

JAWAHAR NAVODAYA VIDYALAYA, HONDARABALU, DIST:
CHAMARAJANAGAR
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, Hondarabalu, Dist: Chamarajanagar (As per list attached) only.
2. Preference would be given to procurement of various items through GeM (Government e- Marketplace) as per the directives of Navodaya Vidyalaya Samiti. No tenderer would have rights to any claim whatsoever even if he is L-1 for any of the items advertised by the vidyalaya.
3. 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** .
4.
 - i. The tender in sealed envelope shall be accepted **up to 9.30 hrs. on 10.05.2019** and Technical bid shall be opened first by the duly constituted committee on **10.05.2019 at 11.30 hrs** in the office of Principal JNV, Hondarabalu, Dist. Chamarajanagar 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.
5.
 - 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.
6. The Tenderer must sign the terms & conditions and submit along with the Technical bid, otherwise the tender is liable to be rejected.
7. 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 Hondarabalu payable at S.B.I. Chamarajanagar (Branch code 4162. Tenderer should add Rs.100.00 (Rupees Hundred only in the form of **a separate demand draft** in favour of Principal, Jawahar Navodaya Vidyalaya Hondarabalu payable at S.B.I. Chamarajanagar (Branch code 4162). towards the cost of the tender form in case it is downloaded from the website of the Vidyalaya or the District Website. 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.
8. The Tenderer should submit Prospectus, brochures, samples as per detailed Specification, along with technical bid. It is incumbent on the tenderer to take our inspect the samples provided by the vidyalaya i.r.o Groceries, Rice, Uniforms, Beddings & School Bag. The vidyalaya reserve the right to cancel the L-1 rates if the items shown are not in conformity with the samples provided by the vidyalaya.
9. The free items i.r.o certain products as advertised by the various companies from time to time should invariably be supplied along with that particular item wherever & whenever applicable.
10. The rates offered by the tenderer in the financial bid will be valid upto 30.04.2020 and extendable by two months if required.
11. 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.

12. **The tenderer must submit audited Balance Sheet with the technical bid.**
13. The tenderer should have Registration with Pan Card, GST, 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.
14. 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.
15. Tenderer should undertake that he is not black listed or otherwise debarred from tendering from any State or Central Govt. Department/agency/ undertaking.
16. Telegraphic/Telex tenders shall not be accepted.
17. The Purchase Advisory Committee of JNV reserves the right to accept/reject any or all the tenders without specifying any reason thereof.
18. Conditional offer other than on our terms and conditions shall not be accepted.
19. SUPPLIERS WHO MAY NOT BE IN A POSITION TO MAKE TIMELY SUPPLIES OF QUALITY MATERIAL SHOULD NOT QUOTE.
20. In case of any clarification, the tenderer may contact the Principal, JNV, Hondarabalu, Dist: Chamarajanagar, Ph No. 08226- 297274 on any working day from 10.00 A.M to 1.00 P.M.
21. **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.**
22. **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 inclusive of all taxes as the case may be, or imposition whatever liable, in respect of the supplies; Jawahar Navodaya Vidyalaya Hondarabalu shall not pay freight charges etc.**


Principal

Jawahar Navodaya Vidyalaya,
Hondarabalu, Dist. Chamarajanagar

BREAK UP OF EMD & SECURITY DEPOSIT FOR DIFFERENT ITEMS:

Sl. No.	Name of items	Amount of EMD to be remitted	Amount of SECURITY DEPOSIT to be remitted by the successful tenderer
01	Grocery	Rs. 50000/-	Rs.1,00,000/-
02	Rice	Rs. 20000/-	Rs.50,000/-
03	Vegetables & Fruit	Rs. 10000/-	Rs.25,000/-
04	Non-Veg items	Rs. 10000/-	Rs.20,000/-
05	Milk	Rs. 5000/-	Rs.10,000/-
06	Toilet Items	Rs. 10000/-	Rs.50,000/-
07	Uniforms & Beddings	Rs. 10000/-	Rs.50,000/-
08	Stitching of Uniforms	Rs. 4000/-	Rs.10,000/-
09	Shoe, Slipper & Socks	Rs. 5000/-	Rs.25,000/-
10	Stationeries	Rs. 4000/-	Rs.20,000/-
11	Sports Items	Rs. 2000/-	Rs.10,000/-
12	Furniture	Rs. 2000/-	Rs.10,000/-
13	Laboratory Items	Rs. 2000/-	Rs.10,000/-
14	Electrical & Plumbings	Rs. 4000/-	Rs.10,000/-
15	Kitchen Appliances	Rs. 2000/-	Rs.5,000/-
16	Paint Items	Rs. 4000/-	Rs.10,000/-
17	Hardware Items	Rs. 2000/-	Rs.10,000/-
18	Recycling of old Mattress & Pillow	Rs. 2000/-	Rs.2,000/-
19	Hair Cutting	Rs. 500/-	Rs. 500/-
20	Washing & Pressing	Rs. 500/-	Rs. 500/-
21	NCC	Rs. 1000/-	Rs.5000/-