

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

Ref: JVM/OT-12/2016-17

Date 17.01.2017

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

DESCRIPTION OF WORK.	OFFSET PRINTING AND SUPPLY OF STUDENT'S DIARY. TEACHER'S DIARY, ATTENDANCE REGISTER, PROSPECTUS , BUS IDENTITY CARDS ETC. TO JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI
LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.	ON OR BEFORE 07.02.2017 BY 12.00 PM IN THE OFFICE OF THE PRINCIPAL, JVM SHYAMALI, RANCHI-83402
DATE & TIME OF OPENING OF TENDER.	07.02.2017 AT 1.00 PM IN JVM SHYAMALI, RANCHI
REFERENCE NO. OF TENDER .	JVM/OT- 12/2016-17

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

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 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-834 02

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 07.02.2017 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.

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 all taxes.
- iv) All the material will be printing **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 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(six) 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

SI 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 6 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 of the tenderer with Seal

Annexure-III

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

Ref No. JVM/OT-12/2016-17

Date 17.01.2017

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	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	160 "
3	Attendance Register by offset printing of double ruled on ledger sirpur paper size 33x40 cm nos. of pages 60 i.e 30 sheets	100 "
4	Cash Voucher (on Yellow paper) size 27x22 cm	100 pad
5	Envelop Yellow with school monogram size 28x13.5 cm	800 nos.
6	Envelop White with school monogram size 21x13 cm	500 nos.
7	Admission form on ledger paper light Blue color size 35.5x22 cm both side printed with serial numbered (contd. 100 sheets in per pad)	20 pad
8	Holiday with activity list (on thin chart paper size 28x22 cm) both side printing	800 nos.
9	Attendance leaf by offset printing of double ruled on ledger sirpur paper size 33x40 cm	900 "
10	Identity Card for (Nur.and Prep. Classes) with dory and clip size of card 6x9 cm on century paper board (Pink color.)	600 "
11	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 "
12	Bus Identity Card with dory and clip size of card 6x9 cm on century paper board (Blue -2500 nos.,Yellow-250 nos. and Green 250 nos.)	3000 "

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 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	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	160 "	
3	Attendance Register by offset printing of double ruled on ledger sirpur paper size 33x40 cm nos. of pages 60 i.e 30 sheets	100 "	
4	Cash Voucher (on Yellow paper) size 27x22 cm	100 pad	
5	Envelop Yellow with school monogram size 28x13.5 cm	800 nos.	
6	Envelop White with school monogram size 21x13 cm	500 nos.	
7	Admission form on ledger paper light Blue color size 35.5x22 cm both side printed with serial numbered (contd. 100 sheets in per pad)	20 pad	
8	Holiday with activity list (on thin chart paper size 28x22 cm) both side printing	800 nos.	
9	Attendance leaf by offset printing of double ruled on ledger sirpur paper size 33x40 cm	900 "	
10	Identity Card for (Nur.and Prep. Classes) with dory and clip size of card 6x9 cm on century paper board (Pink color.)	600 "	
11	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 "	
12	Bus Identity Card with dory and clip size of card 6x9 cm on century paper board (Blue -2500 nos.,Yellow-250 nos. and Green 250 nos.)	3000 "	

Signature of the tenderer with Seal