

JAWAHAR NAVODAYA VIDYALAYA, KOTTAYAM



TENDER FORM

TENDER FORM FOR THE SUPPLY OF _____

PART - I

INSTRUCTIONS FOR TENDERER

1. Jawahar Navodaya Vidyalayas are fully residential Co-educational, senior secondary school run by Navodaya Vidyalaya Samiti, Ministry of HRD, Govt. of India, New Delhi.
2. Samiti intends to buy materials for the use of the students/Vidyalayas.
3. Distributors / Wholesalers / authorized dealers / Stockiest / manufacturers having sound financial position may only submit the tender form.
4. The detailed specifications of materials proposed to be purchased for the JNV are provided in Appendix. The tenderer should quote for all the items mentioned in Appendix neatly and correctly.
5. The following tender should be submitted along with Earnest Money Deposit (EMD) as detailed below for each tender in the form of Demand Draft in favour of Jawahar Navodaya Vidyalaya, Vadavathoor, Kottayam payable at Kottayam, failing which the tender will be summarily rejected:

S.No.	Tender Items	EMD	Cost of Tender	Total
01	Provision	1000	100	1100
02	Vegetable & Fruits	1000	100	1100
03	Fish	500	100	600
04	Chicken	500	100	600
05	Egg	500	100	600
06	Bakery Items	500	100	600
07	Milk and Milk Products	1000	100	1100
08	Shoes & Chappal	1000	100	1100
09	Readymade Uniform	1000	100	1100
10	T-Shirt, Track suit, Socks, Tie & Belt	1000	100	1100
11	Bed Sheet, Pillow cover & Towel	1000	100	1100
12	Bed and Pillow	1000	100	1100
13	School Bag	500	100	600
14	Toilet Items	500	100	600
15	Labour Rate / Contract	1000	100	1100
16	Electrical Items & M&R items	1000	100	1100
17	Painting materials	1000	100	1100
18	Hair Cutting	500	100	600
19	Examination paper & Record Books	500	100	600
20	Students stationary items	1000	100	1100

6. If the tender is not accepted by the JNV, the EMD will be refunded without any interest at the earliest. If the tender is accepted by the JNV 10% total cost is to be deposited to the Vidyalaya as Security Deposit.
7. Registration Certificate of business firm issued by competent authority should be enclosed along with the tender.

8. The sealed tenders complete in all respects must reach “The Principal Jawahar Navodaya Vidyalaya, Vadavathoor, Kottayam on or before 04.00 P.M on 15.03.2019
9. The tenders will be opened in presence of tenderers / their authorized representative on 16.03.2019 at 11.00 AM in the Vidyalaya.
10. Rates of the successful bidder will be valid up to 31.03.2020 from the date of acceptance of his tender.
11. Terms and conditions other than those mentioned herein after will not be accepted.
12. No rate will be accepted over and above the MRP, hence it may be ensured that rates quoted by firms are below MRP and maximum discount is offered on MRP.
13. Various schemes of discount and free items offered by the manufacturer/distributor has to be extended to the Vidyalaya.
14. Any dispute in this process would subject to the Court Jurisdiction of the concerned Vidyalaya.

PART – II

TERMS AND CONDITION OF THE CONTRACT.

1. The prices should be quoted separately for each item given in the *Appendix inclusive of charges such as packing, forwarding, freight, Octroi and GST etc.*, as applicable in various states. The prices must be quoted in the form given in Appendix only, no separate form will be accepted. However if space provided in the Appendix is not sufficient a separate sheet in the same format can be submitted duly indicating the details.
2. No Brand other than the brand specified in Appendix will be accepted.
3. The tender form must accompany samples of items free of charge for verification, failing which Purchase Advisory Committee may reject the tender.
4. The successful bidders are required to supply the items mentioned in supply orders within the stipulated period short and late supply will not be accepted.
5. The Chairman of the committee reserves the right to reject any items if found unsuitable and or not confirming with the approved specifications. The rejected items, if any shall have to be taken back and replaced at the cost of the suppliers. No payment will be made for the rejected items.
6. The amount of security deposit may be retained by the Vidyalaya for a period of six month and the same shall be refunded on satisfactory supply of items from the date of completion of supplies. No interest will be paid on the security deposit retained by the Vidyalaya.
7. The successful tenderer should deposit an amount equal to ten percentage (10 %) of the contract values immediately. This should be in the form of demand draft of a Nationalized Bank in favour of Principal, Jawahar Navodaya Vidyalaya Vadavathoor, located in Kottayam District Kerala. The exact amount of security deposit as per the annual demand of the Vidyalaya will be intimated to the tenderer by concerned JNV.
8. The proceeds of the security deposits shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete its obligation under the contract, if required.
9. Tenderer must quote rate for the quantity for all or one items as mentioned in Appendix failing which the tender can be rejected.

10. There should not be any overwriting or correction in the tender. If figure is to be amended it should be neatly scored out, the revised figure written above and the same attested with full signature and date. In the absence of attested signature the tender is liable to be rejected.
11. Goods are required to be delivered FOR at the JNV concerned. Tenderers are requested to quote accordingly, failing which, Offer will be rejected.
12. In case the goods as per the supply order are not supplied within the stipulated period the items should be purchased from open market and the difference amount if any will be recovered from the contractor and the Security Deposit will be forfeited.
13. The quantity of articles indicated in the Appendix may be increased or decreased at the discretion of the purchaser without assigning any reasons.
14. The Chairman of the committee reserves the right to accept or to reject any tender without assigning any reasons.
15. No rate will be accepted over and above the MRP, hence it may be ensured that rates quoted by firms are below MRP and maximum discount is offered on MRP.
16. Various scheme of discount and free items offered by the manufacturer/distributor has to be extended to the vidyalaya.
17. Any dispute in this process would subject to the Court Jurisdiction of the concerned Vidyalaya.
18. Those who are quoting for Readymade Uniform, they should come to the Vidyalaya and take students wise measurements and distribution should also be done by the firm itself in the presence of school authorities.

PRINCIPAL
JAWAHAR NAVODAYA VIDYALAYA

All the above conditions are accepted by me / us.

Date : _____

Station : _____

Name: _____

Address _____

Signature of the tenderer with seal of the firm.