

# JAWAHAR NAVODAYA VIDYALAYA

(An autonomous organization under Ministry of Human  
Resource Development, Department of School Education and  
Literacy)

Government of India

AT/PO-NABAGHANPUR DIST-NAYAGARH (ODISHA)-752070

Ph.No.06753-253266/67

Website : [jnvnayagarh.nic.in](http://jnvnayagarh.nic.in)

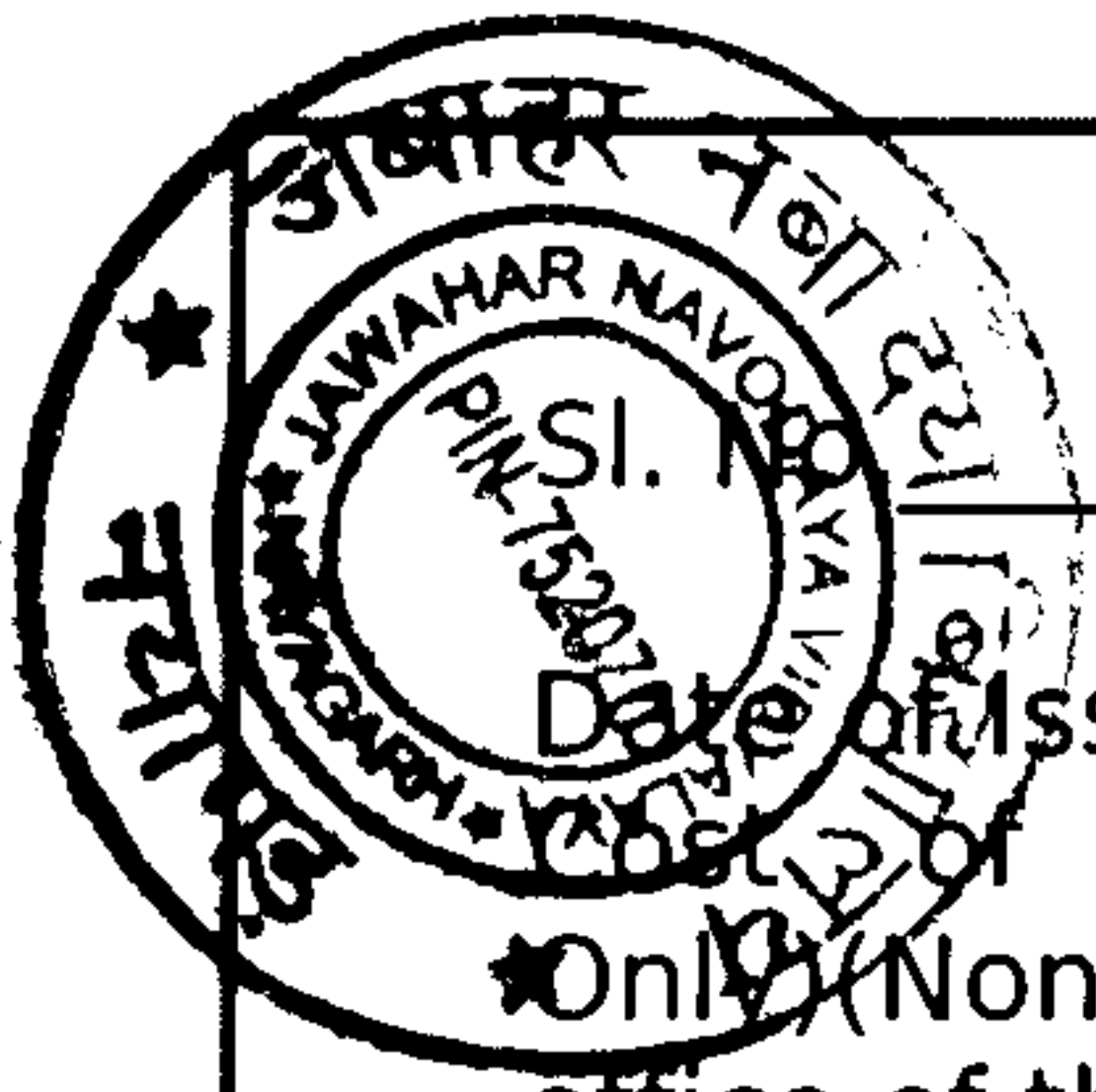
## TENDER DOCUMENT FOR

SUPPLY OF

GROCERY

Price : Rs.200.00

(Those who download the tender document from Website: [jnvnayagarh.nic.in](http://jnvnayagarh.nic.in) should enclose a Demand Draft for Rs.200/- in favour of Principal, JNV, Nayagarh/or deposit in the vidyalaya Account No.3368101002398 IFSC Code CNRB0003368 Canara Bank, Nayagarh(the Bank Draft / Counterfolio to be attached with the tender document) towards cost of the tender documents)



Date of Issue \_\_\_\_\_  
 of Rs.200/- (Rupees Two Hundred  
 Only) (Non refundable) deposited in the  
 office of the JNV, Nayagarh  
 Vide Receipt No. \_\_\_\_\_  
 Dated \_\_\_\_\_

OR

Deposited through Demand Draft  
 No. \_\_\_\_\_ dated \_\_\_\_\_ for  
 Rs.200/- drawn on \_\_\_\_\_  
 (Name of the Bank) in  
 favor of the Principal, JNV, Nayagarh  
 Payable at Nayagarh /or deposit in the  
 vidyalaya Account No.3368101002398 IFSC  
 Code CNRB0003368 Canara Bank,  
 Nayagarh (the Bank Draft / Counterfolio to  
 be attached with the tender document)

Last date and time for sale of Tender Form:  
 During working day 09.00 AM to 01.00 PM  
 from 26.05.2017 to 17.06.2017.

Last date and time for submission of Sealed  
 Tender in the Tender Box kept at Office of  
 the JNV, Nayagarh : 14.00 hrs on 19.06.2017.

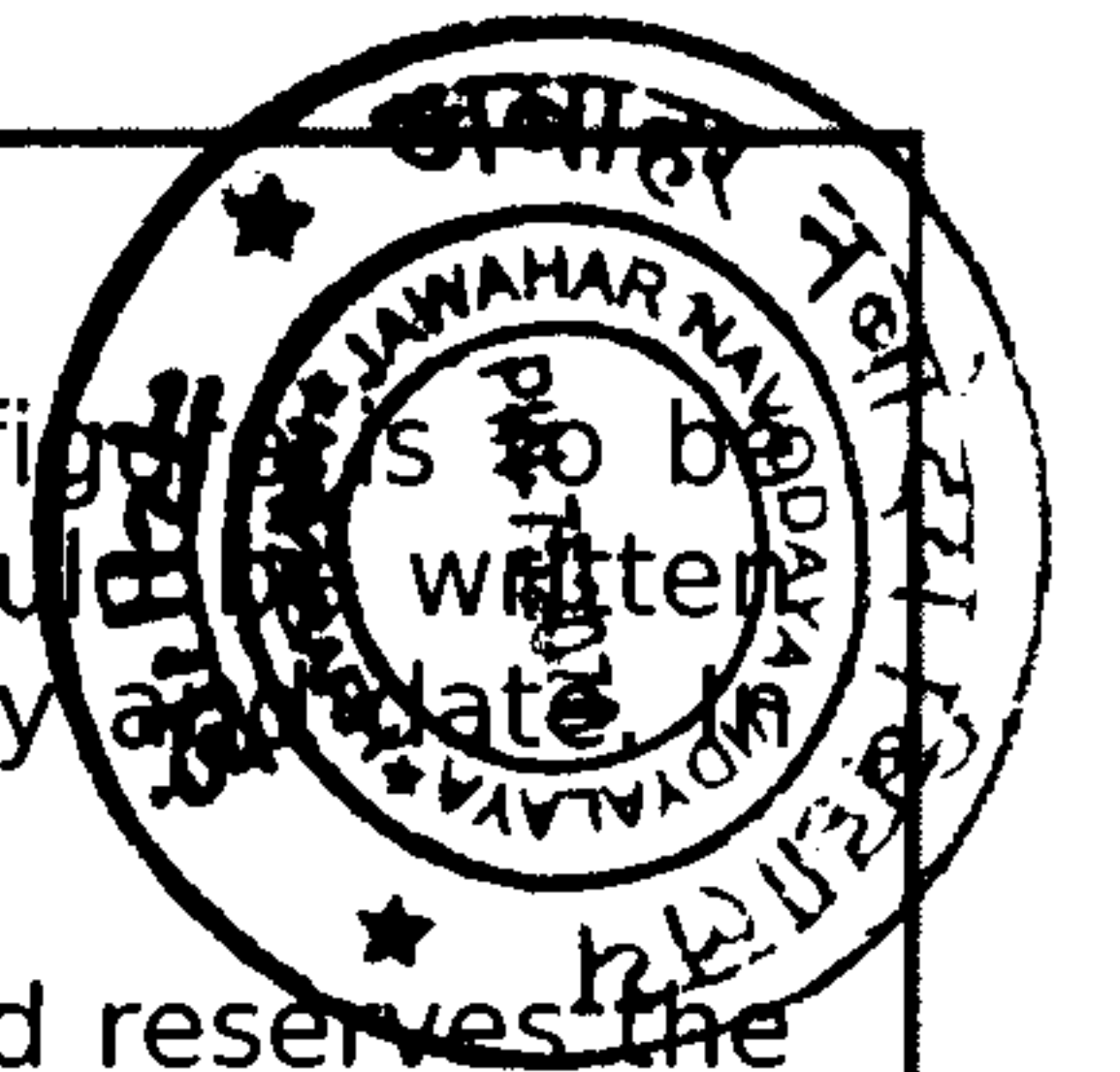
Date of opening of Sealed tender: On  
 20.06.2017 at 10.30 AM in the Office of JNV,  
 Nayagarh.



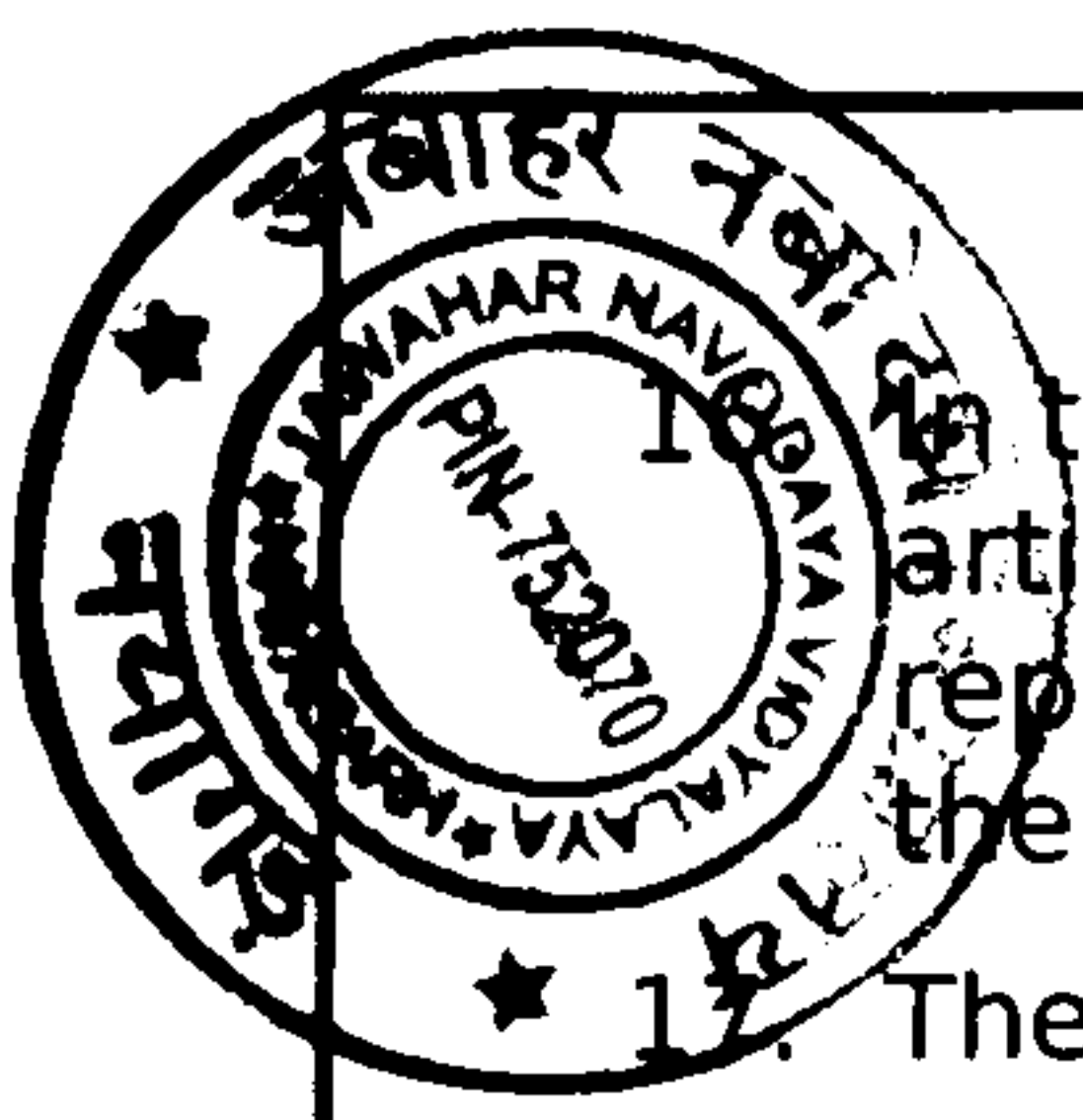
**JAWAHAR NAVODAYA VIDYALAYA, NAYAGARH (ODISHA)**  
**[TENDER DOCUMENT / INSTRUCTIONS TO TENDERER FOR SUPPLY OF**  
**GROCERY]**

**TENDER FOR THE SUPPLY OF "GROCERY"**

1. Sealed tender for supply of the articles shown in the attached statement are invited from the registered firms/ authorised dealers /whole sellers/Govt. stores having valid sales tax/ VAT registration and having their own existence of shop and dealing with Tender items, by the undersigned on behalf of Jawahar Navodaya Vidyalaya, Nayagarh. The tenderer shall be required to follow the following instruction for participating in the tender process.
2. The tender document comprising the instructions to tenderer and list of the items (Financial bid) can be obtained from the office of the Principal, JNV, Nayagarh on payment of Rs.200/- (Rupees Two Hundred Only) by way of a cash payment.
3. The tender document can also be downloaded from JNV, Nayagarh Website i.e. jvnayagarh.nic.in which shall be valid for participating in the tender process provided the required EMD and cost of tender document is enclosed.
4. Tender document in any other form other than officially provided by the Vidyalaya will not be accepted at any cost. This implies that tender documents cannot be retyped with contents add or deleted by the aspiring tenderer.
5. The tender should be submitted in accordance with the terms and conditions specified in paragraphs 03 to 25. Unless or otherwise specified in the tender, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
6. The rate should be F.O.R. Jawahar Navodaya Vidyalaya, Nayagarh and should include excise duty, sales tax/VAT, and any other taxes, or imposition whatever liable in respect of the suppliers. The Vidyalaya shall not pay freight etc. The articles should be supplied at the Vidyalaya store.



7. There should not be any overwriting, corrections in the tender. If a figure is 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. In the absence of the attested signature the tender is liable to be rejected.
8. The undersigned does not bind himself to accept the lowest tender and 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.
9. 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.
10. The Tenderer should submit his/her tender form along with Earnest Money Deposit(EMD) amounting Rs.10,000/-(Rupees Ten Thousand Only) and should enclose herewith in the form of bank draft/Bankers' cheque in favour of the Principal, Jawahar Navodaya Vidyalaya, Nayagarh payable at Nayagarh / or deposit in the vidyalaya Account No.3368101002398 IFSC Code CNRB0003368 Canara Bank, Nayagarh 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 or amount as decided by the Principal, JNV, Nayagarh. 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. No interest will be paid on the security deposit kept in the Vidyalaya.
11. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance/supply order issued 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 / 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 undersigned, the contractor shall be liable to pay this amount.
12. It is not compulsory on the part of the undersigned 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 as mentioned in the supply order as per the sample and specifications. The quality should invariably be maintained throughout 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.
13. The Brand/Make other than the specification given in the tender schedule will not be accepted.
14. The rate quoted by the contractor shall hold good up to 30.04.2018. 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 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. Sticker of MRP is not allowed. In case of branded items and medicines the tenderer should quote the percentage of discount offered from MRP as per attached statement.
15. In the event of approved tenderer refusing to supply the items during the tender period by citing price rise or personal reasons necessary penal action such as debarring the tenderer from applying for tender to the Vidyalaya for the next 2 years or any such penal action as deemed fit and as per rule will be taken with the approval of the Chairman, VMC, Nayagarh.



in the event of acceptance of the tender and placing of supply order for purchase, the articles received thereof would be subject to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied do not conform to the approved specification.

17. 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 in the shape of A/C pay Cheque only.

18. In case of authorized dealers the authorization certificate issued by the Manufacturer/Company should be enclosed along with the tender. The tenderers are required to submit the samples along with the tender in case of Grocery items (loose items) minimum 200gm will be submitted in the transparent packets fixing the name of firms for verification. The approved sample will be kept in this Vidyalaya for verification during the supply of the articles which is non-refundable. THE P.A.S.C RESERVE THE RIGHT TO REJECT THE RATE OF SAME ITEMS IN ABSENCE OF SAMPLE. SUBMISSION OF SAMPLES IS COMPLUSORY.

19. The payment will be made in the shape of A/C payee Cheque/through NEFT for which the party has to submit the bank details, only after verification of the supplied articles by the quality checking committee/undersigned, entry in the stock register, scrutiny of bills and after full supply as per the order placed with the party.

20. The rate should be quoted in terms of metric weight measure i.e., quintal/kg/Liter/pcs as the case may be.

21. The approved party will have to make an agreement on non-judicial stamp paper of Rs.20/- as per the terms and condition Proforma prepared by the vidyalaya and submit the required Security Deposit within the time given by the undersigned failing which the tender will be rejected and EMD will be forfeited.

22. In case the time and date of opening of tenders is changed, the same will be displayed on the Vidyalaya Notice Board.

23. In no case the payment will be made above maximum retail price (MRP).The Vidyalaya shall not be responsible for any postal delay in case the tender reaches beyond the closing date/time. Such tender will be sent back to the tenderer.

24. Tender which do not comply with the above conditions are liable to be rejected and all rights reserved with the Principal, JNV, Nayagarh to reject ,cancel and amend any or all tenders/approved rates at any time without assigning any reason thereof. All disputes in this regard is in Nayagarh court jurisdiction only. The tenderer will sign in all the pages of the tender paper and enclosed documents failing which the PASC will reject the same.

25. The intending tenderers are advised to note that the specification with rate i.e. Financial Bid only the tenderer shall be opened who submit the all required document containing i to v mentioned in the point no.26 (A) in the Envelope I and found eligible. The sealed tender should invariably contain the following documents in Envelope I

A.

Sl. No.	Particulars to be submitted with documentary proof	Status (to be filled by the tenderer)
i.	Up-to-date VAT/GST clearance certificate in form No 612 issued by the competent authority for all items (except for vegetable and fruits, Non-veg, sweet & milk, stitching of uniform, Haircutting and washing of clothes), the undersigned may ask to submit the original certificate for verification before placing the supply order.	
ii.	Original Money receipt to be enclosed towards the cost of tender paper purchased.	

JNV, NAYAGARH



iii.	These instructions to Tenderer are to be signed by the Tenderer in all pages and returned in originals with the tender with all enclosures
iv.	E.M.D Rs.10,000/- (Rupees Ten Thousand Only) in shape of Bank Draft /Banker Cheque/counter folio as specified in the Sl.No.10.
v.	Bank draft of Rs.200/- drawn in favour of Principal, JNV, Nayagarh or deposit in the vidyalaya Account No.3368101002398 IFSC Code CNRB0003368 Canara Bank, Nayagarh. The bank draft/counter folio enclose herewith (If the tender has downloaded the Tenderer Form from JNV website jvnayagarh.nic.in.)

- B. The specification with rate i.e. financial bid duly filled in should be kept in Envelope no-II.
- C. Both the envelopes should be sealed in one packet and in absence of any document the tender is liable to be rejected.

  
Principal

Jawahar Navodaya Vidyalaya  
Nayagarh (Odisha).

Place: NAYAGARH

प्राचार्य/PRINCIPAL  
ज.न.वि., नयागड/J.N.V. NAYAGARH

ACCEPTANCE OF THE TENDERER

All the clauses of tender document and conditions enumerated in this document have been read by me/ us and are acceptable to me/us. I / We agree to abide by the terms and conditions contained in the tender document and also enclose the rate of the items(financial bid) as per the list and specification given by the Principal, JNV, Nayagarh.

Signature of the Tenderer/Authorized

Signatory

Name of the Tenderer \_\_\_\_\_

Address of the Tenderer \_\_\_\_\_

Seal of the Company / Firm :

Telephone No./Mobile No. \_\_\_\_\_

E-mail ID. \_\_\_\_\_



**JAWAHAR NAVODAYA VIDYALAYA, NAYAGARH (ODISHA)**

Under Ministry of HRD, Deptt. of School Education & Literacy, Govt. of India)

**Quotation for Supply of Grocery for the session 2017-18**

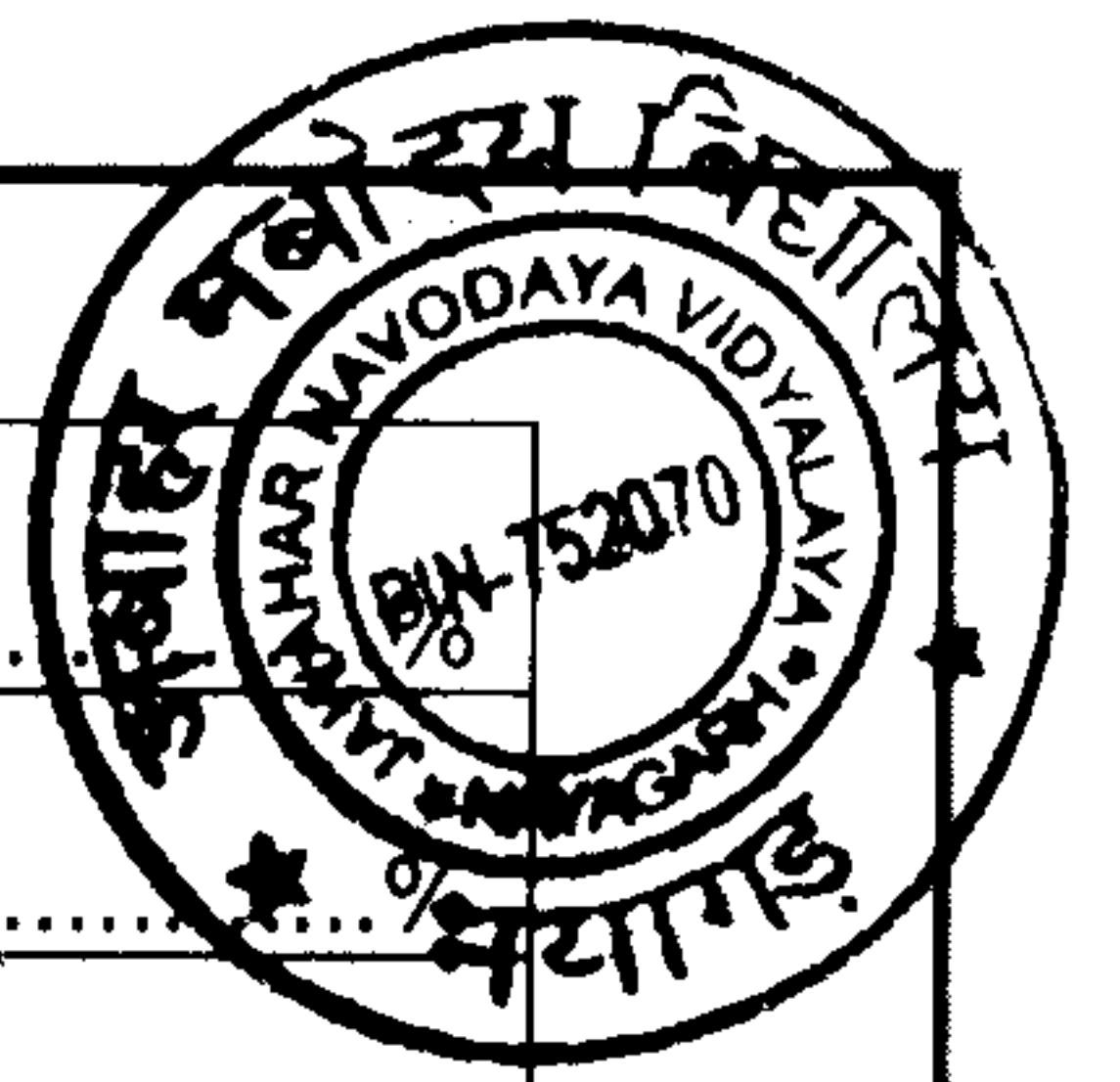
1. Name & address of the party/firm: \_\_\_\_\_

**SPECIFICATION FOR THE SUPPLY OF ARTICLES OF GROCERY (MESS ITEMS) TO BE SUPPLIED DURING THE SESSION 2017-18 I.E FROM JUNE -2017 TO 30TH APRIL 2018**

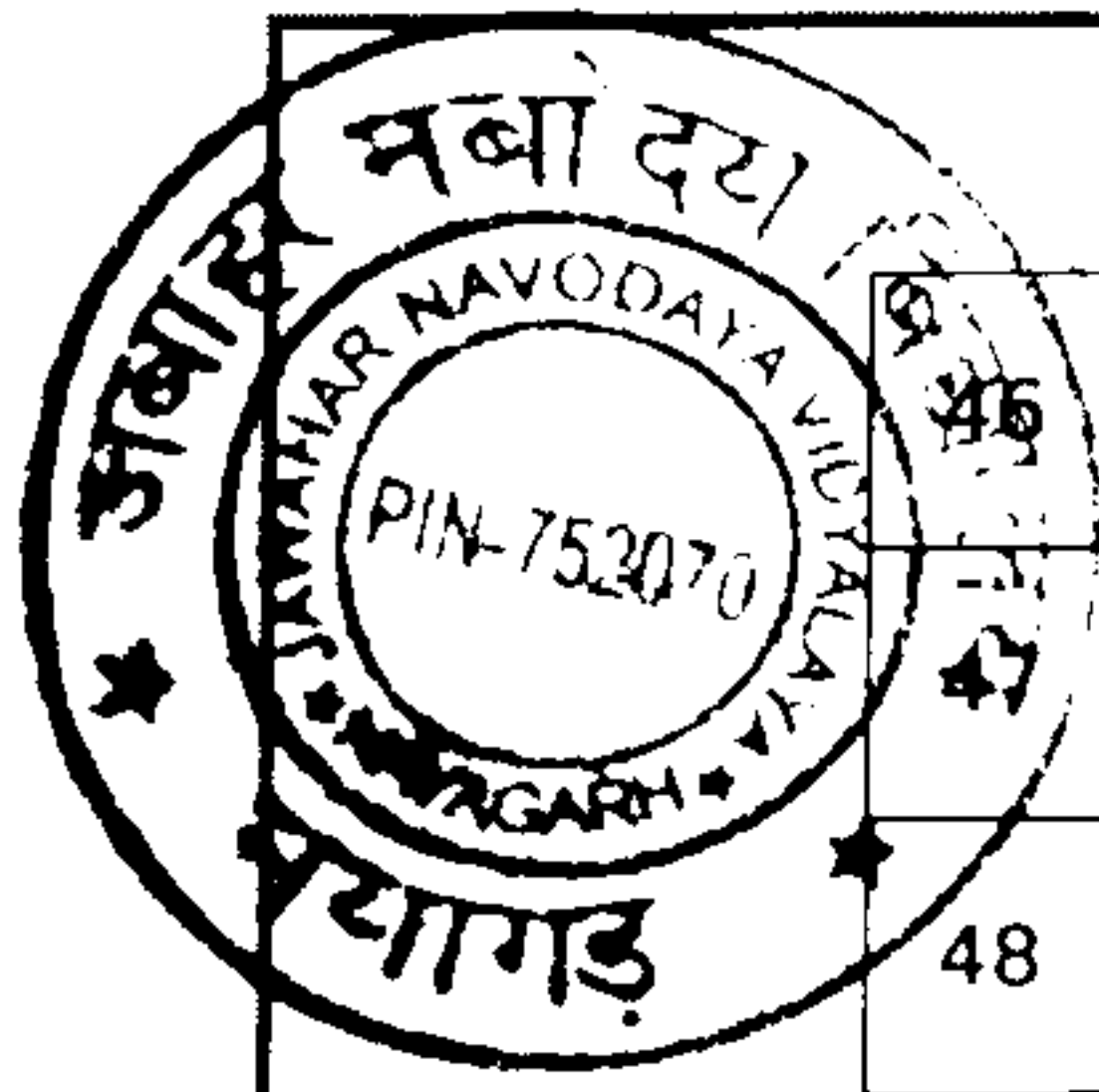
The suppliers should go through the specification carefully before quoting the rates. The suppliers are responsible to prove the quality mentioned with sample or with authenticated documents, failing which the rates quoted will not be accepted. The supplier should quote all the rates for all the items in which minimum 25% of the quotation rates if approved will be eligible to receive the supply orders. It may be noted that for standard quality only single rate against the items should be quoted. In case more than one rate quoted for single item in the name of quality, the same will not be considered.

**PARTICULARS OF THE ITEMS:**

SL.NO	NAME OF THE ARTICLES & SPECIFICATIONS	APPROXIMATE QUANTITY	Maximum Percentage of Discount from MRP quoted by Party
1	ATTA(FLOUR) - (ASHIRWAD)	PER 5 KG PKT	.....%
2	BESAN( BHARAT BRAND) (MADE IN GRAM DAL)	PER KG PKT	.....%
3	BIRIYANI MASALA	PER KG PKT	.....%
4	BIRIYANI RICE (INDIA GATE BRAND)	25KG PKT	.....%
5	BISCUITS - LEMON MAZA - ANMOL BRAND	PER KG	.....%
6	BISCUITS-BRITANIA 50-50	PER KG	.....%
7	BISCUITS-BRITANIA GOOD DAY	PER KG	.....%
8	BISCUITS-BRITANIA TIGER	PER KG	.....%
9	BLACK PEEPER POWDER-RUCHI	PER KG PKT	.....%
10	BLACK SALT-RUCHI	PER KG PKT	.....%
11	BOURNVITA	PER -02KG BOTTLE	.....%
12	BRITANIA CAKE	PER KG PKT	.....%
13	CHAT MASALA-RUCHI	PER KG PKT	.....%
14	CHICKEN MASALA-(RUCHI)	PER KG PKT	.....%
15	CHILLY POWDER-(RUCHI)	PER KG PKT	.....%
16	CHILLY SAUCE-NATIONAL	700 GM	.....%
17	CHOLA MASALA-RUCHI	PER KG PKT	.....%



18	CORIENDER POWDER-RUCHI	PER KG PKT	.....%
19	CUMIN POWDER- RUCHI	PER KG PKT	.....%
20	CUMIN SEEDS-RUCHI	PER KG PKT	.....%
21	CURRY POWDER- RUCHI	PER KG PKT	.....%
22	DALIA(WHEAT) – RUCHI BRAND	PER KG PKT	.....%
23	GARAM MASALA POWDER- RUCHI	PER KG PKT	.....%
24	GHEE(COW)- OMFED	PER KG JAR	.....%
25	GULAB JAMUN POWDER – (PRIYA)	PER KG PKT	.....%
26	HORLICKS	PER -02KG BOTTLE	.....%
27	JAM – (KISSAN)	PER KG PKT	.....%
28	KASHMIRI CHILLY POWDER-(RUCHI)	PER KG PKT	.....%
29	KHIR RICE-RUCHI	PER KG	.....%
30	MEAL MAKER (BHARAT)	PER KG PKT	.....%
31	MEAT MASALA- RUCHI	PER KG PKT	.....%
32	MILK POWDER(AMULSPRAY)	PER KG PKT	.....%
33	MILK POWDER(AMULYA)	PER 25 KG BAG	.....%
34	MILKMAID(NESTLE)	PER KG/04K.G JAR	.....%
35	MUSTARD SEEDS-RUCHI	PER KG PKT	.....%
36	PAPAD-LIJJAT	PER KG PKT	.....%
37	PHUTANA-RUCHI	PER KG PKT	.....%
38	PICKLE(MIXED)-NILONS	PER 5 KG / 20 KG JAR	.....%
39	PICKLE(SWEET)-NILONS	PER 5 KG / 20 KG JAR	.....%
40	PUSTA DANA-RUCHI	PER KG PKT	.....%
41	SAMBER POWDER-(RUCHI)	PER KG PKT	.....%
42	SEMIYA-RUCHI BRAND	PER KG / 5 KG PKT	.....%
43	SOYA SAUCE-NATIONAL	700 GM	.....%
44	STEEL SCRUBBER	PER DOZEN	.....%
45	TABLE SALT(TATA)	PER KG PKT	.....%



	TADKA (BHARAT BRAND)	PER KG PKT	.....%
	TEA(TATA LEAF)	PER KG PKT	.....%
48	TOMATO SAUCE-(KISAN)	PER KG	.....%
49	TURMARIC POWDER-(RUCHI)	PER KG PKT	.....%
50	VINEGAR-NATIONAL	1 LTR.	.....%
51	WASHING POWDER(WHEEL)	PER KG PKT	.....%

<b>FOOD GRAINS/OILS</b>			Rate quoted by party including VAT/GST.
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1	BAY LEAF ( CLEANED)	PER KG	₹.....
2	BOILED RICE (SORTEX-STONE LESS , CLEANED & WITH OUT BLACK RICE)( Fine quality)	PER QTL	₹.....
3	BUTA DAL ( WITH OUT CHHILKA)- GOOD QUALITY	PER QTL	₹.....
4	CHOWMIN (DRAGON)	PER KG PKT	₹.....
5	CHUDA-STONELESS THICK QUALITY	PER QTL	₹.....
6	GREEN PEAS ( BIG SIZE)- GOOD QUALITY	PER QTL	₹.....
7	GROUND NUT ( BADA DANA)- GOOD QUALITY	PER QTL	₹.....
8	HARAD DAL ( NON POLISH)-GOOD QUALITY	PER QTL	₹.....
9	IDLY SUZI POWDER (STONE LESS- THECK AND GOOD QUALITY)	PER KG	₹.....
10	KABULI BUTA (BADA DANA)- GOOD QUALITY	PER QTL	₹.....
11	KAJU ( GOTA)	PER KG	₹.....
12	KAJU (TWO PIECES)	PER KG	₹.....
13	KHADAGPUR MASALA POWDER	PER KG	₹.....
14	KHIR RICE (BEST QUALITY CENTED)	PER KG	₹.....
15	KISMISS ( SWEET AND BIG SIZE)	PER KG	₹.....
16	MASOOR DAL - BEST QUALITY	PER QTL	₹.....
17	MOONG DAL (WITH OUT CHILKA)-GOOD QUALITY	PER QTL	₹.....
18	MUSTARD OIL-DOUBLE HIRAN	PER LTR	₹.....
19	MUSTARD OIL-DOUBLE HIRAN	PER 15 LTR / KG JAR/TIN	₹.....
20	RAJMA ( STANDARD SIZE)- GOOD QUALITY	PER QTL	₹.....





21	RAW RICE (STONE LESS , CLEANED & SUPER FINE QUALITY )	PER QTL	₹.....
22	RED CHILLY (WHOLE)-CLEANED	PER KG	₹.....
23	RED GRAM (BIG SIZE)- GOOD QUALITY	PER QTL	₹.....
24	REFINED OIL(SUNFLOWER FORTUNE SUNLIGHT)	PER LTR	₹.....
25	REFINED OIL(SUNFLOWER FORTUNE SUNLIGHT)	PER 15 LTR / KG JAR/TIN	₹.....
26	SUGAR (THICK & CYSTAL )	PER QTL	₹.....
27	SUJI ( THICK & GOOD QUALITY ) RISTA BRAND	PER QTL	₹.....
28	URAD DAL / BIRI DAL - BEST QUALITY	PER QTL	₹.....
29	VANASPATI GHEE (DALDA)	PER KG/LTR	₹.....
30	WHITE PEAS (BIG SIZE )- GOOD QUALITY	PER QTL	₹.....
31	WHOLE GARAM MASALA ( EQUAL RATIO OF SMALL ELAICHI, CINAMON, CARDAMON, CLOVE, ANASIPHUL, JAIPHALA)	PER KG	₹.....

**Note:**

1. The Rice, Dal and other loose articles should be cleaned, and preference will be given to the manufacturer who holds the food license with Registration of industries Department and pollution certificate. The laboratory test can be made by the undersigned at the cost of the supplier once in a year or as and when required.
2. The rates should be wholesale and not be exceeding from the market rate published in the news papers/Civil supply department and rates should not be more than from MRP [Stickers and erasing of MRP will not be accepted].
3. Sample must be submitted for all items along with tender, (Sample of Rice, Dal, Suji must not be less than 200gm and other items must be 50 gm in respect of branded items one pkt) as the same is required for verification of MRP) failing which the committee may consider the rates of the other parties who have submitted the samples.
4. The approved samples will be kept in the Vidyalaya for verification at the time of supply.
5. Any other free gift/scheme provided by the company should be supplied along with the articles on free of cost and the same will be mentioned in the bill.
6. Don't quote more than one rate.

Signature of the Supplier  
Name & Seal of the firm