

**JAWAHAR NAVODAYA VIDYALAYA
CHENDAYAD, KANNUR DIST, KERALA-670692**

TERMS AND CONDITIONS FOR THE YEAR 2018-19

FOR THE SUPPLY OF

-
01. Sealed tenders/quotations are invited on behalf of Navodaya Vidyalaya Samiti, Department of School Education & Literacy, Ministry of Human Resource Development, Government of India from eligible and interested registered firms and parties for the supply of articles and services shown in the attached statement for JNV CHENDAYAD, KANNUR DIST., KERALA so as to reach the undersigned up to **11 AM ON 27.04.2018**
 02. Tender/quotation should be submitted **to the PRINCIPAL, JNV CHENDAYAD, KANNUR DIST., KERALA -670692 under sealed strong cover marked as "Tender/quotation for the supply of....." and not by name.** The Tenders/quotations will be opened in the Vidyalaya Office **at 11.30 hrs on 28.04.2018**
 03. Tenders/quotations shall be submitted according to the terms and conditions specified in paragraphs 03 to 25. Unless specified otherwise in the tender, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
 04. The tender/quotation should be submitted along with **Rs by Demand Draft drawn in favour of the PRINCIPAL, JNV CHENDAYAD, KANNUR DIST payable at STATE BANK OF INDIA, KUTHUPARAMA BR (SBIN0002228), towards EMD,** which shall be adjusted against the Security Deposit if the tender/quotation is accepted.
 05. The rates quoted should be inclusive of freight, excise duty, sales tax, GST, VAT or any other taxes or imposition whatever liable in respect of the supplies.
 06. Tender/quotation should be submitted only in the forms supplied from JNV KANNUR and the tenders submitted in any other form shall be rejected summarily. The duly signed terms and conditions should also be signed and submitted along with the tender.
 07. Samples of all major items, , should be submitted in full size as per the specification given in the tender form. Quotations without samples will not be eligible for consideration.
 08. There should not be any overwriting or corrections in the tender form. In case any figure is to be changed, the existing one should be scored out neatly and the revised figure written above the scored out figure and the same attested with full signature of the tendered with date. In the absence of attested correction, the tender/ rate is liable to be rejected.
 09. Rates quoted should be in figures as well as words. If there is any variation in the rate quoted in figures as well as words, the lower of the two will be accepted.
 10. Incomplete tenders/quotations submitted without required EMD will be summarily rejected and no future correspondence in this regard will be entertained.
 11. The undersigned does not bind him to accept the lowest tender/quotation and reserves the right to accept the tender in whole or in part, i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the statement as he may decide. Principal is the final authority to finalise the Tenders /quotations.
 12. On acceptance of the tender, it will become a contract and the contractor shall be bound to respect the terms and conditions of the tender. The person/persons whose tender(s) is/are accepted, hereafter called the contractor(s) shall deposit **an amount of Rs. (rupees) only) by Demand Draft drawn in favour of the PRINCIPAL, JNV CHENDAYAD, KANNUR DIST, KERALA payable at STATE BANK OF INDIA, KUTHUPARAMA BR (SBIN0002228) as Security Deposit within ten days from the date of receipt of intimation regarding the acceptance of the tender/quotation,** failing which the contract will be cancelled and EMD will be forfeited.
 13. If the contractor is exempted to remit the EMD/Security Deposit the reasons thereof should be specified with supporting documents and the undersigned reserves the right to accept or reject such requests.
 14. **If the contractor fails to supply the articles within the stipulated date, the undersigned shall be at his liberty to purchase the articles from the market or get the**

rest of the contract completed by any other person or firm and the difference of price, if any, shall be deducted from the EMD/Security Deposit/Pending bills and in case any amount in excess of the Security Deposit is paid by the undersigned the contractor shall be liable to pay this amount.

- 15.If the contractor is not accepting the work order after the finalisation of the tender/quotation, his EMD will be forfeited without any further notice and his name will not be considered for further tenders in future
- 16.The item/items should be supplied in the Vidyalaya at the supplier's cost and risk.
- 17.The undersigned is at his liberty to cancel the entire contract with a notice in the event of irregular supply of item/items and in that case the Security Deposit of the supplier will be forfeited without further notice or correspondence.
- 18.The item/items supplied should be of good quality and as per the samples supplied at the time of tender and also should be of good quality available in the market.
- 19.Tenders/quotations submitted without the signature of the tendered will not be accepted.
- 20.In the event of acceptance of the tender and placing the order for purchase, the articles ordered for should be subject to inspection by the undersigned or his representative and are liable to be rejected if they are not according to the approved samples and the prescribed specification or is/are of poor quality.
- 21.The rate quoted by the contractor shall hold good up to **ONE YEAR / upto** and no change in the rate will be accepted during the currency of the contract.
- 22.As a safeguard against any defect appearing in the articles supplied, the Vidyalaya will retain the amount of Security Deposit till **31.03. 2019**.
- 23.All the contracts above Rs.20000/- annually will be subject to Income Tax Rules and income tax at the applicable rate will be deducted from each bill and credited to the Government Account. If the contractor has any tax exemption, necessary certificate to this effect should be submitted with the tender/quotation. If PAN NO. is not provided by the tendered, income tax at higher applicable rate will be deducted as per income tax rules.
- 24.**PAN NO and VAT NO/GST NO along with the copy of the certificate should be submitted with the tender along with the following documents.**
 - a. copy of Income tax Return filed last year
 - b. copy of trade licenses
 - c. copy of sales tax clearance
 - d. GST Registration certificate
 - e. letter head of the firm
 - f. Copy of pan card
 - g. PFMS details
 - h. Duly signed Terms Conditions 2018-19
- 25.Tenders/quotations that do not comply with the above conditions will be rejected.

Accepted all the conditions mentioned above.

Date:

Signature of tenderer

Name and address

(SEAL)

Principal