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DqÉásÉ : [jnvchittoor@yahoo.com](mailto:jnvchittoor@yahoo.com)  
2) [jnvchittoor@rediffmail.com](mailto:jnvchittoor@rediffmail.com)  
SÖUpÉÉwÉ/ÄTâüYxÉ - 08571 - 230631



Grams: NAVSAM, Madanapalle  
Phone & Fax : 08571 - 230631  
E-mail : [jnv\\_chittoor@yahoo.com](mailto:jnv_chittoor@yahoo.com)  
JAWAHAR NAVODAYA VIDYALAYA  
VALASAPALLE, CHITTOOR DISTRICT,  
ANDHRA PRADESH - 517 325  
(An Autonomous Organisation under  
Ministry of Human Resource Development  
Department of School Education & Literacy,  
Govt. of India)

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F.No 4-1/JNVW/2017-18

Date: 07-09-2017

**“IMPORTANT NOTICE – PLEASE GO THROUGH ALL THE TERMS & CONDITIONS, VERY CAREFULLY BEFORE FILLING THE FORM SO AS TO AVOID UNWARRANTED INCONVENIENCES TO BOTH , THE TENDERER & VIDYALAYA”**

**TERMS & CONDITIONS FOR QUOTATIONS/TENDERS FOR THE YEAR 2017-18 (This document contains pages)**

TENDER FORM COST Rs.200/-

**TENDER INVITATION FORM**

To,

M/s. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TERMS AND CONDITIONS FOR THE SUPPLY OF ITEMS FOR THE YEAR 2017-18**

Sealed tenders for the supply of the various articles are invited from the registered/reputed firms/suppliers/manufacturers/company by the undersigned on or before **00.09.2017** (date) upto 05.00 PM. Tenders should be sent in the prescribed format placed in the website under strong sealed cover marked as tenders for the supply of \_\_\_\_\_ and addressed to the Principal, Jawahar Navodaya Vidyalaya, Valaspalle, Madanapalle, Chittoor Dist 517 326. The cost of each tender schedule is Rs. 200/-. Demand draft of Rs. 200/-for each item is to be enclosed drawn in favour of Jawahar Navodaya Vidyalaya, Valasapalle, Madanapalle, Chittoor district , on UBI, Madanapalle. The tenders will be opened for items mentioned on 27.09.2017 at 10.00 am in the chamber of the Principal, JNV, Valasapalle, Madanapalle, Chittoor Dist in the presence of the representatives of tenderers. Tenders received other than the prescribed format will not be accepted.

1. The tenders shall be submitted accordingly to the terms and conditions specified in paragraphs 2 to 29 Unless specified otherwise in the tender it shall be construed that the terms & conditions stipulated hereunder have been agreed to.

Signature of the tenderer

2. The rates should be Free on Road and should include excise duty, sales tax, GST freight charges, any other taxes rates or imposition whatever liable in respect of the supplies. The Vidyalaya shall not be liable to pay any tax, any freight etc. which has been expressly stipulated in the tender in the event of acceptance of the tender.
3. There should not be any overwriting or corrections in the tender. If figure is to be amended, it should be neatly scored out and the revised figure write above and the same to be attested with full signature and seal of the firm with date. In the absence of attested signature the tender is liable to be rejected.
4. The undersigned does not bind himself to accept the lowest tender and reserve the right to accept the tender in whole or in part i.e., with respect to articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he may decide.

On acceptance of the tender it will become a contract and shall be bound by the terms & conditions of the tender. The contract shall be executed in Document paper (Bond paper / E Stamp Paper) worth Rs.100/-, the cost of which will be borne by the bidder only along with the supply of items the contractor has to furnish the bill/invoice (which will be containing the VAT/TIN/CST/GST registration no s) for necessary payment from the funds of Jawahar Navodaya Vidyalaya, Valasapalle, Chittoor Dist

5. The party/person/persons whose tender/rates is/are accepted, hereinafter, called the contractor, shall deposit an earnest money of Rs.2% of the estimated value of supply for the entire year or at the rate specified for each item along with the tender which shall be refunded in the event of non-acceptance of the tender. The earnest money will be forfeited in the event of failure to comply with any of the terms and conditions of the tender. In the event of acceptance of the tender/rates, either in whole or partly, the earnest money will be adjusted towards **Security Deposit (SD), which will be @ Rs.10% of the estimated value of supply or at the rate, specified for each item** which shall be refunded only after completion of supply to the full satisfaction of the undersigned in case of Consumable items and only after expiry of warranty period, wherever applicable OR after completion of six months in case of other NON-CONSUMABLE ITEMS. In case of non-completion of supply or supply of sub-standard items or the supplied items/equipment is/are found, on a later date, to be not as per the approved specification, the **SD will be forfeited**. The EMD or SD should be remitted by way of crossed Demand Draft of Nationalised Banks drawn in favour of ' JAWAHAR NAVODAYA VIDYALAYA, Valasapalle, ONLY on UBI, MADANAPALLE Branch. UBI MADANAPALLE IFSC CODE NO. UBIN0555908: Other mode of payment like DD on Nationalised Banks etc., will also be accepted.
6. Bidder/Supplier/Contractor must attach an attested copy of his/her TIN/PAN along with an attested copy of the first page of his Bank Pass Book of existing SB account, along with the quotation/tender. The quotation/tender without the same is liable to be rejected.
7. If the contractor is not agreeable to pay Security Deposit, the reasons thereof should be specified & the undersigned reserves the right to accept or reject the request.

**The rate of EMD/SD for different items is given below:**

8. The liberty to carry out negotiations or accept the lowest tender as such is vested with PAC and will be exercised after opening and compiling the same.
9. Value Added Tax Registration (VAT) Certificate should be attached to all tenders. TIN No. of the supplier should be given in the bill.
10. Details of tax paid and the copy of income tax return for the AY 2016-17 along with copy of the PAN should be attached along with the tenders.

Signature of the tenderer

S.No	Name of the Item	EMD Rs	Security Deposit
1	LAB EQUIPMENT	3000	5000

11. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance, the undersigned shall be at liberty to purchase the articles from any other sources or from the open market or get the rest of the contract completed by any other person or firm and the difference of price, if any, shall be deducted from the earnest money/security deposit & in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount to the Vidyalaya and the Vidyalaya will adopt any other method to realize the same.
12. The quantity of each or all the articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason thereof. Samples for Articles/items shall be provided by the Vidyalaya, wherever required and supplier/contractor has to provide samples, wherever demanded by the Vidyalaya and the samples will be kept in the Vidyalaya till the expiry of validity of the tender/quotation.
13. Prior to acceptance of the tender, the undersigned reserves the right to call for sample or demonstration and the contractor shall be liable to supply the sample/specimen or give the demonstration at free of cost.
14. In the event of acceptance of the tender and placing the order for the purchase of the articles ordered for would be subject to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved sample/specimens or do not confirm to the specifications prescribed.
- 15. The rate once quoted by the contractor shall hold good up to 30.04.2018 .No amendment in the rate accepted in any situation for any reason.**
16. The contractor shall be required to fix a tin label on the furniture supplied by him, giving his name and year of manufacture.
17. For packed/sealed items, the rates accepted will be less than OR equal to MRP and in NO case, rates more than the MRP will be paid. In case of decrease in the MRP on any later stage within the contract period, the reduced amount will only be paid. And in case of increase, the Vidyalaya will NOT be liable to pay the increase/difference in rates
18. 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 within this period in the non-consumable articles supplied. Tender which do not comply with the above conditions are liable to be rejected.
19. These instructions to tenders are to be signed by the contractors and returned along with the tender.
20. The rates of EMD & Security Deposit for each item are given separately as annexure to this.
21. The samples along with tender are to be submitted wherever notified in the tender.

Signature of the tenderer

22. It is not mandatory on the part of the Vidyalaya to purchase \_\_\_\_\_ for which the tender called. Orders will be placed on the basis of requirement and availability of the funds/budget allocation.
23. The sealed tenders along with the samples should drop only in the tender box kept in the vidyalaya on or before **00.09.2017 upto 05.00 pm** by the tenderers or their representatives.
24. TDS will be deducted from the service contracts like, Tailoring, Painting labour charge, AMC etc as per the Income Tax rule as applicable from time to time.
25. Bidder/party shall NOT strike out any of the above terms & conditions and if done so, his/her/their tender/quotation will be rejected summarily.
26. Free items/gift/scheme extended by manufacturer/company/supplier/firm is also extended to vidyalaya without any extra amount.
27. The rate for the brand/company/make/specifications, if it is mentioned in the tender to be quoted, tenderer should not quote their own brand or any other quality.
28. Party/bidder/person, bidding in any tender/quotation **HAS NO** right to include/incorporate or insist any terms OR conditions or demands for supply/service of any items. And the decision of the undersigned on any matter, in the best interest of the Vidyalaya, shall be final and binding.No conditional tender will be accepted.

Principal  
JNV,  
VALASAPALLE,  
MADANAPALLE  
CHITTOOR Dist.

All the above conditions are accepted by me/us

**Signature of the Tenderer  
With full address seal of the**

**firm**

Station-

Date:

I/We, \_\_\_\_\_ (Name of the bidder party/person/Supplier) have read/gone through all the terms & conditions, enlisted above from Sl. No.1 to 29 and fully agree to comply with the same and to participate in the bidding for the supply of \_\_\_\_\_ (Items/articles) to the Jawahar Navodaya Vidyalaya, Valasapalle, Madanapalle, Chittoor district A P., for the year 2017-18. Accordingly, I/We hereby submit my/our competitive rates/quotation along with a **demand draft bearing No.\_\_\_\_\_ dated\_\_\_\_\_ for Rs.\_\_\_\_\_ drawn in favour of the Jawahar Navodaya Vidyalaya, VALASAPALLE, MADANAPALLE on UBI, MADANAPALLE Branch** towards EMD and other required documents in a sealed cover for your consideration.

Signature of tenderer

I/We have NOT included/incorporated any terms OR conditions as our own and shall NOT insist to accept any of our terms conditions till the expiry of contract and the decision (s), taken by you in regards to my/our quotation/rates will be accepted by me/us.

My name/the name of my/our firm has NOT been black-listed by any of the Governmental or Government aided Agency/department, Public Sector Undertakings, and Cooperative Societies etc. In case it is proved otherwise, the Principal, JNV, VALASAPALLE, CHITTOOR DISTRICT will be at liberty to cancel the tender/quotation/contract instantly without any notice to me/us and also can proceed with other administrative/legal action (s), as deemed fit.

Further, I/We have read the terms and conditions mentioned above and accept the same in Toto. In case of acceptance of my tender I/We shall deposit Security Deposit (less EMD already attached with our quotation), shall sign the contract agreement in Document Paper (Bond Paper) worth Rs.100/- and shall ensure timely supply of materials as per the approved specifications and your requirement during the contract period.

Place:

Signature of the Tenderer/Bidder

With date seal of the firm

Date:

PHONE Nos. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Witness-I Name-

Address-

Occupation-

Witness-II Name-

Address-

Occupation-

To,

The Principal

JNV, VALASAPALLE, MADANAPALLE

CHITTOOR Dist

Sir,

Sub: Submission of tender schedule for the supply of \_\_\_\_\_ for the year  
2017-18-Reg.

Ref: Tender notice published on \_\_\_\_\_ in ANDHRA JYOTHI HYDERABAD EDITION.

In pursuance to your office tender notice published in ANDHRA JYOTHI daily dated 00.09.2017, the undersigned wish to submit this application to participate in the tender for  
\_\_\_\_\_

1. Please find enclosed herewith DDs bearing No. \_\_\_\_\_ dated \_\_\_\_\_ of  
Rs. \_\_\_\_\_ (in words \_\_\_\_\_) drawn in favour of the  
Principal, Jawahar Navodaya Vidyalaya , Valasapalle , MADANAPALLE, CHITTOOR Dist on  
bank Payable at UBI MADANAPALLE (UBI IFSC CODE NO. UBIN0555908) towards cost of tender  
schedule and EMD.

2. The samples of items as per rate list being submitted separately along with tender form.

3. The rates quoted by the undersigned are inclusive of VAT/GST and all taxes,  
packing & forwarding charges, freight charges etc. The rate holds good up to 30.04.2018.  
I/We abide by the terms & conditions set forth in the tender notification and will ensure to  
supply as per sample/specifications.

Thanking you,

yours faithfully,

DATE:

Sign. Of Tenderer

PLACE:

with full address seal

**/CHECK LIST FOR THE TENDER FOR THE YEAR 2017-18**

SL.NO	PARTICULARS	REMARKS										
1	Name of the Proprietor											
2	Name of the firm											
3	Full Address of the firm with PIN Code.	<p>-----</p> <p>-----</p> <p>-----</p> <table border="1" data-bbox="911 1276 1406 1346"> <tr> <td>P</td> <td>I</td> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	P	I	N							
P	I	N										
4	Contact No. with STDCode and Mobile No. E mail ID NO.	<p>Tele No. _____</p> <p>Mob No. _____</p> <p>E MAIL ID</p>										
5	Firm Registration Certificate No. and Valid Up											

	to with No. (Enclose copy)	Reg. No. _____ Valid up to : _____
6	Income Tax/ PAN No(Enclose copy)	PAN No. _____
7	Sales Tax / VAT No (Enclose copy)	TAX No. _____
8	Details of EMD	Rs. _____ DD No. _____ Date : _____ Bank Name : _____
9	Firm Bank A/c No. ( Enclose Pass Book Copy)	YES / NO
10	Tender Form Terms and Condition (Signed copy should be enclosed- 4 Pages)	YES / NO
11	Rate List (Filled in all respect & Signed with Firm Rubber Stamp should be enclosed) (Please don't make any corrections/overwriting)	YES / NO
12	Experience in Tender (Copy of Supply order/Contract Agreement may be enclosed)	YES / NO

/

Signature of Tendered

Affix Firm Address Seal



