

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

INVITATION TO TENDER

Ref: JVM/OT-05/2018-19

Date 15.10.2018

Sub: **Printing and Supply of Progress report, SLC, Prospectus etc. to
Jawahar Vidya Mandir, Shyamali, Ranchi.**

DESCRIPTION OF WORK.	OFFSET PRINTING AND SUPPLY OF PROGRESS REPORT, SLC , PROSPECTUS ETC. IN JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI.
LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.	ON OR BEFORE 26.10.2018 BY 12.00 NOON IN OFFICE OF PRINCIPAL JVM,SHYAMALI, RANCHI-834002
DATE & TIME OF OPENING OF TENDER.	26.10.2018 AT 1.00 PM IN JVM SHYAMALI, RANCHI.
COST OF TENDER DOCUMENT.	RS. 500/- (FIVE HUNDRED ONLY).
REFERENCE NO. OF TENDER .	<u>JVM/OT-05/2018-19.</u>

Dear Sir,

We have pleasure in enclosing herewith the tender document as detailed below related to Printing and supply of Progress reports, Prospectus , SLC etc in 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 | : Instructions to tender |
| ii) | Annexure-II | : Technical and commercial |
| iii) | Annexure-III | : List of items |
| iv) | Annexure-IV | : Price format |

Thanking you,

Yours faithfully,
Jawahar Vidya Mandir Shyamali

(Samarjit Jana)
Principal

(Instruction of tender)

1.0 **SUBMISSION OF TENDER:**

- 1.1 The party should belong to Ranchi District.
- 1.2 Only that party can participate in tender enquiry who has GST NUMBER.
- 1.3 Mention the GST in percentage on item wise clearly.
- 1.4 Tender shall be submitted in separate sealed cover, in two parts, as mentioned below.

1.5 **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 with techno-commercial bid as per Annexure-II.

1.6 **Part-II: PRICE BID**

The Tenderer shall quote for Printing & supply of Prospectus, Certificate etc. on F.O.R JVM, Ranchi basis, inclusive of GST as per price schedule format at Annexure-IV. The quoted price shall firm and binding shall not be subject to any variation whatsoever on any account till completion of printing and supply.

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 Samarjit Jana
Principal
Jawahar Vidya Mandir Shyamali,
P.O.Doranda, Dist. Ranchi-834 02

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

- 2.1 Price bid will be opened only for techno-commercially eligible tenderer.
- 2.2 JVM reserves the right to accept any bid or reject any or all bids without assigning any reason thereof.
- 2.3 Offers not submitted as per the requirement of JVM as indicated in the "Invitation to Tender" are likely to be rejected.
- 2.4 The techno-commercial bid will be opened in presence of the bidders representative on 26.10.2018 at 1.00 pm. Bidders are requested to depute their authorized representative.
- 2.5 Price bid will be opened only for techno-commercially eligible tenderer .

3.0 **SCOPE OF WORK**

- i) Above items printing and supply at F.O.R. Jawahar Vidya Mandir Shyamali.
- ii) Quality of paper must be as per approved paper only.
- iii) Rates should be inclusive of GST.
- iv) All the material will be printed after proof verification

Terms and Conditions :-

1.0 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.

2.0 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.

3.0 Time Schedule

3.1 The successful tender shall be required to complete the printing and supply of above item within a month (working days) from date of receipt of order.

3.2 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.

Jawahar Vidya Mandir, Shyamali,Ranchi

Annexure –II

Minimum Technical - Commercial Compliance (Format)

Sl no.	General requirement:-	Please confirm
1	Submit your samples paper against each item.	
2	Please quote your rates inclusive of GST.	
3	Consent regarding Validity of tender for a period of three months. It shall come into force from the date of issue of the work order by JVM Shyamali.	
4	Payment shall be released within 20 days.	
5	For all printed items F.O.R (Jawahar Vidya Mandir, Shyamali,Ranchi positively within a month (working days) from receipt of order.	
7	Name, address & telephone number of the agency / firm	
8	Name, Designation, Address and Telephone no. of authorized person	
9	Copy of PAN card issued by Income Tax Department	
10	GST No. (Please attach)	
11	Details of Cost of tender document: a) Amount: b) Demand Draft / Banker's Cheque No: c) Date of issue: d) Name of issuing Bank:	

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 of the Tenderer

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2List of items

Sl. No.	Description of items	Qty. aprox. reqd.
1	Pre-printed Computer Stationary (with two colored) for Progress Report size 30 ¹ / ₂ "x20 ¹ / ₂ " of 105 GSM	2000 nos.
2	Pre-printed Computer Stationary (with two colored) for SLC and TC size of paper 30 ¹ / ₂ "x20 ¹ / ₂ " of 105 GSM	2000 nos.
3	School Envelop Cloth (Yellow) size 12x27 cm	1000 nos.
4	School Envelop (white) size 12x18 cm	500 nos.
5	School Envelop (Yellow) size 12x27 cm	1000 nos.
6	School Letter (contd. pages 100 in p/pad) size 18.5X25.5 cm	20 pad
7	School Letter (contd. pages 100 in p/pad) size 21x30 cm	20 pad
8	Merit Certificate on Board size 23.5x18.5 cm in two color	500 nos.
9	Achievement Certificate " " " " " "	1700 nos.
10	Captain (Merit) Certificate " " " " " "	500 nos.
11	Sports Certificate " " " " " "	1500 nos.
12	Participation Certificate " " " " " "	2500 nos.
13	Identity Card with plastic covers size 16X10 cm (Red,Green,Blue & Yellow) 500 each	2000 nos.
14	Admission form on ledger paper light blue color size 36x22 cm both side printed with serial numbered (contd. 100 sheets in per pad	20 pad
15	Prospectus by offset printing with multicolor printing of cover pages on art board and inside paper will be art paper) nos. pages 16 including cover pages .	6000 "
16	Tag file (Pink color) with printed of School monogram and name	700 nos.
17	Flat file (Yellow color) " " "	500 nos.

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

Annexure-IV

PRICE SCHEDULE FORMAT

Sl. No.	Description of items	Qty. aprox. reqd.	Rates with taxes
1	Pre-printed Computer Stationary (with two colored) for Progress Report size 30 ¹ / ₂ "x20 ¹ / ₂ " of 105 GSM	2000 nos.	
2	Pre-printed Computer Stationary (with two colored) for SLC and TC size of paper 30 ¹ / ₂ "x20 ¹ / ₂ " of 105 GSM	2000 nos.	
3	School Envelop Cloth (Yellow) size 12x27 cm	1000 nos.	
4	School Envelop (white) size 12x18 cm	500 nos.	
5	School Envelop (Yellow) size 12x27 cm	1000 nos.	
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16	Tag file (Pink color) with printed of School monogram and name	700 nos.	
17	Flat file (Yellow color) " " "	500 nos.	

Signature of the tenderer with Seal