

दूरभाष: 040-29700551

फैक्स- 040-29700561

नवोदय विद्यालय समिति

मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान

(स्कूल शिक्षा एवं साक्षरताविभाग, भारत सरकार)

नल्लगंडलारोड, गोपनपल्ली, रंगारेड्डी जिला

हैदराबाद पिन -500 107 (तेलंगाणा)



Tender Cost Rs.500/-

Ph: 040-29700551

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Website: navodayahyd.gov.in

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NAVODAYA VIDYALAYA SAMITI
(HYDERABAD REGION)

An Autonomous Organization under Ministry of HRD
(Dept. of School Education & Literacy, Govt. of India)

Gopanapally, Nallagandla Road

Ranga Reddy (Dist)

Hyderabad- 500 107

F.No.2-34/NVS(HR)/2018-19/ADMN

TENDER FORM

FOR PRINTING OF NVS ANNUAL REPORT 2017-18

(ENGLISH & HINDI VERSION)

Sealed Tenders are hereby invited for **Printing of NVS Annual Report 2017-18 (English & Hindi version)** are invited by the Navodaya Vidyalaya Samiti, (Ministry of Human Resource Development, Department of School Education and Literacy, Government of India) Regional Office, Hyderabad. The last date for submission of completed tender forms in the office is **14.11.2018 (upto 4:00 P.M.)**. The tenders will be opened on **15.11.2018 at 11:00 AM** in the Office of the Deputy Commissioner, Navodaya Vidyalaya Samiti, Regional Office, Gopanapally, Nallagandla Road, Near Aparna Sarovar, Ranga Reddy District, Hyderabad-500107.

Tenders should be submitted under strong **Wax sealed** cover marked as **"Tender for Printing of NVS Annual Report 2017-18"**

TERMS & CONDITIONS :

01. The reputed **Registered Printers** having valid registration are only eligible to participate.
02. The tenders shall be submitted according to the terms and conditions appended herewith. Unless specified otherwise in the tender, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
03. The rate quoted should be excluding of GST and the rate should be quoted in the prescribed format attached herewith as Annexure-I. **The Annual Report 2016-17 is available in the office which may be seen, as a sample, if required and rate be quoted accordingly.**
04. The duly filled tender forms should be accompanied by non-interest bearing refundable **Earnest Money Deposit of Rs.10,000/-** in the form of a Demand Draft / Pay Order in favour of Navodaya Vidyalaya Samiti, Hyderabad drawn on any Nationalized Bank. The E.M.D. in the form of cheque / cash will not be accepted. The EMD amount will be adjusted against security deposit in respect of successful tenderer. The same shall be refunded after six months on satisfactory completion of the contract.

05. There should not be any over-writings or corrections in the tender document. If a figure is to be amended, it should be neatly scored out & the revised figure written on tender document and same is to be attested by the authorized signatory of the firm with date & seal. In the absence of the attested signature date & seal for amendment, the tender document is liable to be rejected.
06. The Deputy Commissioner, NVS, Hyderabad Region does not bind himself to accept the lowest tender and reserves the right to accept or reject the tender in whole or in part without assigning any reason i.e. with respect to all the material mentioned in the attached statement or in respect of any one or more than one material specified in the attached statement as he may decide. Decision of the Navodaya Vidyalaya Samiti Hyderabad Region is final. No further correspondence will be entertained in this regard.
07. The tender document shall not be considered, if it is found incomplete/ without the required Earnest Money Deposit, copy of valid registration certificate and latest income tax as well as Sales Tax clearance certificate. No exemption for submission of EMD/other required documents is allowed on any reasons. Such tender document will be rejected straightway. For reference, check list is enclosed.
08. On acceptance of the tender, the approved tenderer shall have to execute an agreement on value of Rs. 500/- Non-Judicial stamp paper. The cost of the stamp paper has to be borne by the tenderer.
09. Rates are to be quoted for complete job including the cost of paper, composing DTP, setting, printing, binding packing, loading and all other charges at the Press. The rate quoted shall be valid up to **31.12.2018**.
10. Printed material should be delivered within 10 days of issue of final printing work order.
11. Only such parties who are in a position to complete the work in all respects within 10 days from the date of issue of work order need to participate in the tender. In the case of delay in delivery, contractor (firm) is liable to pay the penalty @ Rs.1000/- for each day of the delay beyond the prescribed date. The Deputy Commissioner of NVS, RO, Hyderabad reserve the right to extend the period of supply under unavoidable circumstances.

12. The Successful tenderer shall have to pay non- interest bearing refundable security deposit @10% of the total cost of the work order by Demand Draft/Pay Order in favour of Navodaya Vidyalaya Samiti, payable at Hyderabad. The same shall be refunded only after 6 months from the successful completion of the job and satisfactory delivery thereof.
13. The successful tenderer may claim the payment only on completion of printing job and after satisfactory delivery of the item to Navodaya Vidyalaya Samiti and report on testing of the paper quality used for printing the material. The payment will be made after necessary deduction of TDS/surcharge as per rules and charges for testing the printed material.
14. Sample paper to be used for printing is to be enclosed along with tender document, failing which tender will be rejected.
15. Final proof copy of each language is required to be produced and got approved before start of printing.
16. Navodaya Vidyalaya Samiti has the right to modify the quantity of Printing of NVS Annual Report 2017-18.
17. The award of work is subject to entering an agreement between NVS RO Hyderabad and the supplier as stated at S.No.8 above.

Agreed for the above Terms and Conditions:

()
Signature of the Party with date

Name of the firm :
Address :
Contact No :
Seal of the firm :

I] SPECIFICATIONS AND CONDITIONS FOR PRINTING OF NVS ANNUAL REPORT 2017-18

- a) Cover page (4 pages) : Four colour printing text & cover of 4 pages on Art card both side coated size 23"x36"/300 GSM (Sample paper is to be enclosed)
- b) Text Paper : Art paper both side coated size 23"x36"/90 GSM. (Sample paper is to be enclosed)

Text pages 1-216 + I-IV pre-pages = Total 220 text pages and Cover 4 pages.

Language wise Printing of NVS Annual Report 2017-18 to be printed

Sl. No.	Language	Number
01.	English	1200 books
02.	Hindi	1200 books

Cutting/Binding with along with cover page.

Packing of 50 books with brown sheet and covering the bundle in the water proof bag with proper sealing / stripping as per the details of mode of packing attached to the supply order.

ANNEXURE - I

Full address and Telephone No. of the firm	
	Contact No:

[FOR THE USE OF TENDERER FOR QUOTING THE RATES]

TENDER NO. _____

Dated: _____ .2018.

To
The Deputy Commissioner,
Navodaya Vidyalaya Samiti,
Regional Office, Hyderabad,
Gopanpally, Nallagandla Road,
Ranga Reddy Dist., Hyderabad-500107.

Sir,

With reference to your tender advertisement published in the daily Newspaper _____ dated _____, we quote our competitive rate as under duly accepting all terms and conditions stipulated in the Tender Schedule (Page 01 to 04) as per quality specified:-

**A) PRINTING AND SUPPLY OF LANGUAGE-WISE
PRINTING OF NVS ANNUAL REPORT 2017-18**

Description of printing		Quantity to be printed	Rate per Book	GST	Total amount (Rs.)
Quality	Language				
a) Four colour printing text & cover of 4 pages on Art card both side coated size 23"x36"/300 GSM (Sample paper is to be enclosed)	English	1200 books			
b) Art paper both side coated size 23"x36"/90 GSM. (Sample paper is to be enclosed)	Hindi	1200 books			
TOTAL (Rs.)					

Further, I am enclosing herewith the demand Draft No. _____
dated _____ for Rs. _____ - (Rupees
_____ Only) drawn on
_____ Bank towards EMD for the said purpose and
I have read the terms and conditions fully.

ENCL: As per checklist.

**Signature of the Tenderer with full
address and seal.**

Contact No: _____

E-mail id: _____

Note:

1. Rate has to be quoted for two languages.
2. The rate quoted above shall be valid up to **31.12.2018**.
3. The tender document should be submitted within the stipulated date and time. Late receipt of Tender will not be entertained.
4. Submission of EMD and other documents are compulsory and exemption will not be granted at any cost.

DOCUMENTS TO BE SUBMITTED ALONGWITH TENDER FORM

CHECKLIST

Sl. No.	Particulars	Whether enclosed (Yes/ No)
1.	Tender Form with rate in Annexure- I	
2.	Duly signed terms & conditions (Page No.1, 2 & 3)	
3.	Income Tax Returns	
4.	GST Clearance Certificate as on 31.03.2018	
5.	Valid Registration Certificate of the firm.	
6.	Demand Draft for Rs.10000/- in the form of Earnest Money.	
7.	Tender envelope has/ have been signed by the Supplier/ Firms along with seal (s).	
8.	Copy of PAN Card has been attached	
9.	Sample of all the papers including art papers to be used by mentioning the GSM & Firm name	
10.	If any other(s) required documents/information is needed as per Tender document has been attached.	

Note: Please sign in all the pages of Tender documents with seal