

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

INVITATION TO TENDER

Ref: JVM/PS/OT-02/2025-26

Date 02.05.2025

Sub: Printing and Supply of Main answer sheets and suppl. answer sheets to Jawahar Vidya Mandir, Shyamali.

DESCRIPTION OF WORK.	PRINTING AND SUPPLY OF MAIN ANSWER SHEETS AND SUPPL. ANSWER SHEETS TO JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI.
LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.	ON OR BEFORE 14.05.2025 BY 12.00 NOON IN OFFICE OF PRINCIPAL JVM SHYAMALI, RANCHI-83402
DATE & TIME OF OPENING OF TENDER.	14.05.2025 AT 1.00 PM IN JVM SHYAMALI, RANCHI
REFERENCE NO. OF TENDER.	JVM/OT-02/2025-26

Dear Sir,

We have pleasure in enclosing herewith the tender document as detailed below related to Printing and supply of Answer sheets and supplementary Answer sheets 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,  
For Jawahar Vidya Mandir Shyamali

(Samarjit Jana)  
Principal  
Principal  
Jawahar Vidya Mandir  
Shyamali, Ranchi

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( Instruction of tender)

1.0 **SUBMISSION OF TENDER:**

- 1.1 Only those party can participate in tender enquiry who has GST NUMBER.
- 1.2 Tenderer should have experience in Printing Answer sheets or similar work during last three years and submit one sample of printed answer sheets or similar work.
- 1.3 The party should belong to Ranchi District, third party bidder is not allowed.
- 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.

1.6 **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.

To  
The Principal  
Jawahar Vidya Mandir Shyamali,  
P.O.Doranda, Dist. Ranchi-834 02

- 2.0 JVM reserve the right to accept any bid or reject any or all bids without assigning any reason thereof.
- 3.0 Offers not submitted as per the requirement of JVM as indicated in the "Invitation to Tender" are likely to be rejected.
- 4.0. The techno-commercial bid will be opened in presence of the bidders representative on 14.05.2025 at 1.00 pm. Bidders are requested to depute their authorized representative.
- 5.0 **Price evaluation criteria:- Item wise L1 bidder will be evaluated .**

- 6.0 Price bid will be opened only for techno-commercially eligible tenderer.

7.0 **SCOPE OF WORK:**

- i) Above items printing and supply at F.O.R. Jawahar Vidya Mandir Shyamali
- ii) Main 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 must be perforated of items sl no 1 & 2
- v) Quality of paper for Main Answer sheets and supplementary answer sheet must be 60 GSM (as per our sample ).
- vi) Price should be inclusive GST.
- vii) All the material will be printed after proof verification



## Terms and Conditions:-

### 8.0 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**

### 9.0 Validity of Rates:

The rate quoted by the tenderer shall remain valid for a period of One year. 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.

### 10.0 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.

### 11.0 Time Schedule

12.0 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.**

13.0 If Tenderer does not execute the said work within the stipulated time a penalty of Rs.100/- per day will be deducted from the bill.

14.0 **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

Sl 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	Copy of GST issued by Govt. of India	
4	Mentioned the % of GST.	
5	Please submit sample paper of 60 GSM for Main answer sheets and supplementary answer sheets.	
6	Please quote your rates for Main answer sheets and supplementary answer sheets on 60 GSM papers only inclusive of GST	
7	Consent regarding validity of tender for a period of one year. It shall come into force from the date of issue of the work order by JVM Shyamali.	
8	Payment shall be released within 20 days.	
9	Successful tenderer shall be required to complete the printing and supply within 4 (four) weeks from date of receipt of order.	
10	Details of Tender Cost Money Deposit: a) Amount: b) Demand Draft / Banker's Cheque No: c) Date of issue: d) Name of issuing Bank:	
11	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

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

**Ref: JVM/OT-02/2025-26**

**Date 02.05.2025**

**List of items**

<b>Sl. No.</b>	<b>Description of items</b>	<b>Qty. required approx.</b>
1	Main Answer sheet of <b>24 pages</b> with one sheet graph paper size 22.5x28.5 cm on 60 GSM Paper <b>-Horizontal</b> (for Sec.and Sr.Sec. Section )	7000 nos.
2	Main Answer sheet of <b>20 pages</b> size 22.5x28.5 cm on 60 GSM Papers <b>Horizontal</b> ( for Sec. and Sr. Sec. Section)	21000 "
3	Main Answer sheet of <b>8 pages</b> size 28.5x22.5 cm on 60 GSM papers for Primary and secondary Section.	30000 "
4	Main Answer sheet of <b>4 pages</b> size 28.5x22.5 cm o 60 GSM papers for Primary and Secondary Section	41000 "
5	Supplementary Answer sheet of 4 pages size 28.5x22.5 cm on 60 GSM papers for Secondary Section	25000 "
6	Supplementary Answer sheet of 4 pages size 28.5x22.5 cm on 60 GSM papers for Sr. Secondary Section (Horizontal)	30000 "
7	Supplementary Answer sheet of 2 pages size 28.5x22.5 cm with 1" Margin on 60 GSM papers for Primary Section	14000 "

Specification of Main Answer Sheets and Supplementary answer sheets 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	% of GST	Total price
1	Main Answer sheet of <b>24 pages</b> with one sheet graph paper size 22.5x28.5 on 60 GSM Papers - <b>Horizontal</b> (for Secondary and Sr. Secondary Section.)	7000 nos.			
2	Main Answer sheet of <b>20 pages</b> size 22.5x28.5 cm on 60 GSM Papers <b>Horizontal</b> (for Secondary and Sr. Secondary Section.) )	21000 "			
3	Main Answer sheet of <b>8 pages</b> size 28.5x22.5 cm on 60 GSM Papers for Primary and secondary Section.	30000 "			
4	Main Answer sheet of <b>4 pages</b> size 28.5x22.5cm on 60 GSM Papers for Primary and Secondary Section	41000 "			
5	Supplementary Answer sheet of 4 pages size 28.5x22.5 cm on 60 GSM Papers for Secondary Section	25000 "			
6	Supplementary Answer sheet of 4 pages size 28.5x22.5 cm on 60 GSM Papers for Sr. Secondary Section and Sec. Section -(Horizontal)	30000 "			
7	Supplementary Answer sheet of 2 pages size 28.5x22.5 cm with 1" Margin on 60 GSM Papers for Primary Section	14000 "			

Signature of the tenderer with Seal