

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

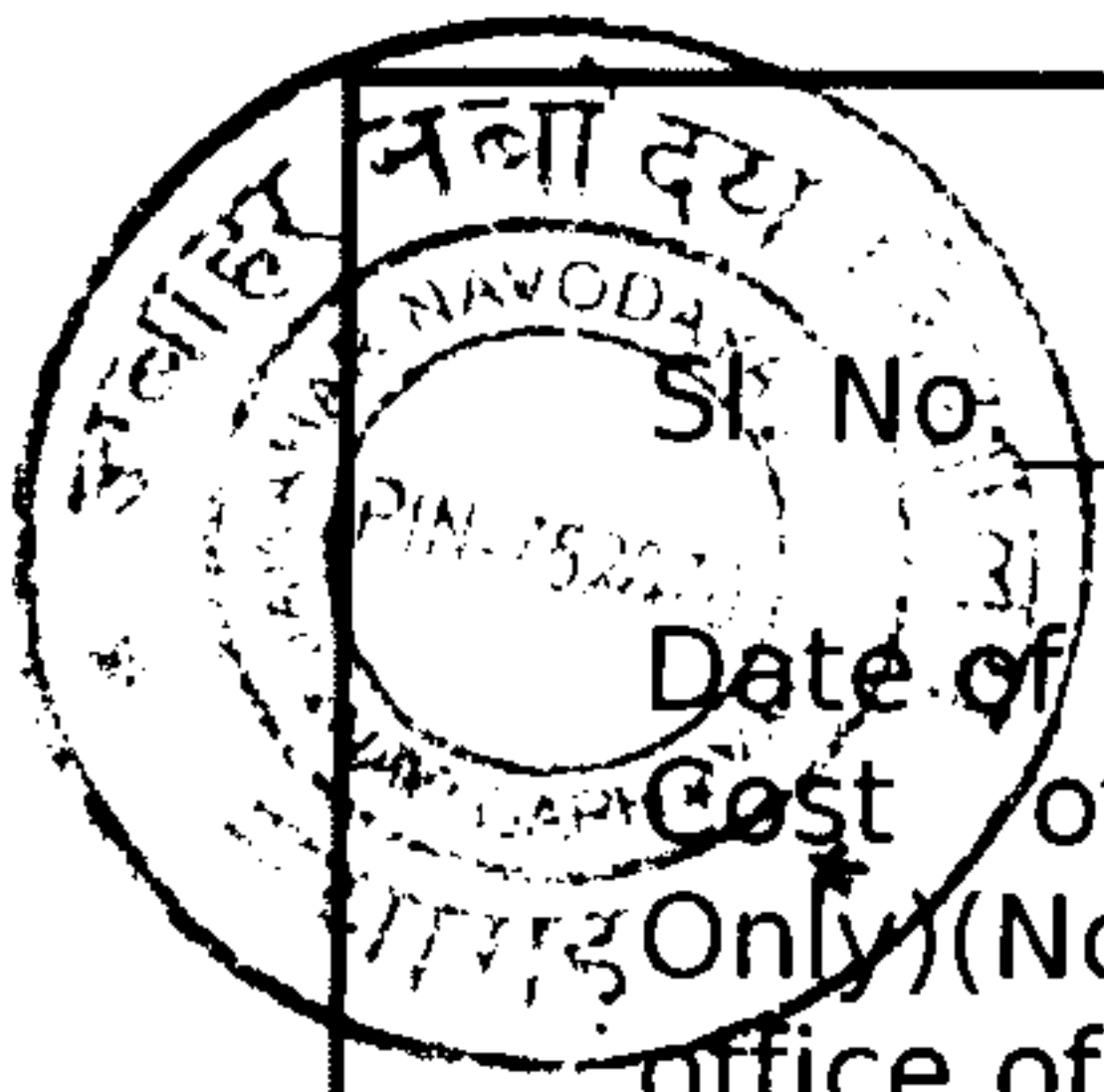
Ph.No.06753-253266/67

Website : jvnayagarh.nic.in

TENDER DOCUMENT FOR**SUPPLY OF****DAILY USE ARTICLES**

Price : Rs.200.00

(Those who download the tender document from Website: jvnayagarh.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)



Sl. No. _____
 Date of Issue _____
 Cost 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 27.06.2017 to 04.07.2017.

Last date and time for submission of Sealed
 Tender in the Tender Box kept at Office of
 the JNV, Nayagarh : 10.00 hrs on 05.07.2017.

Date of opening of Sealed tender: On
 05.07.2017 at 10.30 AM in the Office of JNV,
 Nayagarh.

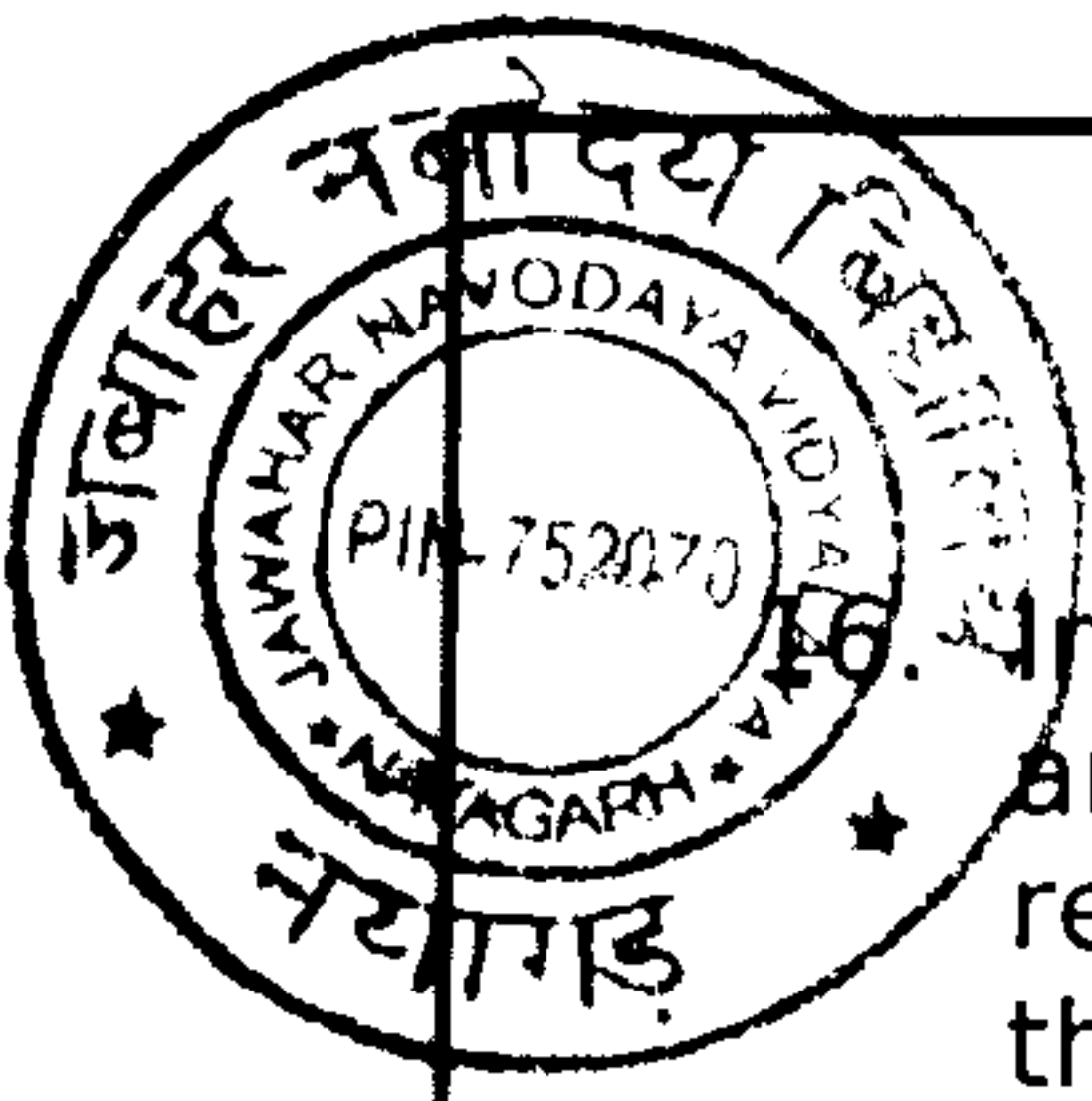


JAWAHAR NAVODAYA VIDYALAYA, NAYAGARH (ODISHA)
[TENDER DOCUMENT / INSTRUCTIONS TO TENDERER FOR SUPPLY OF
DAILY USE ITEM]

TENDER FOR THE SUPPLY OF "DAILY USE"

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 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 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.
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.5,000/-(Rupees Five 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. Stickers 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.	

JNV, NAYAGARH

ii.	Original Money receipt to be enclosed towards the cost of tender paper purchased.	
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.5,000/- (Rupees Five 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.

Place: NAYAGARH

Principal
Jawahar Navodaya Vidyalaya
NAYAGARH/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

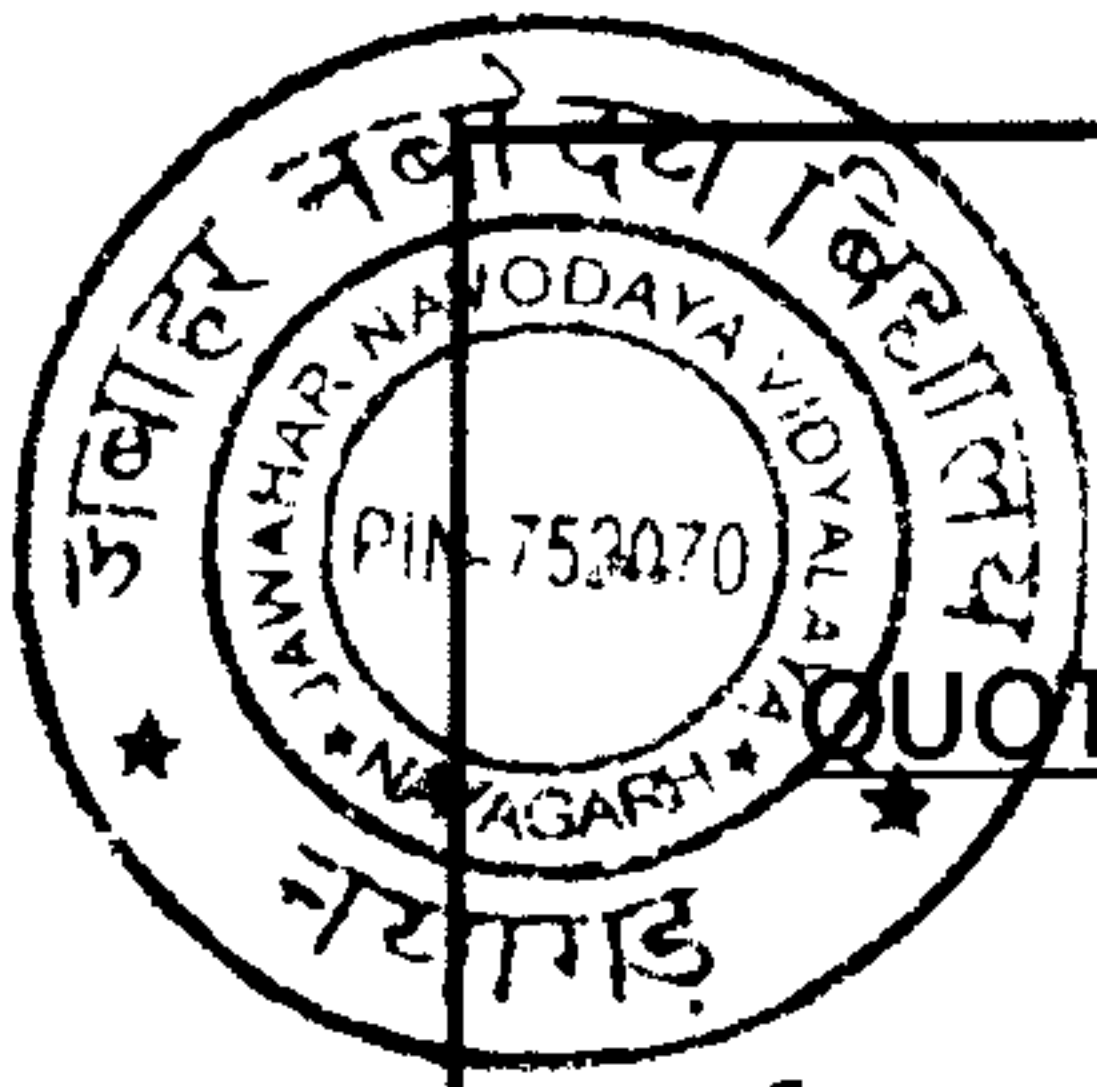
Name of the Tenderer _____

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 DAILY USE ARTICLES (TOILET ITEMS) FOR THE FINANCIAL YEAR
2017-18 I.E. UP TO 30TH APRIL- 2018**

1. Name & address of the party/firm: _____

SL. NO.	NAME OF THE ARTICLES WITH SPECIFICATION	QUANTITY/UNIT	Maximum Percentage of discount quoted by Party on MRP
1	TOOTHPASTE ALONG WITH FREE GIFT/SCHEME ANY SIZE		
	1. PEPSODENT	Per Pc%
	2. CLOSEUP	Per pc%
2	BATHING SOAP ALONG WITH FREE GIFT SCHEME ANY SIZE		
	1. LUX	Per Pc%
	2. CINTHOL	Per pc%
3	WASHING SOAP ALONG WITH FREE GIFT/SCHEME ANY SIZE		
	1. RIN ADVANCE	Per Pc%
	2. SURF EXCEL	Per Pc%
4	COCONUT HAIR OIL ALONG WITH FREE GIFT/SCHEME ANY SIZE		
	1. COCO CARE	Per bottle%
	2. SHALIMAR(JASMIN)	Per bottle%
5	UJALA BLUE	Small bottle%
6	Tooth Brush (PEPSODENT FIGHTER) Medium	Each%
7	SANITARY NAPKIN (STAY FREE) soft & smooth with gentle wings.	Each%
8	PHENYLE BONUS (MADE BY: BENGAL SURGICAL LTD.)	PER LTR.%
9	DOCTOR PHENYLE (BLACK) (MADE BY: PCMX HYGEN (P) LTD.)	PER LTR.%

Rate quoted by party including VAT/GST		
9	BLEACHING POWDER ISI BRAND GRADE-I	
	25 KG PACKET(LION BRAND) MADE BY: M/S. GRASIM INDUSTRIES LTD.) Containing 1 kg packets inside)	Per 25 kg Pkt ₹.....

N.B:

- 1) The Quoted rates should be less than the MRP and in no case payment will be made more than the MRP. The erasing & stickering of MRP will not be accepted. In case of any doubt the rate will be enquired from the company's authorized distributor and company price list.
- 2) Submit the sample along with tender, the approved samples will be kept in this Vidyalaya which is non refundable.
- 3) Don't quote more than one rate.

SIGNATURE OF SUPPLIER
ADDRESS:
SEAL