

JAWAHAR NAVODAYA VIDYALAYA, BELPADA, DIST: BOLANGIR INSTRUCTION TO THE TENDERER

1. Tenders is to be submitted in the prescribed Tender forms only for both Technical bid and financial bid along with terms and conditions in the Office of Principal, JNV, Belpada, Dist: Bolangir (As per list attached) only.
2. The Tenderer shall submit ***Technical bid and the financial bid*** in **two separately sealed envelopes**. Duly signed Annexure should be submitted enclosing in the cover containing technical bid. Both the envelopes should mention the name of the bid (Technical or financial) Item tendered, name of the bidder and should be duly sealed and **put in a third envelope, which too should be duly sealed** .
3. (i) The tender in sealed envelope shall be accepted **up to 13.00 hrs. on 01.07.2019** and Technical bid shall be opened first by the duly constituted committee on **02.07.2019 at 11.00 hrs** in the office of Principal JNV, Belpada, Dist. Bolangir in the presence of tenderer, if any.
(ii) Decision of the Purchase Advisory Committee constituted by the JNV to declare any of the tenderer to have or have not qualified in technical bidding shall be final and binding on the tenderer. Intimation of decision of the competent authority shall be conveyed to the tenderers.
4. (i) Financial bids of only those tenderers who qualify in the Technical bid, shall be opened by the duly constituted Committee on the same date.
(ii) There should not be any cutting and / or over-writing in the tender form. **No amendment or additions** in the terms and conditions indicated on a separate paper or attachment will be accepted.
5. The Tenderer must sign the terms & conditions and submit along with the Technical bid, otherwise the tender is liable to be rejected.
6. The tenderer should submit the tender form along with Earnest Money Deposit **in the form of Demand Draft** in favour of Principal, Jawahar Navodaya Vidyalaya Belpada payable at S.B.I. Belpara (Branch code 03922). Tenderer should add Rs.100.00 (Rupees Hundred only in the form of a **separate demand draft** in favour of Principal, Jawahar Navodaya Vidyalaya Belpada payable at S.B.I. Belpara (Branch code 03922). towards the cost of the tender form in case it is downloaded from website of the Vidyalaya. The EMD 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 payable at the rate of 10% of the total amount of the articles. All firms should compulsorily submit EMD/S.D. with his tender. No exemption for EMD will be given to any Private/Co-operative/Govt. Firms.
7. The Tenderer should submit Prospectus, brochures, samples as per detailed Specification, along with technical bid.
8. The rates offered by the tenderer in the financial bid will be valid upto 30.04.2020 and extendable by two months if required.
9. Rates should be legibly mentioned in the Financial bid **in figures as well as in words**. Seal of tenderer should be affixed along with the signatures of Proprietor/Partner/Director, duly countersigned by the witnesses. In no circumstances the rates should be quoted in Technical bid. In case the same is found in Technical bid, tender is liable to be rejected.
10. **The tenderer must submit audited Balance Sheet with the technical bid.**

11. The tenderer should have Registration with Pan Card, CST, VAT, Balance Sheet, IT Return of last year & Shop Act License shop. In case of establishment Department in respect of the products being manufactured as per the subject tender, a copy should be submitted along with the technical bid, failing which the bid may not be accepted. Signature of the authorized person on all pages with date is mandatory.
12. The cost of the testing of samples if any from authorized agency including testing fee will be borne by the approved tenderer irrespective of approval or rejection of samples.
13. Tenderer should undertake that he is not black listed or otherwise debarred from tendering from any State or Central Govt. Department/agency/ undertaking.
14. Telegraphic/Telex tenders shall not be accepted.
15. The Purchase Advisory Committee of JNV reserves the right to accept/reject any or all the tenders without specifying any reason thereof.
16. Conditional offer other than on our terms and conditions shall not be accepted.
17. SUPPLIERS WHO MAY NOT BE IN A POSITION TO MAKE TIMELY SUPPLIES OF QUALITY MATERIAL SHOULD NOT QUOTE.
18. In case of any clarification, the tenderer may contact the Principal, JNV, Belpada, Dist: Bolangir, Ph No. 06658- 264438 on any working day from 10.00 to 13.00 hours.
19. **Only one rate is to be quoted for each item. In case two or more rates are quoted for each item, in that case the lowest rate only will be taken into account.**
20. **The terms & conditions along with the specifications (where applicable) are attached with the tender form and the tenderer/supplier will have to abide by them unconditionally. The Rate should be F.O.R. Vidyalaya & should include excise duty. Sales taxes, VAT & any other taxes as the case may be, or imposition whatever liable, in respect of the supplies; Jawahar Navodaya Vidyalaya Belpada shall not pay freight charges etc.**

**Principal
Jawahar Navodaya Vidyalaya,
Belpada, Dist. Bolangir**

BREAK UP OF EMD FOR DIFFERENT ITEMS:

Sl.No.	Name of items	Amount of EMD to be remitted
01	Vegetables	Rs.5000/-
02	Hostel Equipments	Rs.2000/-
03	Hair Cutting	Rs.500/-
04	Washing & Pressing	Ts.1000/-
05	M & R	Rs.5000/-
06	Electrical Goods	Rs.5000/-
07	Sweets & Savouries	Rs.2000/-
08	Sports Items	Rs.5000/-
09	Milk & Omfed items	Rs.2000/-
10	Laboratory Items	Rs.5000/-
11	Furniture	Rs.5000/-
12	Computer Peripherals	Rs.2000/-

जवाहर नवोदय विद्यालय, बेलपड़ा, जिला बलांगिर, ओडिशा

आवश्यक सूचना

1. सभी निविदा धारकों से निवेदन है कि वह निविदा से संबंधित सभी प्रक्रिया व नियम शर्तों को स्पष्ट रूप से समझकर निविदा करें।
2. सभी व्यवहारिक प्रक्रिया जैसे हिन्दी व अंग्रेजी में लिखित प्रक्रिया में भिन्नता पाई जाती है तो ऐसी स्थिति में अंग्रेजी में लिखित प्रक्रिया मान्य होगी।
3. आर्थिक निविदा से संबंधित एवं तकनीकी निविदा से संबंधित महत्वपूर्ण दस्तावेजों को दो अलग-अलग लिफाफों में मुहरबंद करेंगे, तत्पश्चात् एक लिफाफे में इन दोनों दस्तावेजों को मुहरबंद करेंगे।
4. तकनीकी निविदा से संबंधित लिफाफे को पहले खोला जायेगा एवं इसकी प्रक्रिया पूर्ण होने के पश्चात् आर्थिक निविदा को खोला जायेगा।
5. सभी निविदा धारक संबंधित वस्तुओं के गुण व मूल्य को स्वच्छ व स्पष्ट रूप से लिखेंगे किसी भी प्रकार को दोहरा लेखांकन नहीं करेंगे भूलवश किसी प्रकार की त्रुटि होती है तो उसे काटकर स्पष्ट रूप से लिखेंगे एवं अपने हस्ताक्षर करेंगे ऐसा न करने पर विद्यालय का निर्णय अन्तिम होगा।
6. निविदा से संबंधित सभी दस्तावेजों पर निविदा धारक के पूर्ण हस्ताक्षर होना चाहिए किसी भी प्रकार के अपूर्ण हस्ताक्षर मान्य नहीं होंगे।
7. निविदा से संबंधित सभी महत्वपूर्ण दस्तावेज जैसे आयकर रिटर्न, वर्तमान समय का होना चाहिए, इस संबंध में किसी भी प्रकार की अण्डरटैकिंग को स्वीकार नहीं किया जायेगा।
8. निविदा धारक निविदा अवधि के दौरान निविदा व मांग आपूर्ति से संबंधित सभी नियम व शर्तों का पूर्ण रूप से पालन नहीं करता है तो ऐसी स्थिति में विद्यालय द्वारा गठित समिति के अनुसार तीन वर्ष या उससे अधिक के लिये निविदा धारक को निविदा से बाहर किया जा सकता है।
9. किसी भी प्रकार की अंसैधानिक प्रक्रिया या निविदा धारक द्वारा अंसैधानिक वातावरण उत्पन्न करने से निविदा प्रक्रिया निरस्त की जा सकती है।
10. मांग आपूर्ति से संबंधित सभी नियम व शर्तें जून 2019 से अप्रैल 2020 तक लागू होंगी, आवश्यकता पड़ने पर इसे दो माह तक बढ़ाया जा सकता है।

शपथ-पत्र

मैं इन सभी बिन्दुओं को आवश्यक व स्पष्ट रूप से समझ एवं पढ़ लिया है, व इन नियमों एवं शर्तों का आवश्यक रूप से पालन करूंगा ऐसा न करने पर निविदा से बाहर होने के लिये स्वयं जिम्मेदार रहूंगा।

नाम :-
हस्ताक्षर:-
मुद्रा व सील

JAWAHAR NAVODAYA VIDYALAYA, BELPADA DIST: BOLANGIR
TERMS AND CONDITIONS OF THE TENDER NOTICE FOR
SUPPLY OF _____

1. The supplier/tenderer shall be deemed to have carefully examined the terms and conditions, specifications, etc of the _____ **item** to be supplied. If he has any doubt as to the meaning of any portion of the conditions, specifications he may refer to the JNV and get clarification.
2. In case of **items supplied other** than the approved brand, specifications, make or size, the same shall have to be replaced immediately by the supplier without extra cost. In case of any article supplied is not being approved, then expenses or loss caused to JNV as a result of rejection or replacement of supplies, shall be entirely to the account of the supplier. The assessment of loss shall be done by JNV.
3. Principal of JNV or his duly authorized representative shall have at all reasonable time access to the supplier's premises and shall have the power and all reasonable time to inspect and examine the materials and workmanship of all the material as the case may be.
4. If the items supplied are found damaged, mutilated, substandard or not conforming to the standard as per contract, the same will be rejected and the supplier shall have to replace the same immediately without any extra cost. The date of supply of replacement will be treated as the date of delivery and not the original one. Any expenses incurred/loss suffered by JNV on this supply shall be debited to the supplier's A/c.
5. **The rejected articles must be immediately removed by the supplier from the destination wherever they may be or within ten days of the date of intimation by the consignee. The Vidyalaya shall not be responsible for any loss, shortage, damage, etc.**
6. The supplier shall be responsible for the proper standard packing so as to avoid damage under normal conditions of transport by road and shall ensure delivery of the materials in good condition to the consignee. In the event of any loss, damage, torn/cut or any shortage found on checking/inspection of the materials by the consignee, the same shall be made good by the supplier.
7. The proposed rate by the tenderer includes all Central, State and Local Taxes & Duties and other charges and is on F.O.R. destination basis.
8. The supplier/tenderer shall furnish Demand Draft of State Bank of India as per Item & amount mentioned in Tender Notice in favour of Principal, Jawahar Navodaya Vidyalaya, Belpada, Dist: Bolangir towards EMD/SD along with Technical Bid. (as per annexure attached) If the Supplier will not supply the material within the stipulated time & as per tender specifications, the EMD will be forfeited and **the tenderer may be black listed for future transactions with JNV Belpada, Dist: Bolangir for a minimum period of 3 years or as decided by the appropriate authority.**
9. Remittance charges on payment made to the supplier will be borne by the supplier.

Signature of Tenderer with seal: _____

10. **SUPPLY /DELIVERY SCHEDULE** : The supplies shall be made strictly within the stipulated time as per supply order.
11. **INSURANCE** : Where applicable Transit Insurance coverage has to be taken by the supplier in favour JNV, Belpada, Dist: Bolangir to the extent of 110% of the total value of the consignment before effecting dispatches covering 'all risks' against any loss by theft, destruction or damage by fire, flood and exposure to weather or otherwise (war, rebellion, riot, etc.) from dispatching point to delivery point. In case of compensation/claim arising due to any reason, the purchaser shall get the claim directly from the **insurance company**. The insurance charges will be borne by the supplier.
12. **PAYMENT** : 100% payment will be made with 15 days after receipt of goods, installation and verification of the goods.
13. The supplier shall ensure that intimation of despatch about the stock is sent to the concerned consignee well in advance, so that the consignee is in a position to make necessary arrangement for taking delivery of the stock at JNV. **Supplies at odd hours should be avoided at all cost.**
14. To ensure transparency and timely payment, all supplies to the Vidyalaya should be invariably accompanied by cash bill. No supplies without cash bill will be accepted under any cost. The Vidyalaya reserves the right to refuse items not accompanied by cash bill. Security Deposit will be re-adjusted depending on the number of items in favour of different L1 parties.
15. All legal proceedings, if necessity arises to initiate by any of the parties JNV, Belpada shall have to be lodged in Courts situated in Bolangir District.
16. Any dispute arising in connection with this agreement not amicably settled, would be referred to the arbitrator i.e. three member Committee appointed by JNV who will act as sole arbitrator and the verdict of the arbitrator shall be final and binding on both the parties.
17. JNV BELPADA, Dist: BOLANGIR SHALL HAVE THE RIGHT TO ACCEPT OR REJECT ALL TENDERS WITHOUT ASSIGNING ANY REASON THEREOF.
18. ALLOCATION OF QUANTITY TO ANY TENDERER SHALL BE AT THE SOLE DISCRETION OF THE JNV.
19. ANY CONDITION OTHER THAN THOSE MENTIONED ABOVE, SHALL NOT BE ACCEPTED.
20. ANY CONDITIONAL OFFER SHALL BE REJECTED SUMMARILY.
21. THE JNV RESERVES THE RIGHT TO INCREASE OR DECREASE OR CANCEL QUANTITY MENTIONED IN THE TENDER NOTICE OR SUPPLY ORDER AT ANY TIME WITHOUT ASSIGNING ANY REASON AT THE RISK AND COST OF THE SUPPLIER/TENDERER.

Signature of Tenderer with seal: _____

- 22. Person or persons signing the tender form shall state in **what capacity he or she or they are** signing the tender form e.g. as sole proprietor of the firm concerned or as Managing Director or Director or Secretary of Limited Company. In case of partnership firm, the names of all the partners should be recorded and the tender form should be signed by all the partners or their duly constituted attorney having authority to bind all partners in all matters pertaining to the contract as recorded in the power of attorney or in the partnership deed. True copy of the Registered "Partnership Deed" should be furnished along with the tender form, In case of a limited company, the tender form shall be signed by a person empowered to do so by the company, copy of Memorandum and Articles of Association of the company and the letter authorizing the person signing the tender documents **along with power of attorney** shall be attached to the tender form. In case of Hindu undivided family, the name of the family members should be recorded in the tender form and "Karta" who can bind the family, should sign the tender form and indicate his status below his signature. **In all cases, power of attorney to be submitted of the signatory.**
- 23. The person signing the tender form on behalf of another or on behalf of a Firm shall enclose with the tender form power of attorney or deed duly executed in his favour or the partnership deed giving him such power showing that, he has the authority to bind such other person or the firm, as the case may be in all matters pertaining to the contract. The power of attorney should be signed by all the partners in the case of partnership concerns, by the proprietor in case of a proprietary concern and by the person who by his signature can bind company in the case of limited company. In the case of Hindu undivided family the power of attorney should be signed by the "Karta" who by his signature can bind the family.
- 24. Tenderer should also enclose the documents to satisfy the above conditions **clauses 22 and 23** to ensure the validity of the tender, **otherwise, bid will not be accepted.** No partial quantity bidding is allowed

For the interpretation of the tender conditions, the decision of the JNV will be final. The above terms and conditions from 1 to 24 are acceptable to us and these conditions will constitute the conditions of contract between me/us and JNV, the moment our tender/proposal is accepted and firm supply order is issued

Signature of the Tenderer

Capacity:.....

Witness (Signature, Name & Address)

1. Signature.....

Name:.....

Phone No. : Mobile No.:.....

Address:.....

2. Signature.....

Name:.....

Phone No. : Mobile No.:.....

Address:.....

TENDER FORM
JAWAHAR NAVODAYA VIDYALAYA, BELPADA
DIST: BOLANGIR
PART - A

Sub: Technical bid for supply of _____ as per enclosed specification & list.

PART - 'A' (To be filled by the JNV)

1. Tender Notification Number :02/2019-20/ - DT.21.06.2019
2. Tender form No. :
3. Issued to : M/s.....

4. Date of Issue:
5. Date of opening of tender on **02.07.2019 at 11.00 AM.**
6. Tender fee Rs. 100/- (Receipt No. /Demand Draft No. dated /...../2019)

PART B (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, Belpada, Dist: Bolangir which are acceptable to us. I/We are aware that while evaluating the Technical bid, if any/part (as decided by JNV, Belpada) 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 encl: 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 : Yes/No				
5.	Financial capacity of the tenderer	Audited Balance Sheet for the year 2018-19 Annexed : Yes/No <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Financial Year</th> <th>Turnover</th> </tr> </thead> <tbody> <tr> <td>2018-2019</td> <td></td> </tr> </tbody> </table>	Financial Year	Turnover	2018-2019	
Financial Year	Turnover					
2018-2019						
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 : Yes/No If yes, the Name of the authority				

SIGNATURE OF THE TENDERER WITH SEAL

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)	

Undertaking

- i. I/We undertake to abide by the terms & conditions of tender notice along with Annexures.
- ii. I/We undertake to make the entire supply as per delivery schedule of tender notice.
- iii. The proposed rates are valid up to 30.04.2020 and extendable by two months.
- iv. I/we am/are not black listed or otherwise debarred from tendering/supplying from any State or Central Govt. Department/agency/undertaking.

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Signature of the Tenderer

Name : Capacity :.....

Postal Address :

.....
.....

Phone No. : Mobile No.:.....