



**NETARHAT AWASIYA VIDYALAYA**  
**NETARHAT**  
P.O- NETARHAT, DISTRICT- LATEHAR

**NOTICE INVITING TENDER**

Enquiry No-08

Dated- 19.01.2026

**Sealed Quotation's/ Tender are invited from reputed Publishers /Suppliers/ Authorized Distributors/ Authorized Dealers for the Purchase of different kinds of Books, Globes, Kindle, Educational & Software DVD/CDs for the Library at Netarhat Awasiya Vidyalaya, Netarhat.**

1. The Sealed Bids should be addressed to The Principal, Netarhat Awasiya Vidyalaya, Netarhat. P.O- Netarhat, District- Latehar, (Jharkhand) PIN-835 218 and should reach on or before **10.02.2026 at 11:30 A.M.** It should be divided in to two parts and each part should be sealed in a separate envelope and finally all the two sealed envelopes should be sealed in to a single large envelope addressing to the Principal as mentioned above.  
A. **Technical Bid-** Performa for the Technical bid is mentioned below. Signed copy of the (Tender documents, Tender Fee & EMD) documents should be kept in this envelope  
B. **Financial Bid-** Performa for the financial bid is mentioned below.

**2. Earnest Money Deposit (EMD) & Tender Fee**

Tender Fee amounted Rs-500/- must be ensured with technical bid .

**Tender Fee can be deposited by online through our School Website [www.netarhatvidyalay.com](http://www.netarhatvidyalay.com).** It's not refundable nature.

**\*Earnest Money Deposit (EMD) -** The Bidder should enclose a Bank Guarantee, Fixed Deposit F.D.), N.S.C., Bond Paper or the other Statement for the Period of One Year of Rs. 10,000/- If found unsuccessful, this would be refunded immediately after the finalization of tender. From submission of Bid, E.M.D. e.g. F.D. , N.S.C. Bond Paper will be kept for One Year from tender of its matured.

3. The date of publication of tender is **19.01.2026** at our website [www.netarhatvidyalaya.com](http://www.netarhatvidyalaya.com) and **Last/Final date of Submission of the tender at our school premises is 10.02.2026 till 11:30 A.M** through Simple Post/Registered Post/ Speed Post and by hand. The same will be opened on **11.02.2026 at 11.30 A.M** at our school premises before the firm's representatives.

## **Terms & Conditions for Supply of Books, Globes, Kindle, Educational & Software DVD/CDs**

### **1. Bills/Invoices:**

- (i) Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- (ii) Invoice should be raised in the name of The Principal, Netarhat Awasiya Vidyalaya, Netarhat
- (iii) Revenue stamp should be affixed on the original bill and should be signed by authorized signatory
- (iv) The bill should contain the Purchase Order Number and Date. The items in the bill should be in the order of purchase order.
- (v) One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O. should not be combined and supplied in one invoice.
- (vi) The body of the bill should have following certificates:
  - a. The books supplied are latest edition and are not remainder titles.
  - b. Correct price as per Publisher Catalogue has been charged.
  - c. Conversion rates have been charged as per RBI rates.

### **2. Delivery:**

- (i) The vendor has to execute all the supplies within the stipulated time (45 days in case of foreign Books and 20 days in case of Indian Books, Globes, Kindle, Educational & Software DVD/CDs from the date of issue of Purchase Order. However, it may please be noted that at times the vendor will have to deliver the books against instant orders.
- (ii) If more time is required, the vendor has to inform to the library timely. If no communication is received from the vendor, then the supply order will automatically stand cancelled after stipulated time.
- (iii) Books, Globes, Kindle, Educational & Software DVD/CDs should be delivered at Netarhat Awasiya Vidyalaya, Netarhat At free of delivery charges. Transportation, postal and any other charges, if any, will be borne by the vendor. The delivery shall be effected on a working day hours and shall be made to an official of the library only.
- (iv) The preferred mode of delivery of Books, Globes, Kindle, Educational & Software DVD/CDs will be in person by hand delivery at the library. However the other mode of delivery may be by registered parcel, courier services or any other mode of delivery and in such types of delivery, loss, damage, in transit if any will be the sole responsibility of the supplier without any additional cost.
- (v) Books must be in good condition. Netarhat Awasiya Vidyalaya, Netarhat will not accept short supply or defective books. If supplied those have to be replaced without extra cost. Payment will be processed and made only after receipt of entire lot of books or after all the defective books has been replaced. No interim or part payment will be made with respect to Books, Globes, Kindle, Educational & Software DVD/CDs short delivered or delivered defective Books, Globes, Kindle, Educational & Software DVD/CDs.

### 3. Price Proof:

- (i) For Foreign Publications, the supplier shall have to furnish the price proof of the Books along with a copy of RBI rates. In case of any price manipulation when detected at any stage, the supplier shall be responsible for the same and the excess amount charged shall be refunded to the Institute in one instalment.
- (ii) For any bulk purchases, the vendor should provide the copy of Procurement Invoice from Publishers/Distributors.
- (iii) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor

### 4. Exchange Rate:

- (i) In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the bill along with the Indian prices (in Rs.) charged in accordance with the approved rate of exchange.
- (ii) Reserve Bank of India's (RBI) Currency conversion rates as applicable on the date of the invoice should only be followed, and should also be clearly indicated on the invoice.

### 5. Payment:

Payment will be made within 30 days from the receipt of the consignment, if the books are in good condition and there are no discrepancies of any nature.

### 6. General Terms & Conditions:

- (i) Netarhat Awasiya Vidyalaya, Netarhat reserves the right to modify the terms and conditions of contract at any time during the contract at its sole discretion and without assigning any reason.
- (ii) Netarhat Awasiya Vidyalaya, Netarhat reserves the right to cancel the contract at any time, without assigning any reason and shall not be responsible for any loss or damage incurred by the supplier due to such cancellation. However, all pending bills will be settled as early as possible.
- (iii) **Netarhat Awasiya Vidyalaya, Netarhat reserves the right to cancel the "call for quotation" or extend the last date without assigning any reason or with or without notice and shall not be responsible for any loss or damage caused for any party.**
- (iv) Contract can be terminated at any time in case the services are not found satisfactory.
- (v) The empanelment of the vendors/distributors/publishers/dealers for the supply of books will initially be valid for one year which may be extended by the Competent Authority.
- (vi) Any Legal disputes that may arise out of the contract shall be subject to the jurisdiction of a Court in Ranchi (India).
- (vii) Only Latest Edition of the Books, Globes, Kindle, Educational & Software DVD/CDs will be accepted.

**APPLICATION FORM FOR SUPPLY OF BOOKS, GLOBES, KINDLE, EDUCATIONAL & SOFTWARE DVD/CD TO THE LIBRARY AT NETARHAT AWASIYA VIDYALAYA, NETARHAT**

**TECHNICAL BID**

1. Name of the Vendor
2. Complete Postal Address with  
Tel. No.  
Fax. No.  
E-mail
3. Annual turnover of the firm or the last three  
Consecutive years with documentary evidence.  
(Please Attach duly attested Turnover Certificates)
4. PAN(Permanent Account Number Allotted by the  
Income Tax Department. (Enclose copy)
5. GST Registration apply with update Return File
6. Enclose details of your valid registration with  
Good Offices Committee (GOC):  
Federation of Publishers' and Booksellers' Association of  
India (FPBAI):  
Any other State/National Association(s) of books  
suppliers:  
If Any(Optional)
7. Experience/Clientage:  
Enlist the name of the national reputed organizations  
where books are supplied.  
(Enclose the relevant Purchase Order/Work Order Letter  
of Intent (LOI) Copies

I/. We agree to abide by the terms and conditions as mentioned in the document.

Date:  
Seal Full Name with designation

Signature of the Bidder with

Name of the Firm

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**FINANCIAL BID**

**Percentage of Discount offered (To be mentioned in both Figures and Words)**

**The financial bid is required to be submitted separately in a sealed cover**

**Publications**

**One to Five Copies- More than Five Copies**

**1. Foreign Publications**

- A. General Books
- B. Text Books
- C. Reference Books
- D. Globes
- E. Kindle
- F. Educational Software  
DVD/CDs

**2. Indian Publications**

- A. General Books
- B. Text Books
- C. Reference Books
- D. N.C.E.R.T Books
- E. Globes
- F. Kindle
- G. Educational & Software  
DVD/CDs

Date:  
Name with designation

Signature of the Bidder with Seal Full

Name of the Firm

Sd./-  
**Principal,**  
**Netarhat Awasiya Vidyalaya**  
**Netarhat**

Copy to- Daily Newspapers/School Notice Board/Netarhat Bazar/Bus Btand /School website/  
Library In-charge / Administrative Officer/ Stores/Accountant

**Principal,**  
**Netarhat Awasiya Vidyalaya**  
**Netarhat**

Principal  
Netarhat Awasiya Vidyalaya, Netarhat