

**JAWAHAR NAVODAYA VIDYALAYA
CHARA, HEBRI, UDUPI, KARNATAKA-576112**

TERMS AND CONDITIONS FOR THE YEAR 2018-19

FOR THE SUPPLY OF

01. Sealed tenders/quotations are invited on behalf of Navodaya Vidyalaya Samiti, Department of School Education & Literacy, Ministry of Human Resource Development, Government of India from eligible and interested registered firms and parties for the supply of articles and services shown in the attached statement for JNV CHARA, HEBRI,UDUPI so as to reach the undersigned up to **11 AM ON**
02. Tender/quotation should be submitted **to the PRINCIPAL, JNV CHARA, HEBRI, UDUPI under sealed strong cover marked as "Tender/quotation for the supply of....." and not by name.** The tenders/quotations will be opened in the vidyalaya office at 11.00 AM on -----
03. Tenders/quotations shall be submitted according to the terms and conditions specified in paragraphs 03 to 27. Unless specified otherwise in the tender, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
04. The tender/quotation should be submitted along with **Rs by Demand Draft drawn in favour of the PRINCIPAL, JNV CHARA, UDUPI payable at CANARA BANK, HEBRI, towards EMD,** which shall be adjusted against the Security Deposit if the tender/quotation is accepted.
05. The rates quoted should be inclusive of freight, excise duty, sales tax, VAT or any other taxes or imposition whatever liable in respect of the supplies.
06. Tender/quotation should be submitted only in the forms supplied from JNV Udupi and the tenders submitted in any other form shall be rejected summarily. The duly signed terms and conditions should also be signed and submitted along with the tender.
07. Samples of all major items, wherever specifically asked for, should be submitted in full size as per the specification given in the tender form. Quotations without samples will not be eligible for consideration.
08. There should not be any overwriting or corrections in the tender form. In case any figure is to be changed, the existing one should be scored out neatly and the revised figure written above the scored out figure and the same attested with full signature of the tendered with date. In the absence of attested correction, the tender/ rate is liable to be rejected.
09. Rates quoted should be in figures as well as words. **There should not be any overwriting or correction. If absolutely necessary it should be neatly scored out and revised figure written above duly attested with full signature** An applicant can submit only one tender per item in his/firm name. The tender for is non-transferable.
10. Incomplete tenders /quotations submitted without required EMD will be summarily rejected and no future correspondence in this regard will be entertained.
11. The undersigned does not bind him to accept the lowest tender/quotation 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 statement as he may decide. Principal is the final authority to finalise the Tenders /quotations.
12. On acceptance of the tender, it will become a contract and the contractor shall be bound to respect the terms and conditions of the tender. The person/persons whose tender(s) is/are accepted, hereafter called he contractor(s) shall deposit **an amount of Rs. (rupees only) by Demand Draft drawn in favour of the PRINCIPAL, JNV CHARA, HEBRI, UDUPI payable at CANARA BANK,HEBRI as Security Deposit within ten days from the date of receipt of intimation regarding the acceptance of the tender/quotation,** failing which the contract will be cancelled and EMD will be forfeited.
13. If the contractor is not agreeing to remit the Security Deposit the reasons thereof should be specified with supporting documents and the undersigned reserves the right to accept or reject such requests.
14. **If the contractor fails to supply the articles within the stipulated date, the undersigned shall be at his 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 EMD/Security Deposit/Pending bills 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.**

15. If the contractor is not accepting the work order after the finalisation of the tender/quotation, his EMD will be forfeited without any further notice and his name will not be considered for further tenders in future
16. The item/items should be supplied in the Vidyalaya at the supplier's cost and risk.
17. The undersigned is at his liberty to cancel the entire contract with a notice in the event of irregular supply of item/substandard items and in that case the Security Deposit of the supplier will be forfeited without further notice or correspondence.
18. The item/items supplied should be of good quality and as per the samples supplied at the time of tender and also should be of good quality available in the market.
19. Tenders/quotations submitted without the signature of the tenderer will not be accepted.
20. In the event of acceptance of the tender and placing the order for purchase, the articles ordered for, should be subject to inspection by the undersigned or his representative and are liable to be rejected if they are not according to the approved samples and the prescribed specification or is/are of poor quality.
21. Items supplied should be of superior quality and supply will be checked and verified by a committee appointed by the Principal. If any item is found inferior in quality, the supplier has to replace same at his cost and risk.
22. The items which are not supplied as per supply order will be purchased from the open market and the difference will be recovered from the next bill without any further notice.
23. Supply should be delivered(door delivery) to the Vidyalaya store, failing which 2% of the bill amount will be forfeited if supply is not made in the Vidyalaya store.
24. The rate quoted by the contractor shall hold good up to **ONE YEAR** and no change in the rate will be made by the vidyalaya.
25. The interested Tenderers may obtain tender documents by paying Rs. 100/- between 9:00a.m. to 4:30p.m. on all working days from 02.07.2018 to 19.07.2018 @ 2.00pm. The last date for Tender Submission is 19.07.2018 @ 4:30pm. Tenders will be opened on 20.07.2018 at 11.00 a.m.
25. As a safeguard against any defect that may arise in the article supplied, the Vidyalaya will retain the amount of security Deposit till **31.03.2019**.
26. All the contracts above Rs.20,000/- annually will be subject to Income Tax Rules and income tax at the applicable rate will be deducted from each bill and credited to the Government Account. If the contractor has any tax exemption, necessary certificate to this effect should be submitted with the tender/quotation. If PAN NO. Is not provided by the tenderer, income tax at higher applicable rate will be deducted as per income tax rules.
- 27. PAN NO and GST NO along with the copy of the certificate should be submitted by the tenderer along with the following documents.**
 - a. **Copy of Income Tax Return filed last year**
 - b. **Copy of trading Licence**
 - c. **Copy of sales tax clearance**
 - d. **GST Registration Certificate**
 - e. **Bank Account details**
 - f. **PFMS details**
 - g. **Letter Head of the firm**
 - h. **Copy of PAN Card**
 - i. **Duly signed Terms and Conditions 2018-19**
28. Tenders/quotations that do not comply with the above conditions will be rejected.

Accepted all the conditions mentioned above.

Date:

Signature of tenderer

Name and address: (SEAL)

Principal