



Netarhat Awasiya Vidyalaya

Netarhat

(An Autonomous Institute under School Education & Literacy Department, Govt. of Jharkhand)

Invites

Tender Notice No-319 , Dated - 18.10.2025

Tender Document for supply & installation of Photocopier Machine at Netarhat Awasiya Vidyalaya, netarhat.

Sealed tenders are invited for Netarhat Awasiya Vidyalaya, Netarhat from reputed parties/Company/contractors having relevant experience to supply the Miscellaneous Items for purchasing and installation of Photocopier Machine at Netarhat Awasiya Vidyalaya, Netarhat.

Terms and Conditions

1. Eligibility Criteria

- a) ~~The Bidder.~~ should be a leading name in the field of respective work which are being mentioned in
- b) The bidders must submit self-attested copies of last 3 years Income Tax return in the name of the firm/proprietor/partner.
- c) The bidder must submit the experience certificate of supply of Machinery Equipments executed in the last three financial year in any government organization.
- d) The bidder shall provide the Registration number of the firm along with the GST No. and the PAN Number allotted by the concerned authorities.
- e) One bidder can give only one quote either directly or indirectly.
- f) **The bidder must not be blacklisted either by Netarhat Awasiya Vidyalaya, Netarhat or any other University/institution/Government department. An affidavit to this effect must be submitted.**
- g) Netarhat Awasiya Vidyalaya, Netarhat reserves the right to cancel or giving the order to some other party who have contested in this tender if it is not deployed even after the date mentioned in the purchase order.
- h) **The complete List of Work with specification and quantity of requirement is mentioned in Annexure – I. The bidder has to quote strictly in format of the Annexure I.**

2. Cost of tender: - The tender fee is Rs. 1000.00 (One Thousand Only) for the tender. It must be enclosed with the tender form. This amount is Non-refundable. Tender fee can be deposited by only online mode through school website i.e., www.netarhatvidyalaya.com or sbi collect portal.

3. Earnest Money Deposit :-

The interested firm may put the complete document in all respects along with Earnest Money Deposit (EMD) as a FD or Bank Guarantee from any nationalized bank drawn in favor of Principal, Netarhat Awasiya Vidyalaya at Netarhat. The detail of payable EMD is mentioned below: -

- a. **The bidder should deposit Rs. 3,000/- as EMD for the tender.**
- b. The EMD should be enclosed in a separate envelop marked for the same and nothing to be made in the original covering letter.
- c. The EMD will be returned to the successful bidder on providing the security deposit.
- d. EMD will not be waived under any circumstances.
- e. Non submission of EMD will lead to rejection of tender at the opening stage itself.
- f. The school will return the earnest money where applicable, to every unsuccessful CONTRACTOR on return of all the Tender documents without any interest.

4. Security Deposit

- a. Within fifteen (15) days of the award of Work, the vendor shall furnish a security deposit amounting to 2% of the work order value in the form of Bank Guarantee/ Bond/FD (**from scheduled Bank only**) favoring the Principal, Netarhat Awasiya Vidyalaya, Netarhat. The security deposit should be valid for the entire warranty period. Work order will be issued after depositing the security deposit.
- b. All Bank details like Name, address, phone/fax no., e-mail etc. should be mentioned clearly.
- c. The security deposit will be forfeited in the case of non-execution of the order and non-compliance of the terms and conditions provided in the tender document.
- d. **The security deposit should be kept for two years from the date of issuing the work order.**

5.Submission of Tender

- a) Separate envelopes for Tender Fees, EMD should be placed in one envelop.
- b) The Institute reserves right to ignore and tender which fails to comply with the above instructions.
- c) The tender not submitted in the prescribed format or incomplete in detail is liable for rejection. The School will not be responsible for the non-receipt for quotation within the specified date and time due to any reason including holidays. The bidder should submit the following documents.

- Annexure – I
- Registration No. of the Firm/Vendor/Company.
- GST Registration Certificate and update return copy.
- Income Tax Registration Certificate
- Experience Certificate of Concerned Work.
- EMD with covering letter
- Three Years IT Return i.e., P.Y 2022-23, 2023-24 and 2024-25.
- Affidavit for not being blacklisted from any instruction.
- Tender Fee (As per rule -02)

6. **Opening of Tender:** -The tender will be opened in the office of The Principal, Netarhat Awasiya Vidyalaya, Netarhat **on 8st November, 2025 at 1.30 P.M Technical Bid and 8st November 2025 at 03.30 P.M. (Financial Bid).**

7. **Work Completion:** The supplier shall complete the work within One Week from the placement of the work order. The work asked in the Tender is tentative; however, it may marginally increase/decrease at the time of placing of order.

8. General Terms & Condition: -

- **TAXES**

All type of taxes like GST, purchase tax, turnover tax or any other tax applicable in respect of this contract shall be payable by the Contractor and Principal, Netarhat Awasiya Vidyalaya, Netarhat will not entertain any claim whatsoever in respect of the same. It is the duty of the contractor to deposit all type of taxes in respect to this contractor.

9. No Commitment to Accept Lowest rate in the Tender procedure.

- i. The school shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete without assigning any reason whatsoever.
- ii. The school reserves the right to make any changes in the terms and conditions of the work.
- iii. The school will not be obliged to meet and have discussions with any vendor, and or to listen to any representations.
- iv. Brand, reputed company & Quality will be Preferred.
- v. The School Management Committee will have the full discretion to select goods bases on quality and brand.

11. Order Cancellation

- a) Delay in work beyond the stipulated time mentioned in the work order from the date of issue of the work order.
- b) Breach by the tenders of any of the terms and conditions of the tender.
- c) Any action by the vendor, which is in breach of law or accepted practices in the commercial transactions.
- d) If the Firm/Vendor goes into liquidation voluntarily or otherwise.

12. **Tender updates:** -Prospective bidders please refer to our website www.netarhatvidyalaya.com for any changes which may appear from time to time.

13. **Signing of Tender:** -The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith. Each page of the tender documents required to be signed and bears the official seal of the bidders.
14. **Amendment in tender conditions** -The Principal, Netarhat Awasiya Vidyalaya, Netarhat reserves all right to amend or withdraw any of the terms and conditions contained in tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the principal in this regard shall be final and binding on all.
15. **It will be mandatory to complete the assured Work within one week from the date of issuing the work order.**
16. **Warranty :One year warranty shall be given for the supplied equipments.**

Annexure – I

S.No.	Particulars	Quantity	Rate	Amount (With all taxes and duties)
01.	Photocopier Multifunctional Machine with Duplex, DADF and trolley. Print speed 25ppm. Print size A5 to A3. Network print and scan. Wifi, Mobile printing, pending drive support. One year onsite warranty/One lakh print warranty whichever is earlier. Brand-Canon/Any other reputed Brand	02 Pcs.		