

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

INVITATION TO TENDER

Ref: JVM/OT-10/2017-18

Date 09.11.2017

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

DECRPTION OF WORK.	OFFSET PRINTING AND SUPPLY OF PROGRESS REPORT, SLC, CERTIFICATES ETC. IN JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI
LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.	ON OR BEFORE 21.11.2017 BY 12.00 PM IN OFFICE OF PRINCIPAL JVM SHYAMALI,RANCHI-83402
DATE & TIME OF OPENING OF TENDER.	21.11.2017 AT 1.00 PM IN JVM SHYAMALI, RANCHI
REFRENCE NO. OF TENDER .	<u>JVM/OT-10/2017-18</u>

Dear Sir,

We have pleasure in enclosing herewith the tender document as detailed below related to Printing and supply of Progress reports, Achievement certificates , 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.

- | | | |
|------|--------------|----------------------------|
| 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

(A.K. SINGH)
Principal

ANNEXURE-I

(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 21.11.2017 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 .

2.0 **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 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 2(Two) weeks 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.

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Annexure –II

Technical - Commercial Bid

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 One year .	
4	Payment shall be released within 20 days.	
5	Successful tenderer shall be required to complete the printing and supply of items within 2 weeks from date of receipt of order.	
6	F.O.R (Jawahar Vidya Mandir, Shyamali,Ranchi)	
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 documents: 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
With seal and Tele no.
Mob. no.

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

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Date 09.11.2017

List of items:-

Sl. No.	Description of items	Qty. required aprox.
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	Pre-printed Computer Stationary (with two colored) for Character certificate size of paper 15.2"x20 ¹ / ₂ " of 105 GSM	1000 nos.
4	Flat file std size 35x25cm on Pink board (with printed cover page)	200 nos
5	Tag file std. size 35x25 cm on Yellow board (with printed cover page)	300 nos.
6	School Envelop (white) size 12x18 cm	500 nos.
7	School Envelop (Yellow) size 12x27 cm	500 nos.
8	Attendance Register of double ruled on ledger sirpur Paper size 33x40 cm with hardboard cover contd. 150 pages	20 nos.
9	School Letter (contd pages 100 in p/pad) size 18.5X25.5 cm	20 pad
10	School Letter (contd pages 100 in p/pad) size 21x30 cm	20 pad
11	Admission form on ledger paper cream color size 36x22 cm both side printed with serial numbered (contd. 100 sheets in per pad	20 pad
12	Merit Certificate on Board size 23.5x18.5 cm in two color	200 nos.
13	Achievement Certificate " " " " " "	1800 nos.
14	Captain (Merit) Certificate " " " " " "	400 nos.
15	Sports Certificate " " " " " "	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.

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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.	
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Signature of the tenderer with Seal

