



No.F.3-3/JNVN/Tender/2017-18/

Date _____

**TERMS & CONDITIONS FOR SUPPLY OF GOODS IN THE VIDYALAYA
(To be used for all items)**

Name of items _____

Sealed tender for the supply of the articles shown in the attached statement are invited by the undersigned for and on behalf of Jawahar Navodaya Vidyalaya, Kalyani upto **25-04-2017 at JNV, Kalyani**. Tender should be sent by **registered post only** marked as” **TENDER FOR SUPPLY OF (name of the supply)**” and not by name. The tender will be opened in the office of the undersigned at **11.00am on 26-04-2017**.

The Tender should be submitted according to the terms and conditions specified in paragraphs 3 to 17 unless specified otherwise in the tender, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.

1. The rate should be F.O.R at JNV, Kalyani and should include excise Duty, Sales Tax, VAT freight charges, and other taxes, rates or imposition whatever liable in respect of the suppliers. The Vidyalaya shall not be liable to pay any tax, freight etc. which has been expressly stipulated in the tender in the event of acceptance of tender.

2. There should not be overwriting or correction or use whitener in the tender. If a figure is to be amended, it should be neatly scored out, the revised figure written above in the same attested with full signature otherwise the tender is liable to be objected.

3. The undersigned does not bound himself to accept the lowest tender and reserve the right to accept the tender in whole or in part i.e respect to all the articles mentioned in the attached statement or in respect of any one are more than one article specified in the attached statement as he/she may decide.

4. On acceptance of the tender it will become a contract and the contractor shall be bound by the terms and conditions of the tender.

5. An earnest money deposit 2% of the estimated cost (refundable in the event of rejection of the tender) in the form of Deposit at Call or Demand Draft duly pledged/ in favour of “ The Principal Jawahar Navodaya Vidyalaya, Nadia” and Payable at SBI/Union Bank of India, Kalyani must be attached to the tender failing which the quotation/tender will be rejected. The earnest money deposit will be forfeited in event of failure to comply with the contract. In the event of acceptance of the tender E.M.D. will be adjusted towards security deposit.

6. The successful Tenderer whose tender (s) is/ are accepted hereinafter called contractor shall deposit 10% of the estimated cost immediately on acceptance of the tender(s). If the contractor is not agreeable to pay security deposit, the reason thereof should be specified and the undersigned has got right to accept or reject the tender.

7. If the contractor fails to supply articles within the time specified in the letter of acceptance by the undersigned, the undersigned, shall be at liberty to purchase the articles from the market or get the rest of the contract complete by any other person or firm and difference of the price if any, shall be deducted from the earnest money/security deposit and in case any amount of the security deposit is paid by the undersigned the contractor shall be liable to pay such amount.

8. The quantity of articles indicated in the attached statement may be increase or decrease 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. In the event of acceptance of the tender and placing of the order for purchase, the articles ordered would be subject to an inspection by the undersigned or his representatives and liable to be rejected if the articles supplied are not in conformity with the approved samples/ specification.
12. The rate quoted by the contractor shall hold up to **31st May-2018**. No amendment in the rate except increased in the case of sales tax during the period of execution of the contract will be accepted.
13. In the case of supply of furniture, the contractor shall be required to fix a tin label on the furniture supplied by him, giving his name and year of manufacture.
14. The security deposit shall be retained by the Vidyalaya for period of six months from the date of completion of the supplies as a safeguard against any defect appearing in the articles supplied within the period
15. Income/sales tax clearance certificates should be attached with the tender.
16. Tender paper will contain two envelopes, one for **Technical bid** and another for **Financial bid** clearly mentioned on the envelope. After opening technical bid, PAC will decide to open the financial bid based on the listed documents to be given by the tenderers with their technical bid.
17. The tender, which do not comply with the above condition are liable to be rejected.
18. The selected tender should invariably contain-VAT
 - i) Current Income Tax and Sales Tax/Clearance certificate from the competent authority.
 - ii) Earnest Money.
 - 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 manufacturer/ Supplier.
 - vi) Signature of the authorized person on all pages with date.
- 1] This bid document is not transferable.
- 2] The tenders of only those bidders, who have purchased the documents in their names, Will be considered.
- 3] The bidder will accept all conditions of the Bid Document unconditionally.
- 4] The firms which have been blacklisted by any Govt. department are not eligible to participate in this tender.
- 5] In no case, payment will be made higher than M.R.P. of any item.
- 6] These instructions to tenderers are to be signed by the contractors and returned with the tender.
- 7] Tenderer must submit **mandatory form** for release of payment duly filled in all respect.
- 8] All eatable items should be **fssai approved**

All the above conditions are accepted by me/us.

Signature with date
[Seal]

Signature

Witness:

Name:

Address:

Station:

Mobile No.....

Date:

1. Signature:

Name:

Address:

Mobile No.....

Date :

2. Signature:

Name:

Address:

Mobile No.....

Date.....