable to be rejected and all rights reserved with the Principal, JNV, Tudipaju, Phulbani to reject ,cancel and amend any or all tenders/approved rates at any time without assigning any reason there of. **All disputes in this regard is in Phulbani court jurisdiction only.**
21. The sealed tender should invariably contain the following documents
- I. i. GST Registration Certificate.
  - ii. Up-to-date GST return document upto 31.03.2018.(except for vegetable and fruits, Non-veg and sweet, stitching of uniform, Haircutting and washing of cloths), the Principal, JNV may ask to submit the original GST registration certificate for verification before placing the supply order.
  - iii. Signature of the Tenderer in all pages with date and seal along with the undertaking and signatures of witnesses given below.
  - iv. Bank deposit slip / counter foil towards cost of tender paper purchased.
  - v. Bank deposit slip / counter foil for EMD should attach along with tender paper.
  - vi. A cancelled cheque / Xerox copy of front page of pass book of party / firm for proof of account.
  - vii. In the absence of any above said document, the tender is liable to be rejected.
  - Viii. **For Medicine**, the firm must have the **drug license along with GST registration** as applicable to the pharmaceuticals shop.
22. In exigency / on administrative ground, purchases can be made if such items are available in GeM (Govt. e- Market Place) as per GFR 2017.

**Principal**  
Jawahar Navodaya Vidyalaya  
Tudipaju, Phulbani (Odisha).

Place: **Tudipaju, Phulbani.**

### **UNDERTAKING BY THE TENDERER**

We M/S \_\_\_\_\_ agreed fully to accept the terms and conditions specified in above Para 03 to 22 and also enclose the rates of the items as per list and specifications given by the Principal, JNV, TUDIPAJU, PHULBANI.

Witness (Signature, Name & Address)

\_\_\_\_\_

Full signature with seal

1.

Name of the proprietor

2.

\_\_\_\_\_

Seal of the firm

Address of the Proprietor

At-

Po-

Via-

Dist-

Pin-

Mob. No-

Email Id-

**JAWAHAR NAVODAYA VIDYALAYA, TUDIPAJU, PHULBANI (ODISHA)**  
**LIST OF TENDER ITEMS AND IT'S EMD.**

| Sl No. | Name of items   | Amount of EMD |
|--------|---|---------------|
| 1      | Vegetable and Fruits  | Rs.2000/      |
| 2      | M&R (Electrical items)  | Rs.2000/      |
| 3      | . M&R (Civil)   | Rs.2000/      |
| 4      | Hair Cutting  | Rs.500/       |
| 5      | Refilling of Fire Extinguishers & Installation of new Fire Extinguisher Machine | Rs.2000/      |
| 6      | Auction of Vidyalaya Vehicle  | Rs.2000/      |
| 7      | Toiletry (Bleaching and Phenyl)   | Rs.2000/      |

*Principal*  
*Jawahar Navodaya Vidyalaya*  
*Tudipaju, Phulbani (Odisha).*