



जवाहर नवोदय विद्यालय सिरमौर, जिला-रीवा (म0प्र0)
JAWAHAR NAVODAYA VIDYALAYA, SIRMOUR
DISTT.-REWA (M.P.)

मानव संसाधन विकास मंत्रालय (शिक्षा विभाग) भारत सरकार
Ministry of Human Resource Development (Education Department) Govt. of India
Phone no. 07660-260669(0)

Email ID- jnvrewa@gmail.com Website-www.jnvrewa.org

F.No. /JNVREWA/2019-20/

Date :-

M/S _____

Sub : Tender for the supply of "STUDENT AND OFFICE STATIONERY" .

1. Sealed tenders for the supply of the articles shown in the attached statement are invited by the undersigned on behalf of Navodaya Vidyalaya Samiti, Regional Office, A-135, Gate No. 02, Alkapuri, Bhopal(M.P.) for the year 2019-20. The tender forms can be obtained from the Vidyalaya office on payment of Rs. 100.00 each from 23.05.2018 from 10:00 am to 05:00 pm on all working days. The tender should be sent under strong sealed cover marked as **"TENDER FOR ITEM : "STUDENT AND OFFICE STATIONERY"**. The last date of submission of sealed tender forms is _____ up to 05:00 pm. The tenders will be opened in the office of the Principal, JNV, Sirmour, Distt-Rewa (M.P.) at 11:00 A.M. on _____.
2. The tender should be submitted according to the term and conditions specified in paragraphs 3 to 17 unless specified otherwise in the Tender, it shall be constructed that the terms and conditions stipulated hereunder have been agreed to.
3. The Rate should be F.O.R. Vidyalaya and should include GST (excise Duty, Sales Tax and any other taxes), or imposition whatever liable in respect of the supplies. The Navodaya Vidyalaya Samiti shall not pay freight etc.
4. There should not be any overwriting, corrections in the Tender. If a figure is to be amended, it should be nearly scored out and then revised figure should be written above and the same attested with full signature and date. In the absence of the attested signature the tender is liable to be rejected.
5. 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 articles specified in the attached statement as he/she may decide.
6. 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.
7. The tenderer should submit his/her tender form along with earnest money amounting as mentioned in this Tender form at page no. 02 in the form of Bank Draft issued from any nationalized bank payable to the Principal of Jawahar Navodaya Vidyalaya, Sirmour payable at **UBI Sirmour Distt-Rewa (M.P.)** 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 which shall be payable at the rate of 10% of the total amount of the articles. If the contractor is not agreeable to pay security deposit the reasons therefore should be specified and the undersigned reserves the right to accept or reject the request.
8. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance in response to supply order 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 or firm and the difference of price, if any, shall be deducted from the earnest money/security deposit/remaining bills pending for payment. The contractor shall be liable to pay this amount.
9. The quantity of articles indicated in the tender notification may be increased or decreased at the discretion of the undersigned without assigning any reason.
10. Prior to acceptance of the Tender, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the sample or give the demonstration free of cost.

11. The rate quoted by the contractor shall **hold good upto 30.04.2020**. For the branded items if there would be some free gift schemes, marked on the packing, the same would be liable to be supplied with the articles on free of cost also and also shown in the bill.
12. In the event of acceptance of the tender and placing of the order for purchase, the articles ordered for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the article supplied are not according to approved samples or do not confirm to the specifications prescribed.
13. In the case of furniture, the type of wood to be used in furniture should be seasoned teak wood and wood should not exceed more than 10% gap. The contractor shall be required to fix a metal label on the furniture supplied by him giving his name & year of manufacture.
14. The amount of security deposit shall be retained by the Samiti/Vidyalaya for period of six months from the date of completion of supplies as safeguard against any defect appearing in the articles supplied within the period.
(i) Items will be supplied as per order given by the vidyalaya, for any deviation, less/excess the tenderer himself held responsible and no request for acceptance will be entertained.
(ii) Payment after supply of items may be done after 3 to 4 months as per availability of fund in the vidyalaya.
15. Tenders which do not comply with the above conditions are liable to be rejected & pre condition tender will not be accepted.
16. In no case the payment will be made above maximum retail price (MRP).
17. The sealed tender should invariably contain –
 - i) Current Income tax and GST (other Tax clearance) certificate from the competent authority.
 - ii) Earnest Money draft of **Rs.5000** / – payable at **UBI Sirmour, Rewa**.
 - iii) Lowest rate as well as term of supply if any.
 - iv) Specification and printed catalogue and other concerned literature of the equipment to be supplied.
 - v) In case of authorized Dealers, Authorization letters from the manufacture/supplier.
 - vi) Signature of the authorized person on all pages with date.
 - vii) On acceptance at tender the rate should not exceed MRP.
 - viii) **Bank A/c detail alongwith pass book copy.**

STATION – SIRMOUR

Encl: List of items.

PRINCIPAL
JNV, SIRMOUR, DISTT.REWA(MP)

UNDERTAKING BY THE SUPPLIER

We M/s _____ fully agree with the terms and conditions specified in Paragraph 3 to 17 and enclose the rates of items as per list and specifications given by NVS, RO, Bhopal/Principal, JNV, Sirmour, Distt-Rewa(M.P.) in printed letters head or form of the firm.

Signature _____

Name of the Proprietor _____

Seal of the Firm _____

Witness (Signature, Name & Address)

1. _____

2. _____

Signature of Proprietor/Partner : -----

Name of Proprietor/Partner : -----

GST No. : -----

PAN No. : -----

Seal of Firm : -----

Date : -----

Place : -----

JAWAHAR NAVODAYA VIDYALAYA, SIRMOUR,REWA[M.P.]
Ministry of HRD, Dept. of Education, Govt. of India

Quotation for Supply of Student and Office stationary for financial year 2019-20
(Up to April 2020)

1. Name & address of the party/firm: _____
2. Registration No. of the Firm: _____ Valid up to _____
3. Earnest Money Deposited Rs. _____ Vide Bank Draft No: _____,dt _____
4. Money Receipt No: and date of tender purchase:

Student Stationary

| Sl.No. | Name of items | Unit | Rate Quoted (Rs.) |
|--------|--|--------------------|-------------------|
| 1. | Long exercise note book-Ruled (96 pages) Cover page printed with Vidyalaya name and emblem and back page time table [29x19cm] | Per pc. | |
| 2. | Long exercise note book - Ruled (196pages) Cover page printed with Vidyalaya name and emblem and back page time table[29x19cm] | Per pc. | |
| 3. | Drawing Copy (60 pages) 21cm x 30.5cm | Per pc. | |
| 4. | Rough Register [192 Pages]19cmX 25cm | Per pc. | |
| 5. | Ball Pen 1- Blue Reynold 2- Elkos better 3- Cello butter flow | Per pc. | |
| 6. | Pencil(Apsara-2B) | per pc. | |
| 7. | Eraser(Camel) Non-dust | per pc. | |
| 8. | Geometry Box Small(Camlin) | Per pc. | |
| 9. | Rangeela Students Tempera colours [06 shades] | Per set | |
| 10. | Drawing sheet (Chart Paper thick) different colour | Per pc. | |
| 11. | Poster Colour (Camlin) | Per pc. | |
| 12. | Water colour camlin(With 06 Shades) | Per doz. | |
| 13. | Thermacol Cutter | Per Pc | |
| 14. | Brush Round | Per Pc. | |
| 15. | Poster Colour | Per Box | |
| 16. | Calligraphy Pen | Per Pc | |
| 17. | Acrylic/Fabric Colour | Per Box | |
| 18. | Charcole | Per Pkt | |
| 19. | Enamel Paint | Per Lit. | |
| 20. | Golden Paint | Per Lit. | |
| 21. | Silver Paint | Per Lit. | |
| 22. | Colour Paper Patangi | | |
| 23. | Primer | | |
| 24. | 1.Fevicol (200ml) 2.Fevistick Glue | Per pc. | |
| 25. | Writing Brush(good quality) 1- No.03 and 04 2- No.05 and 06 | Per pc. Per pc. | |
| 26. | Students water colour tube (Set of 12Pc) | Per doz. | |

| | | | |
|-----|---|------------------------|--|
| 27. | Colour chalk Kores brand (Dustless) | Per Pkt. of 144 pc. | |
| 28. | White Chalk Kores brand (Dustless) | Per Pkt. of 144 pc. | |
| 29. | Duster(Ultra, Good quality) | Per pc. | |
| 30. | Brush Round [good quality] 1- 03 No. and 04. 2- 05 No. and 06 No. | Per pc. Per pc. | |
| 31. | Science Practical Record(Oxford) 120 pages [Size :20x25cm] 1. Physics 2. Chemistry 3. Biology | Per pc. | |
| 32. | Practical Register (Oxford) Combined for class-X [120Page] | Per pc. | |
| 33. | Practical Register for Sports Activities Good Quality (120 pages) | Per pc. | |
| 34. | Bio. Practical Record(File cover) | Per pc. | |
| 35. | Bio. Practical loose sheet(24 sheet) | Per hund. sheet. | |
| 36. | Graph paper (Full size) Copy – 64 Page | Per pc. | |
| 37. | Board Marker Red/Blue/Black [Cello] | Per 50ml. | |
| 38. | Permanent CD Marker Black [Cello] | Per pc. | |
| 39. | Sketch Map [Notebook size] | | |
| 40. | Outline Map[Notebook size] | | |
| 41. | Map Stencil[India,World,Asia] | | |
| 42. | Water Bottle Plastic Good quality | Per Pc. | |
| 43. | Trophies 1 st (Big Size) 2 nd (Medium Size) 3 rd (Small Size) | Per Pc. | |
| 44. | Wall Clock Branded | Per Pc. | |
| 45. | Writing Pad Medium Size | Per Pc. | |
| 46. | Thermocol Sheet | Per Dozen | |
| 47. | Rangoli Colour | | |

OFFICE STATIONARY

| | | | |
|-----|---|-------------|--|
| 1. | Clip File [Kobra] (good quality) | Per 100 pc. | |
| 2. | Ordinary File [Plastic coated] (good quality) | Per 100pc. | |
| 3. | File cover (good quality) Printed with Vidyalaya name and emblem | Per 100 pc. | |
| 4. | Tag(good quality) 1. Big size 2. small size | Per 100pc. | |
| 5. | Paper Pin [Zebra brand] 200 gm | Per pkt. | |
| 6. | Cello tape ½ inch (small size) | Per pc. | |
| 7. | Cello tape 2 inch (Big size) | Per pc. | |
| 8. | Stapler pin [Big.] Kangaro | per pkt. | |
| 9. | Stapler pin [Small] Kangaro | Per pkt. | |
| 10. | U - Pin(Plastic Coated) | Per pkt | |
| 11. | Board Pin (Plastic Coated) | Per pkt | |
| 12. | Type Carbon Paper(Kores) 503Black | Per pkt | |

| | | | |
|-----|--|------------|--|
| 13. | Gum(Camel)700 ml., Gum (Small bottle -250ml) | Per btl. | |
| 14. | Envelop Cotton Lined (12 X15 inch) good quality | Per 100pc. | |
| 15. | Envelop Cotton Lined (9 X12 inch) good quality | Per 100 pc | |
| 16. | Envelop, Thick paper [Size : 12x28 cm] (Printed with Vidyalaya name and emblem) | Per 100pc. | |
| 17. | Envelop, Thick paper [Size : 10x23 cm] (Printed with Vidyalaya name and emblem) | Per 100 pc | |
| 18. | Register 396 pages [Size 20cmx32cm] | Per pc. | |
| 19. | Register 196 pages [Size 20cmx32cm] | Per pc. | |
| 20. | Register 92 pages [Size 20cmx32cm] | Per pc. | |
| 21. | Stamp Pad(Camel)(Big size) | Per pc. | |
| 22. | Stamp pad Ink(Camel) | Per btl. | |
| 23. | Thread Roll(different colour) | Per roll | |
| 24. | A-4 size paper [J.K.Red.] | Per pkt | |
| 25. | Legal size paper [J.K.Red.] | Per pkt | |
| 26. | A-3 size peper [J.k.Red] | Per Pkt. | |
| 27. | Eraz-ex (Kores) correction fluid & Diluter | Per pc. | |
| 28. | Note-Sheet Paper Green Colour A-4 Size | Per Pkt. | |
| 29. | Scale Long 1.Metalic 2.Plastic | Per Pc. | |

EXAM STATIONARY

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|----|--|-----------|--|
| 1. | Examination Answer Book (Size 9"x 11") - 4 Pages | Per 1000 | |
| 2. | Examination Answer Book (Size 9"x 11") - 8 Pages | Per 1000 | |
| 3. | Examination Answer Book (Size 9"x 11") - 12 Pages | Per 1000 | |
| 4. | Examination Answer Book (Size 9"x 11") - 16 Pages | Per 1000 | |
| 5. | Graph Paper | Each ball | |
| 6. | Thread Ball | Per 1000 | |

Signature & Name of the firm with
Address along with seal