



JAWAHAR NAVODAYA VIDYALAYA

HADAGARH, KEONJHAR (ORISSA).

Ministry of Human Resource Development Deptt. of Education Govt. of India.)

Phone- 06731-279066, email-jnv.keonjhar@gmail.com, www.jnvkeonjhar.org

Ref. No./JNVH/2017/

Date.

2017

To

M/S. _____

Sub: - Tender Paper Form for the supply of _____.

01. Sealed tender for the supply of the articles shown in the attached statement are invited by the under-signed for the year 2017-18 from dt.10.04.17to 24.04.17(4.00p.m.). The tender should be sent **by Regd.post only not by hand up to 26.04.2017 at 04.00 P.M. under strong sealed cover marked as “TENDER FOR THE SUPPLY OF _____”** and not by the name. **The Tender will be opened in the Sub-Collector residence office, Ghasipura on dt.28.4.2017 (Friday) 3.00 P.M.**
02. The tender should be submitted according to the terms and conditions specified in paragraphs 3 to 19 unless specified in otherwise in the tender. It shall be construed that the terms and conditions stipulated here under have been agreed to.
03. There **should not be any over writing, 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 and date. In the absence of the attested signature the tender is liable to be rejected.
04. **The rate should be F.O.R. Vidyalaya and should include excise duty, VAT Clearance Certificate/any other taxes, or imposition whatever liable in respect of the supplies. The Navodaya Vidyalaya Samiti shall not pay freight etc.**
05. The undersigned does not bind to accept the lowest tender and reserve 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 or any one of more than one articles specified in the attached statement as he/she may decide
06. 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 provisions of G.F.R.
07. The tenderer should submit his/her tender form along with earnest money as fixed and published in the tender notification in form of **Bank Draft payable to the Principal Jawahar Navodaya Vidyalaya, Hadagarh , Dist.Keonjhar drawn on IFSC CODE No.BKID0005421, a/C.No.542110100001595, Branch-Boula, Name of the Bank-Bank of India Boula ONLY**, 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 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 undersigned reserves the right to accept or reject the request.
08. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance by the undersigned, 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 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 undersigned the contractor shall be liable to pay this amount.

09. 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 for Samples or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.
11. The rate quoted by the contractor shall hold good up to as per terms & condition. There will no any change in the rate of the items during this period. For the branded item, if there would be some free gift schemes, marked on the packing, the same would liable to supplied with the articles on free of cost also and also shown in the bill.
12. **Rate of items should not be more than M.R.P**
13. 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 undersigned or his representative and are liable to rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed. The contractor shall be required to fix a metal label on the furniture supplied by him giving his name & year of manufacture.
14. **Only one rate for each item should be quoted.**
15. 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.
16. Tender who does not comply with the above conditions are liable to be rejected.
17. **The supplied items/materials should be free from adulteration.**
18. The sealed tender should invariable contain:-
- A) VAT, PAN Card and OST clearance Certificates from competent authority.
- B) Earnest money as details below.
- C) Lowest rate as well as terms of supply if any.
- D) Specification and printed catalogue and other concerned literature of equipment to be supplied.
- E) In case of Authorized Dealers, Authorization letters from the manufactures/Supplier.
- F) Signature of the authorized person on all pages with the seal of the firm.
19. Details of Earnest Money to be attached with the tender paper.

Sl No	Name of items	Amount of Earnest Money
01	Mess Articles(Grocery)	Rs.10000.00
02	Vegetable	Rs.3000.00
03	Non-Veg Items (Chicken, Mutton, Fish & Egg)	Rs.2000.00
04	Bakery Items, Sweets, Fruits & Milk	Rs.1000.00
05.	Stitching of Uniform	Rs.2000.00
06	Sport Equipment	Rs.2000.00
07	Bedding Items	Rs.2000.00
08	Stationery Office & Students	Rs.2000.00

09	Furniture	Rs.2000.00
10	Shoe & Chapels	Rs.2000.00
11	Uniform items	Rs.2000.00
12	Toilet	Rs.2000.00
13	Utensil	Rs.1000.00
14	Medicine	Rs.1000.00
15	Hiring of Vehicle(Bolero, Tavera and Others)	Rs.5000.00
16	Science Equipment	Rs.2000.00
17	Computer Stationery/AMC of Computer	Rs.2000.00
18	Electrical, Plumbing & M & R Items	Rs.2000.00
19	Music items	Rs.2000
20	Hair cutting	Rs.1000
21	Other equipments	Rs.2000

N.B. Clearance Certificate of Sales / Income / VAT are not compulsory for items No 02 to 05.

Principal,

JNV, Hadagarh, Keonjhar, Odisha

UNDERTAKING BY THE SUPPLIER

I/We M/s _____ agree fully that with _____ the terms and conditions specified in Paragraph 3 to 19 and enclose the rates of times as per list and specifications given by the Principal, JNV, Hadagarh Dist.Keonjhar (Odisha) in printed letters head or form of the firm.

Full Signature _____

Name of the Proprietor _____

Seal of the Firm & details correspondence

Address _____

Phone/Mobile No _____

Witness/Signature, Name & Address

1. _____

2. _____

JAWAHAR NAVODAYA VIDYALAYA, HADAGARH, KEONJHAR,
ODISHA

PROFORMA FOR SUBMITTING TENDER FOR HIRING OF VEHICLE FOR THE
YEAR 2017-18

1. Name and Address of the party: _____

Phone No with STD code: _____ Mobile
No _____

2. Regd. No. of the Vehicle :-

3. Model :-

4. Year of manufacture :-

5. Date of purchase & make
of the Vehicle :-

6. Seating capacity :-

7. Insurance policy valid on upto

8. Rate per month :-

9. The Tender should submit Earnest money of Rs. 5000/- :-
(Refundable) in shape of demand draft in favour of
Principal, JNV, Hadagarh, Keonjhar, Bank of India, Boula
DD No. _____ Dated _____

10. Road Mileage i.e. the Kilometers run by the vehicle per :-
one liter of Diesel _____

11. The Tender should be submitted according to the terms :-
& condition specified in the enclosed contract agreement
and the contractor should be bound to abide by the terms
and conditions stipulated therein.

12. **Rate and mileage of Km per ltr. And details of vehicles**

Particular	Bolero	Tavera	Others
Rate per month			
Diseal Km per Ltr. with AC & without AC			
Seating capacity			
Regd.No			
Year of Manufacture			
& Purchase			
Insurance policy valid upto			

13. The Principal, JNV, Hadagarh, Dist. Keonjhar (O) reserves the right to accept or reject any Tender without assigning any reason thereof.

DECLARATION

I do here by declare that I have gone through the contract Agreement & Terms and condition of Navodaya Vidyalaya Samiti and will abide by the Terms & conditions as stipulated in the contract Agreement for hiring of Vehicle for JNV, Hadagarh, Keonjhar(Odisha).

Encls: (Xerox copy of regd.

Signature:_____

Certificate of Vehicle, driving license

Name of the party:-_____

Of driver, Insurance certificate)

Vehicle Regd No._____

TERMS AND CONDITION

1. Vehicle is to be hired along with Driver from the owner of the company.
2. The rates quoted should include all forms of taxes/charges.
3. JNVs will bear only the cost of diesel for the distance actually plied for official use for which a log book will be maintained by the Driver and Principal will certify the same. All other liabilities including wages of driver, oil and lubricants, maintenance, repair replacement of parts and servicing obligations on account of Motor Vehicle Act and other related Acts like labour laws, Road Tax, Insurance Laws(Like insurance of vehicles in accident, theft, fire etc.) shall be the sole responsibility of the owner of the company.
4. The Vehicle shall be hired on 24 hours basis for a maximum period of 10 months in a year (excluding vacation period of the JNVs concerned).
5. The vehicle to be hired should be latest model vehicle preferable 2 years only which can carry upto 4 persons having a comfortable seat for carrying a sick child in addition to adequate space to carry upto 10 quintals of load in proper efficient good running condition.
6. The contract will be for a period of minimum two years, extendable upto 5 years at the level of Principal with mutual consent on the same terms and conditions.
7. Payment will be made out of contingency grant of Vidyalaya on a monthly basis subject of applicable T.D.S.
8. Vehicle will be parked in the Vidyalaya premises only at the risk of the owner of the company.
9. The Driver of the Vehicle can be provided accommodation in the JNV wherever possible subject to availability of accommodation otherwise the arrangements will be made by the owner of the company within approachable distance from the Vidyalaya.
10. Miximum one day per month i.e.10 days in year shall the permitted for maintenance/servicing. The Vehicle shall not be sent for repairs for more than four days at a stretch. Alternate vehicle shall be provided by the owner in case for non-availability is for the period exceeding the specified period mentioned above. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges per day paid by JNV for substitute vehicle or Rs.600/- (Rupees six hundred) only per day whichever is higher.
11. Use of vehicle will be restricted as per guidelines of Samiti and for Vidyalaya purposes only.
12. The rates so revised would by the maximum but the lowest rates as per tender or as decided by the PAC of the JNV depending upon the condition of the vehicle would prevail but in no case the hiring charges should be more than the revised ceiling of NVS.
13. One month's hiring cost is to be kept as Security Deposit from the successful bidder, which will be refunded after satisfactory completion of the contract.

