

**JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2**  
**INVITATION TO TENDER**

Ref: JVM/OT-12/2017-18

Date 6.01.2018

**Sub: Printing and Supply of Student's Diary , Teacher's Diary, Attendance Register, Prospectus, Bus I. Cards etc. to Jawahar Vidya Mandir, Shyamali.**

<b>DESCRIPTION OF WORK.</b>	<b>OFFSET PRINTING AND SUPPLY OF STUDENT'S DIARY. TEACHER'S DIARY, ATTENDANCE REGISTER, PROSPECTUS , BUS IDENTITY CARDS ETC. TO JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI</b>
<b>LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.</b>	<b>ON OR BEFORE 25.01.2018 BY 12.00 PM IN THE OFFICE OF THE PRINCIPAL JVM SHYAMALI,RANCHI-83402</b>
<b>DATE &amp; TIME OF OPENING OF TENDER.</b>	<b>25.01.2018 AT 1.00 PM IN JVM SHYAMALI, RANCHI</b>
<b>REFERENCE NO. OF TENDER .</b>	<b><u>JVM/OT- 12/2017-18</u></b>

Dear Sir,

We have pleasure in enclosing herewith the tender document as detailed below related to by Offset Printing and supply of Students' Diary , Teacher's Diary, Attendance Register, Prospectus, Bus I. Cards, 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.

- |      |              |   |                          |
|------|--------------|---|--------------------------|
| 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,  
Jawahar Vidya Mandir Shyamali

( A.K. SINGH)  
Principal

**( Instruction of retender)****1.0 SUBMISSION OF TENDER:**

- 1.1 The party should belong to Ranchi District
- 1.2 Only those party can participate in tender enquiry who has GST NUMBER.
- 1.3 Price should be inclusive GST

**2.0 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 Price 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-834002

- 1.4 JVM reserves 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 25.01.2018 at 1.00 pm. Bidders are requested to depute their authorized representative.
- 1.7 Price bid will be opened only for techno-commercially eligible tenderer.
- 1.8 **Price evaluation criteria: - Item wise L1 bidder will be evaluated.**

## 2.0 **SCOPE OF WORKS:-**

- i) Above items by offset 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 :-**

### 3.0 **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

### 4.0 **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.

### 5.0 **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 concerned deptt. of the School.

### 6.0 **Time Schedule**

- 6.1 The successful tenderer shall be required to complete the printing and supply of above item within 6(four) weeks from date of receipt of order.
- 6.2 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.
- 7.0 If the event the supplied material is not conforming with the ordered 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.

**Annexure –II**

**Technical - Commercial Bid**

<b>Sl no.</b>	<b>General requirement:-</b>	<b>Please confirm</b>
<b>1</b>	<b>Submit your samples paper against each item</b>	
<b>2</b>	<b>Please quote your rates inclusive of GST.</b>	
<b>3</b>	<b>Consent regarding validity of tender for a period of three months.</b>	
<b>4</b>	<b>Payment shall be released within 20 days.</b>	
<b>5</b>	<b>Successful tenderer shall be required to complete the printing and supply of items within 4 weeks from date of receipt of order.</b>	
<b>6</b>	<b>F.O.R (Jawahar Vidya Mandir, Shyamali,Ranchi)</b>	
<b>7</b>	<b>Name, address &amp; telephone number of the agency / firm</b>	
<b>8</b>	<b>Name, Designation, Address and telephone No. of authorized person</b>	
<b>9</b>	<b>Copy of PAN card issued by Income Tax Department</b>	
<b>10</b>	<b>GST No. (Please attach)</b>	
<b>11</b>	<b>Details of Cost of tender documents: a) Amount: b) Demand Draft / Banker's Cheque No: c) Date of issue: d) Name of issuing Bank:</b>	

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

**Annexure-III****JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2**

Ref No. JVM/OT-12/2017-18

Date 06.01.2018

List of items:-

Sl. No.	Description of items	Qty. aprox. reqd.
1	Student's Dairy by offset printing with multicolor printing of cover pages on art paper laminated with Plastic size ( 21.5x13.5 cm) nos. of pages 140 i.e 70 sheets on 60 GSM white paper	5500 nos.
2	Teacher's Diary by offset printing with multicolor printing of cover pages and lamination size 27x19 cm nos. of pages 220 i.e110 sheets on 60 GSM white paper	150 "
3	Attendance Register by offset printing of double ruled on ledger sirpur paper size 33x40 cm nos. of pages 60 i.e 30 sheets	200 "
4	Attendance leaf by offset printing of double ruled on ledger sirpur paper size 33x40 cm	600 "
5	Daily Fee Collection Performa size 26.5x22 cm on 60 GSM Maplitho Paper	20 pad
6	Admission form on ledger paper cream color size 35.5x22 cm both side printed with serial numbered (contd. 100 sheets in per pad) on 100 GSM Maplitho paper	25 pad
7	Subject combination form on ledger paper cream color size 35.5x22 cm one side printed with (contd. 100 sheets in per pad) on 100 GSM Maplitho paper	25 pad
8	Identity Card for (Nur.and Prep. Classes) with dory and clip size of card 6x9 cm on thick century board (Pink color.)	1500 "
9	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 .	5000 "
10	Bus Identity Card with dory and clip size of card 6x9 cm on thick century board (Blue -2500 nos.,Yellow-500 nos. and Green 500 nos.)	3500 "

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

PRICE SCHEDULE FORMAT

Annexure-IV

Sl. No.	Name of Printing items	Qty. aprox. reqd.	Rates with taxes
1	Student's Dairy by offset printing with multicolor printing of cover pages on art paper laminated with Plastic size ( 21.5x13.5 cm) nos. of pages 140 i.e 70 sheets on 60 GSM white paper	5500 nos.	
2	Teacher's Diary by offset printing with multicolor printing of cover pages and lamination size 27x19 cm nos. of pages 220 i.e110 sheets on 60 GSM white paper	150 "	
3	Attendance Register by offset printing of double ruled on ledger sirpur paper size 33x40 cm nos. of pages 60 i.e 30 sheets	200 "	
4	Attendance leaf by offset printing of double ruled on ledger sirpur paper size 33x40 cm	600 "	
5	Daily Fee Collection Performa size 26.5x22 cm on 60 GSM Maplitho Paper	20 pad	
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Signature of the tenderer with Seal