

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

INVITATION TO TENDER

Ref: JVM/OT-03/2017-18

Date 31.5.2017

**Sub: Printing and Supply of Answer sheets , Progress report etc. to
Jawahar Vidya Mandir, Shyamali.**

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|--|---|
| DESCRIPTION OF WORK. | OFFSET PRINTING AND SUPPLY OF ANSWER SHEETS, PROGRESS REPORT ETC. TO JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI |
| LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER. | ON OR BEFORE 15.06.2017 BY 12.00 PM IN OFFICE OF PRINCIPAL JVM SHYAMALI,RANCHI-83402 |
| DATE & TIME OF OPENING OF TENDER. | 15.06.2017 AT 1.00 PM IN JVM SHYAMALI, RANCHI |
| REFERENCE NO. OF TENDER . | <u>JVM/OT-03/2017-18</u> |

Dear Sir,

We have pleasure in enclosing herewith the tender document as detailed below related to Printing and supply of Answer sheets, Progress report etc. to JVM Shyamali and would invite you to submit your best offers in sealed cover so as to reach us on or before the due date and time as mentioned above.

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|------|--------------|----------------------------|
| i) | Annexure-I | : Instruction to tender |
| ii) | Annexure-II | : Technical and commercial |
| iii) | Annexure-III | : List of items |
| iv) | Annexure-IV | : Price format |

Thanking you,

Yours faithfully,
For Jawahar Vidya Mandir Shyamali

(A.K. SINGH)
Principal

(Instruction of tender)

1.0 **SUBMISSION OF TENDER:**

1.1 Tender shall be submitted in separate sealed cover, in two parts, as mentioned below.

1.2 **Part-I :TECHNO COMMERCIAL BID (Unpriced)**

Part-1 of the offer shall contain a copy of the complete invitation to Tender duly signed and stamped by the bidders as a token of acceptance to the terms and conditions of the Invitation of Tender.

1.3 **Part-II: PRICE BID**

The Price bid shall be submitted in the prescribed format enclosed at Annexure-IV. Both sealed envelopes viz Part-I and Part-II shall be put in a separate sealed cover which shall superscribe "Tender Number & date" The sealed cover containing sealed Part-I & Part-II envelopes shall be sent to the following address.

Shri A.K. Singh
Principal
Jawahar Vidya Mandir Shyamali,
P.O.Doranda, Dist. Ranchi-834 02

1.4 JVM reserve the right to accept any bid or reject any or all bids without assigning any reason thereof.

1.5 Offers not submitted as per the requirement of JVM as indicated in the "Invitation to Tender" are likely to be rejected.

1.6. The techno-commercial bid will be opened in presence of the bidders representative on 15.06.2017 at 1.00 pm. Bidders are requested to depute their authorized representative.

1.7 **Price evaluation criteria:- Item wise L1 bidder will be evaluated .**

1.8 Price bid will be opened only for techno-commercially eligible tenderer .

2.0 **SCOPE OF WORK**

- i) Above items printing and supply at F.O.R. Jawahar Vidya Mandir Shyamali
- ii) Answer sheets and supplementary answer sheets must have thread tie hole
- iii) Answer sheets and supplementary answer sheets must be Printed and serial numbered on front pages
- iv) First page perforated of items sl no 1 & 2
- v) Quality of paper must be as per approved paper only.
- vi) Rates should be inclusive of all taxes.
- vii) All the material will be printed after proof verification

Terms and Conditions:-

1.0 **Cost of Tender Document**

The tender (techno-commercial part-I) must be accompanied by Cost of Tender Document, which is **non-refundable**, in the form of a Demand Draft/At Par Cheque drawn on any Nationalized Bank in favor of Jawahar Vidya Mandir, Ranchi for a value of Rs. 500/- (Rupees Five hundred only). **Tender not accompanied by cost of Tender shall be liable for rejection**

2.0 **Validity of Rates:**

The rate quoted by the tenderer shall remain valid for a period of three months. It shall come into force from the date of issue of the work order by JVM Shyamali. Purchaser shall have the option to procure different items from different bidders as per L1 rates.

3.0 **Payment Terms**

100% payment shall be released within 20 days after supply of printing items on submission of bill along with receipted challan and certified copy from Store deptt. of the School.

4.0 **Time Schedule**

4.1 The successful tender shall be required to complete the printing and supply of above item within **4(four) weeks from date of receipt of order.**

4.2 If Tenderer does not execute the said work within the stipulated time a penalty of Rs.50/- per day will be deducted from the bill.

4.3 **In the event the supplied material is not conforming to the ordering specification and approved paper, the material so supplied will be rejected without paying any price compensation.** The decision of JVM in this regard will be final.

Technical - Commercial Bid

| Sl no. | General requirement:- | Please confirm |
|--------|---|----------------|
| 1 | Name, address & telephone number of the agency / firm | |
| 2 | Copy of PAN card issued by Income Tax Department | |
| 3 | Please submit your sample papers against each item | |
| 4 | Please quote your rates inclusive of all taxes. | |
| 5 | Consent regarding validity of tender for a period of three months. | |
| 6 | Payment shall be released within 20 days. | |
| 7 | Successful tenderer shall be required to complete the printing and supply within 4 weeks from date of receipt of order. | |
| 8 | Details of Tender Cost Money Deposit: a) Amount: b) Demand Draft / Banker's Cheque No: c) Date of issue: d) Name of issuing Bank: | |
| 9 | All printed items F.O.R to (Jawahar Vidya Mandir, Shyamali,Ranchi) | |

This is to certify that I / We before signing this tender have read and fully understood about the requirement of the printing items for JVM Shyamali, Ranchi

Signature o the tenderer with Seal

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

Ref No. JVM/OT-03/2017-18

Date 31.05.2017

List of items

| Sl. No. | Description of items | Qty. required approx. |
|---------|--|-----------------------|
| 1 | Main Answer sheet of 24 pages with one sheet graph paper size 22.5x28.5 cm (as per our sample) -Horizontal (for Sec.and Sr.Sec. Section) | 11000 nos. |
| 2 | Main Answer sheet of 20 pages size 22.5x28.5 cm (as per our sample)- Horizontal (for Sec. and Sr. Sec. Section) | 28000 “ |
| 3 | Main Answer sheet of 8 pages size 28.5x22.5 cm (as per our sample) for Primary and secondary Section. | 40000 “ |
| 4 | Main Answer sheet of 4 pages size 28.5x22.5cm (as per our sample) for Primary and Secondary Section | 31000 “ |
| 5 | Supplementary Answer sheet of 4 pages size 22.5x28.5 cm (as per our sample) -Horizontal (for Sec. and Sr. Sec. Section) | 60000 “ |
| 6 | Supplementary Answer sheet of 4 pages size 28.5x22.5 cm (as per our sample) for Secondary Section | 20000 “ |
| 7 | Supplementary Answer sheet of 2 pages size 28.5x22.5 cm with 1” Margin (as per our sample) for Primary Section | 20000 “ |
| 8 | Main Answer sheet four ruled(English)of 4 pages size 28.5x22.5cm with 1” Margin (as per our sample) for Primary Section | 5000 “ |
| 9 | Main Answer sheet four ruled(English)of 8 pages size 28.5x22.5cm with 1” Margin (as per our sample) for Primary Section | 8000 “ |
| 10 | Main Answer sheet double ruled(Hindi)of 4 pages size 28.5x22.5cm with 1” Margin (as per our sample) for Primary Section | 5000 “. |
| 11 | Main Answer sheet double ruled(Hindi)of 8 pages size 28.5x22.5cm with 1” Margin (as per our sample) for Primary Section | 5000 “ |
| 12 | Main Answer sheet square ruled(Maths)of 4 pages size 28.5x22.5cm with 1” Margin (as per our sample) for Primary Section | 5000 “ |
| 13 | Main Answer sheet square ruled(Maths)of 8 pages size 28.5x22.5cm with 1” Margin (as per our sample) for Primary Section | 5000 “ |
| 14 | Suppl. Answer sheet four ruled(English)of 2 pages size 28.5x22.5cm with 1” Margin (as per our sample) for Primary Section | 5000 “. |
| 15 | Suppl. Answer sheet double ruled(Hindi)of 2 pages size 28.5x22.5cm with 1” Margin (as per our sample) for Primary Section | 5000 “. |
| 16 | Suppl. Answer sheet square ruled(Maths)of 2 pages size 28.5x22.5cm with 1” Margin (as per our sample) for Primary Section | 5000 “. |
| 17 | Achievement Certificate on art paper size 27x20 cm in one fold with multicolor printing for Nur.& Prep class for Primary Section | 700 “ |
| 18 | Evaluation Certificate on art paper size 27x20 cm in one fold with two color printing for I to V classes | 1500 “ |
| 19 | Report Card on art paper size 27x20 cm in one fold with two color printing for class -IX | 1200 nos. |
| 20 | Evaluation Certificate on art paper size 27x20 cm in one fold with two color printing for VI to VIII classes | 1500 nos. |

Sample of above mentioned items may be collected from Accounts Section. In JVM Shyamali, Ranchi 9.00 am to 12.00 noon on all working day.

PRICE SCHEDULE FORMAT

Annexure-IV

| Sl. No. | Description of items | Qty.aprox. reqd. | Rates with taxes |
|---------|--|------------------|------------------|
| 1 | Main Answer sheet of 24 pages with one sheet graph paper size 22.5x28.5 cm (as per our sample) -Horizontal (for Secondary and Sr. Secondary Section.) | 11000 nos. | |
| 2 | Main Answer sheet of 20 pages size 22.5x28.5 cm (as per our sample)- Horizontal (for Secondary and Sr. Secondary Section.)) | 28000 " | |
| 3 | Main Answer sheet of 8 pages size 28.5x22.5 cm (as per our sample) for Primary and secondary Section. | 40000 " | |
| 4 | Main Answer sheet of 4 pages size 28.5x22.5cm (as per our sample) for Primary and Secondary Section | 31000 " | |
| 5 | Supplementary Answer sheet of 4 pages size 22.5x28.5 cm (as per our sample) -Horizontal (for Secondary and Sr. Secondary Section.) | 60000 " | |
| 6 | Supplementary Answer sheet of 4 pages size 28.5x22.5 cm (as per our sample) for Secondary Section | 20000 " | |
| 7 | Supplementary Answer sheet of 2 pages size 28.5x22.5 cm with 1" Margin (as per our sample) for Primary Section | 20000 " | |
| 8 | Main Answer sheet four ruled(English)of 4 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section | 5000 " | |
| 9 | Main Answer sheet four ruled(English)of 8 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section | 8000 " | |
| 10 | Main Answer sheet double ruled(Hindi)of 4 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section | 5000 " | |
| 11 | Main Answer sheet double ruled(Hindi)of 8 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section | 5000 " | |
| 12 | Main Answer sheet square ruled(Math's)of 4 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section | 5000 " | |
| 13 | Main Answer sheet square ruled(Maths)of 8 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section | 5000 " | |
| 14 | Suppl. Answer sheet four ruled(English)of 2 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section | 5000 " | |
| 15 | Suppl. Answer sheet double ruled(Hindi)of 2 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section | 5000 " | |
| 16 | Suppl. Answer sheet square ruled(Math's)of 2 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section | 5000 " | |
| 17 | Achievement Certificate on art paper size 27x20 cm in one fold with multicolor printing for Nur.& Prep class for Primary Section | 700 " | |
| 18 | Evaluation Certificate on art paper size 27x20 cm in one fold with two color printing for I to V classes | 1500 " | |
| 19 | Report Card on art paper size 27x20 cm in one fold with two color printing for class -IX | 1200 nos. | |
| 20 | Evaluation Certificate on art paper size 27x20 cm in one fold with two color printing for VI to VIII classes | 1500 nos. | |

Signature of the tenderer with Seal

