

NAVODAYA VIDYALAYA SAMITI REGIONAL OFFICE:
BARIK POINT: LACHUMIERE: SHILLONG-793 001

Annexure - A

Terms and Conditions of the Tender for Stationery items for 2018-19

1. There should not be any over writing or corrections in the tenders. If a figure is to be amended, it should be neatly scored off. The revised figure be written above and same be attested with full signatures and date. In the absence of the attested signature, the tender is liable to be rejected.
2. The Deputy Commissioner does not bind himself to accept the lowest tender and reserves the right to accept the tender in whole or in part.
3. On acceptance of the tender, it will be come a contract and the contractor shall be bound by the term and condition of the tender.
4. Any tender not accompanied with Demand Draft for Rs.25,000/-(Rupees twenty five thousand)only, as earnest money shall be rejected.
5. The TDS shall be deductible from the payment as per rule, if applicable.
6. In case the tenderer fails to supply the items to the specifications and satisfaction of the Samiti, the earnest money/Security Deposit of Rs. 25,000/-(Rupees twenty thousand thousand)only shall be forfeited.
7. Sealed Tenders will be received by this office on or before 21/5/2018 up to 12.AM.
8. Tender received after due date/time on account of any reasons whatsoever will not be Entertained.
9. Conditional and telegraphic tenders will not be accepted.
10. Tender will be opened at 03:00 PM on 23/5/2018 by the Purchase Advisor Committee in presence of the tenderers/representatives who are willing to be present on the date and time given for opening of tenders.
11. If the supplier fails to supply the items with in stipulated time, the Deputy Commissioner shall be at the liberty to buy articles from other agency and the difference of the amount on such purchase will be deducted from the earnest money, and if such amount is in excess of the earnest money the contractor shall bear the balance amount.
12. The material supplied by the successful tenderer will be inspected by a committee. In case the supply does not confirm to the specification the same is liable to be rejected and the supplier will take the material back at his own cost and risk.
13. Any free/gifts scheme provided by the manufacturer/company is to be passed on to Samiti without any extra cost.
14. The earnest money should be in the shape of Demand Draft only in favour of **Deputy Commissioner, NVS, (RO) ,Shillong**. The earnest money in cash or in any other form will not be accepted at any cost.
15. Rates quoted by the supplier/firm shall be valid up to 30.04.2019 extendable upto 6 months.
16. Court jurisdiction is subjected to Shillong.
17. The tentative cost of Stationery items in total may be approximately Rs. 2.lacs for the Financial Year 2018-19.
18. The quantity of stationery items as shown in the list enclosed may be increase or decrease at the discretion of the Deputy Commissioner with out assigning any reason.
19. The successful tenders will supply the materials with in (07(seven) days from the supply order failing which ½ % of the total cost will be imposed as a penalty **per day**.
20. Tenders which do not comply with the above conditions are liable to be rejected.
21. The Deputy Commissioner reserves the right to cancel any tender without assigning any reasons.
22. Rate quoted for printed items should not be more the M.R.P. in any case.

Place: Shillong

Date

(Dr. D.S.KUMAR)
DEPUTY COMMISSIONER

Agreement for the terms and conditions mentioned above.

Name of the Tenderer :

Signature of the Tenderer :

Address of the Firms :

Phone No/Mobile No :

Seal of the Firm :

TENDER FORM NO _____
Cost Rs.100/-
RECEIPT NO. _____ **DATE** _____

