

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

INVITATION TO TENDER

Ref: JVM/OT-01/2025-26

Date 23.04.2025

Sub: Printing and Supply of Question Papers to Jawahar Vidya Mandir, Shyamali.

DESCRIPTION OF WORK.	PRINTING AND SUPPLY OF QUESTION PAPERS IN JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI
LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.	ON OR BEFORE 07.05.2025 BY 12.00 NOON IN OFFICE OF PRINCIPAL JVM SHYAMALI, RANCHI-83402
DATE & TIME OF OPENING OF TENDER.	07.05.2025 AT 1.00 PM IN JVM SHYAMALI, RANCHI
COST OF TENDER DOCUMENT	Rs. 500/- (RUPEES FIVE HUNDRED ONLY)
REFERENCE NO. OF TENDER.	JVM/OT-01/2025-26

Dear Sir,

We have pleasure in enclosing herewith the tender document as detailed below related to Printing and Supply of Question Papers, 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 : Instruction to tender
- ii) Annexure-II : Technical and commercial
- iii) Annexure-III : List and Price format of Question Papers

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 **ELIGIBILITY CRITERIA FOR SUBMISSION OF TENDER:**

- 1.1 **The party should not belong to Ranchi District.**
- 1.2 A Third party bidder is not allowed.
- 1.3 Only those party can participate in tender enquiry who has GST NUMBER.

2.0 Tender shall be submitted in separate sealed cover, in two parts, as mentioned below

2.1 **Part-I :TECHNO COMMERCIAL BID (Unpriced)**

Part-I 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.

2.2 **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 S.K. JHA
Vice-Principal
Jawahar Vidya Mandir Shyamali,
P.O.Doranda, Dist. Ranchi-834 002

3.0 **SCOPE OF WORK:-**

- 3.1 Question Paper should be printed and supply at F.O.R. Jawahar Vidya Mandir Shyamali ,Ranchi-2
- 3.2 Quality of paper should be 75 GSM.
- 3.3 Rates should be inclusive of Drawing/Scanning/Packing charges, freight and GST.
- 3.4 Confidentiality of the assigned job should be maintained.
- 3.5 Before final printing of the assigned job, the proof to be checked by the School authority.

4.0 **Terms and Conditions :-**

- 4.1 **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 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
- 4.2 JVM reserve the right to accept any bid or reject any or all bids without assigning any reason thereof.
- 4.3 Offers not submitted as per the requirement of JVM as indicated in the "Invitation to Tender" are likely to be rejected.
- 4.4 The techno-commercial bid will be opened in presence of the bidders representative on 07.05.2025 at 1.00 pm. Bidders are requested to depute their authorized representative.
- 4.5 Price bid will be opened only for techno-commercially eligible tenderer .
- 4.6 Award of work criteria: - Overall L-1 evaluated **bid**.

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23/04/25
Principal
Jawahar Vidya Mandir
Shyamali, Ranchi

5.0 Validity of Rates:

The Period of Contract shall be for two years from the date of commencement of the contract. Commencement of date is date of work order.

After completion of two year, the contract may be renewed annually another one time based on performance and on mutually agreed terms and conditions. However, if the firm does not provide satisfactory service or for any other reason deemed necessary by the School, the contract can be terminated at any time with a prior notice of 15 days.

6.0 Payment Terms

100% payment shall be released within 20 days after printing and supply of Question Paper on submission of bill along with receipted challan and certified copy from examination deptt. of the School.

7.0 Time Schedule

- 7.1 The successful tender shall be required to complete the printing and supply of above Question papers within 4(four) weeks from date of receipt of order failing to which a penalty of Rs.500/ per days will be deducted from the bill.
- 7.2 In the event the supplied question papers is not conforming to the ordering specification and approved paper, the Question papers 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

Ref: JVM/OT-01/2025-26

Date 23.04.2025

Technical - Commercial Bid

Sl no.	General requirement:-	Please confirm
1	Submit your samples paper of 75 GSM only for printing of the question papers.	
2	Please quote your rates inclusive of Drawing/Scanning /Packing charges ,freight and GST	
3	Consent regarding Validity of tender for a period of two years .	
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 question papers 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 question papers for JVM Shyamali, Ranchi

Signature of the tenderer with Seal

PLEASE QUOTE YOUR LOWEST RATES ON THIS PROFORMA ONLY

Sl No.	Nos. of pages	Size of paper	up to 100 copies	up to 200 copies	up to 350 copies	up to 450 copies	up to 750 copies	up to 850 copies
1	One page only (one side printing)	22X14 cm						
2	Two pages only (both side printing)	22X14 cm						
3	Three pages printing (folded two sheet)	22X14 cm						
4	Four pages printing (folded two sheet)	22X14 cm						
5	Five pages printing (folded three sheet)	22X14 cm						
6	Six pages printing (folded three sheet)	22X14 cm						
7	Seven pages printing (folded four sheet)	22X14 cm						
8	Eight pages printing (folded four sheet)	22X14 cm						
9	-do-	28X22.5 cm						
10	Nine pages printing (folded five sheet)	22X14 cm						
11	-do-	28X22.5 cm						
12	Ten pages printing (folded five sheet)	22X14 cm						
13	-do-	28X22.5 cm						
14	Eleven pages printing (folded six sheet)	22X14 cm						
15	-do-	28X22.5 cm						
16	Twelve pages printing (folded six sheet)	22X14 cm						
17	-do-	28X22.5 cm						
18	Drawing/Scanning charge (if any)							
19	Packing charge (if any)							
20	Packing charge (if any)	% o f GST						