

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

INVITATION TO TENDER

Ref: JVM/OT-18/2018-19

Date 26.03.2019

**Sub: Supply of Identity Card in Jawahar Vidya Mandir, Shyamali.**

<b>DESCRIPTION OF WORK.</b>	SUPPLY OF STUDENTS' IDENTITY CARD WITH PHOTOGRAP, LAMINATION WITH HOLDER & STRIP WITH NAME OF SCHOOL IN JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI
<b>LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.</b>	ON OR BEFORE 04.04.2019 BY 12.00 PM IN OFFICE OF VICE-PRINCIPAL Mr. S.K. GHOSH, JVM SHYAMALI,RANCHI-83402
<b>DATE &amp; TIME OF OPENING OF TENDER.</b>	04.04.2019 AT 12.30 PM IN JVM SHYAMALI, RANCHI
<b>COST OF TENDER DOCUMENT .</b>	Rs. 500/- (FIVE HUNDRED ONLY)
<b>REFERENCE NO. OF TENDER .</b>	JVM/OT-18/2018-19

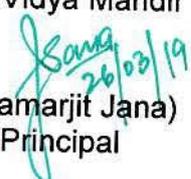
Dear Sir,

We have pleasure in enclosing herewith the tender documents as detailed below related to supply of Student's Identity Card, 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 : Price format of Students Identity Card.

Thanking you,

Yours faithfully,  
For Jawahar Vidya Mandir Shyamali

  
( Samarjit Jana )  
Principal

( Instruction of tender)

ANNEXURE-I

1.0 **SUBMISSION OF TENDER:**

- 1.1 The party should belong to Ranchi District.
- 1.2 Only that party can participate in tender enquiry who has GST NUMBER.
- 1.3 Mentioned the GST in percentage clearly.
- 1.4 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. Submit your sample of Identity Card (with complete as Card, strip and clip).

1.3 **Part-II: PRICE BID**

The price bid shall be submitted in the prescribed format enclosed at Annexure-III .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.

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 04.04.2019 at 12.30 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: - Overall L1 bidder will be evaluated.

*Samg*  
26/03  
19

## 2.0 SCOPE OF WORK

- 2.1 Data collection of each and every students from Nursery to Std. XII to be done by the party.
- 2.2 Photograph of every students of the aforesaid classes to be taken by the party.
- 2.3. The party has to provide two stamp size of photograph of each students for other official purpose of the school.
- 2.4 Identity Card completed in all respect to be provided alongwith strip engraving Jawahar Vidya Mandir, Shyamali, Ranchi-2.
- 2.5 Soft copy of the photograph alongwith particulars of the students to be provided to the incharge of concerned department.

### 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 3 (Three) years. It shall come into force from the date of issue of the work order by JVM Shyamali.

#### 5.0 Payment Terms:

100% payment shall be released within 20 days after manufacturing & supply of Identity Card on submission of bill along with receipted challan and certified copy from concerned deptt. of the School.

#### 6.0 Time Schedule:

- 6.1 The successful tender shall be required to complete the manufacturing and supply of above Identity card within 6(six) weeks from date of receipt of order failing to which a penalty of Rs.50/ per days will be deducted from the bill.
- 6.2 In the event the supplied Identity card is not conforming to the ordering specification and approved card, the Identity card so supplied will be rejected without paying any price compensation. The decision of JVM in this regard will be final.

*J. Singh*  
26/03  
2019

**Annexure -II**

**Technical - Commercial Bid**

Sl no.	General requirement:-	Conformation
1	Submit your sample of Identity Card (with complete as Card, strip and clip).	
2	The party should have at least three experiences of supply of Identity card, proof of experience to be enclosed.	
3	Please quote your rates inclusive of GST.	
4	Submit the copy of pan card.	
5	Mentioned the GST No.	
6	Consent regarding Validity of tender for a period of three years.	
7	Payment shall be released within 20 days.	
8	For all manufacturing and supply of Identity card F.O.R (Jawahar Vidya Mandir, Shyamali,Ranchi.	
9	Successful tenderer shall be required to complete the manufacturing and supply The Identity cards within 6 weeks from date of receipt of order.	
10	Details of cost of tender document: a) Amount : b) D/D or 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 Student's Identity card for JVM Shyamali, Ranchi



Signature of the tenderer with Seal

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

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Annexure -III

**PRICE FORMAT**

S.No	Name of items	Unit	Rate	GST	Total unit price
1.	Identity Card with clip and strip( alongwith strip engraving Jawahar Vidya Mandir,Shyamali), two stamp size photograph and soft copy of students data with photograph.	1 set (one set)			

Name of firm:

GST No.

Name of proprietor:

Signature :

Mob. No.

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