

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

INVITATION TO TENDER

Ref: JVM/OT-03/2016-17

Date 17.5.2016

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

DESCRIPTION OF WORK.	OFFSET PRINTING AND SUPPLY OF ANSWER SHEETS, PROGRESS REPORT ETC. IN JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI
LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.	ON OR BEFORE 06.06.2016 BY 12.00 PM IN OFFICE OF PRINCIPAL JVM SHYAMALI,RANCHI-83402
DATE & TIME OF OPENING OF TENDER.	6.06.2016 AT 1.00 PM IN JVM SHYAMALI, RANCHI
REFERENCE NO. OF TENDER .	<u>JVM/OT-03/2016-17</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. 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 | : 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 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 06.062016 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

SI no.	General requirement:-	Conformation
1	Submit your samples paper against each item	
2	Please quote your rates inclusive of all taxes.	
3	Consent regarding Validity of tender for a period of three months .	
4	Payment shall be released within 20 days.	
5	Successful tenderer shall be required to complete the printing and supply of items within 4 weeks from date of receipt of order.	
6	For all printed items F.O.R (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 of the tenderer with Seal

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

Ref No. JVM/OT-03/2016-17

Date 17.05.2016

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 +2 Sec.)	7000 nos.
2	Main Answer sheet of 20 pages size 22.5x28.5 cm (as per our sample)- Horizontal (for Sec. and +2 Section)	28000 "
3	Main Answer sheet of 8 pages size 28.5x22.5 cm (as per our sample) for Primary and secondary Section.	35000 "
4	Main Answer sheet of 4 pages size 28.5x22.5cm (as per our sample) for Primary and Secondary Section	35000 "
5	Supplementary Answer sheet of 4 pages size 22.5x28.5 cm (as per our sample) -Horizontal (for Sec. and +2 Section)	44000 "
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	4000 "
9	Main Answer sheet four ruled(English)of 8 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section	5000 "
10	Main Answer sheet double ruled(Hindi)of 4 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section	4000 "
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	4000 "
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	4000 "
15	Suppl. Answer sheet double ruled(Hindi)of 2 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section	4000 "
16	Suppl. Answer sheet square ruled(Maths)of 2 pages size 28.5x22.5cm with 1" Margin (as per our sample) for Primary Section	4000 "
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	1900 "
19	Evaluation form (Rough sheet) on white paper for Nur to V classes	2600 nos.
20	Evaluation Certificate on art paper size 27x20 cm in one fold with two color printing for VI to VIII classes	1000 nos.
21	School envelope size 25.5 x13.5 cm (on yellow maplitho paper with school monogram printed	2000 nos.
22	Library Membership Card size 10x 6 cm (Red, Yellow and White card 3000 each)	9000 nos
23	Library Book Card size 14x9 cm	2000 nos
24	Library over dues charges Records form size 17x11 cm	2000 nos.
25	Library Books card Pocket size 14x10 cm	3000 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 basis	7000 nos.	
2	Main Answer sheet of 20 pages size 22.5x28.5 cm (as per our sample) -Horizontal basis	28000 "	
3	Main Answer sheet of 8 pages size 28.5x22.5 cm (as per our sample)	35000 "	
4	Main Answer sheet of 4 pages size 28.5x22.5cm (as per our sample)	35000 "	
5	Supplementary Answer sheet of 4 pages size 22.5x28.5 cm (as per our sample) -Horizontal basis	44000 "	
6	Supplementary Answer sheet of 4 pages size 28.5x22.5 cm (as per our sample)	20000 "	
7	Supplementary Answer sheet of 2 pages size 28.5x22.5 cm with 1" Margin (as per our sample)	20000 "	
8	Main Answer sheet four ruled(English) of 4 pages size 28.5x22.5cm with 1" Margin (as per our sample)	4000 "	
9	Main Answer sheet four ruled(English) of 8 pages size 28.5x22.5cm with 1" Margin (as per our sample)	5000 "	
10	Main Answer sheet double ruled(Hindi) of 4 pages size 28.5x22.5cm with 1" Margin (as per our sample)	4000 "	
11	Main Answer sheet double ruled(Hindi) of 8 pages size 28.5x22.5cm with 1" Margin (as per our sample)	5000 "	
12	Main Answer sheet square ruled(Maths) of 4 pages size 28.5x22.5cm with 1" Margin (as per our sample)	4000 "	
13	Main Answer sheet square ruled(Maths) of 8 pages size 28.5x22.5cm with 1" Margin (as per our sample)	5000 "	
14	Suppl. Answer sheet four ruled(English) of 2 pages size 28.5x22.5cm with 1" Margin (as per our sample)	4000 "	
15	Suppl. Answer sheet double ruled(Hindi) of 2 pages size 28.5x22.5cm (as per our sample)	4000 "	
16	Suppl. Answer sheet square ruled(Maths) of 2 pages size 28.5x22.5cm with 1" Margin (as per our sample)	4000 "	
17	Achievement Certificate on art paper size 27x20 cm in one fold with multicolor printing for Nur.& Prep class	700 "	
18	Evaluation Certificate on art paper size 27x20 cm in one fold with two color printing for I to V classes	1900 "	
19	Evaluation form (Rough sheet) on white paper for Nur to V classes (as per our sample)	2600 nos.	
20	Evaluation Certificate on art paper size 27x20 cm in one fold with two color printing for VI to VIII classes	1000 nos.	
21	School envelope size 25.5 x13.5 cm (on yellow maplitho paper with school monogram printed)	2000 nos.	
22	Library Membership Card size 10x 6 cm (Red, Yellow and White card 3000 each)	9000 nos	
23	Library Book Card size 14x9 cm	2000 nos	
24	Library over dues charges Records form size 17x11 cm	2000 nos.	
25	Library Books card Pocket size 14x10 cm	3000 nos.	

Signature of the tenderer with Seal