


<p><b>नवोदय विद्यालय समिति</b>  शिक्षा मंत्रालय, भारत सरकार  (स्कूल शिक्षा एवं साक्षरता विभाग)  नल्लगंडला रोड, गोपनपल्ली, रंगारेड्डी जिला  हैदराबाद पिन -500 046 (तेलंगाणा)  दूरभाष: 040-29700551  फैक्स -040-29700561</p>		<p><b>NAVODAYA VIDYALAYA SAMITI</b>  Ministry of Education, Govt. of India  (Dept. of School Education &amp; Literacy)  # Nallagandla Road, Gopanpally,  Ranga Reddy (Dist),  Hyderabad- 500 046 (Telangana State)  Ph: 040-29700551 Fax: 040-29700561  Website: <a href="http://navodayahyd.gov.in">navodayahyd.gov.in</a>  E-mail : <a href="mailto:navodayahyd@gmail.com">navodayahyd@gmail.com</a></p>
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F.No.1-49/NVS(HR)/2022-23/ADMN

Tender Document for sale of scrap material during 2022-23

1. Sealed Tender for the Recyclers/Preprocessor of “scrap material sale” shown in the attached Annexure-I is invited by the undersigned during the working days from 02.01.2023 to 11.01.2023 up to 4.00 PM. Tender should be sent in a sealed cover marked as **“Quotation for the purchase of scrap material”**. The Tenders will be opened at the office of the Navodaya Vidyalaya Samiti, Regional Office, Hyderabad at 03.00 PM on the 12<sup>th</sup> of January, 2023 by the members in the presence of Committee Members/ Representatives of the Bidders and the Tender Forms received in any other format would be rejected without assigning any reasons.
2. The quotations shall be submitted in accordance to the terms and conditions specified in paragraphs 3(i) to (xvii) unless specified otherwise in the Tender it shall be construed that the terms and conditions stipulated hereunder have been agreed to. Any firm submitting the Tender Document without the authorized signature / seal of firm and without the signature of two witnesses will summarily be rejected without assigning any reasons and no correspondences would be entertained in this regard.
3. It is obligatory on the part of the participating Firm to attach the following mandatory documents.
  - i) The self attested Xerox copy of the Money Receipt issued by the NVS towards the cost of the Tender Form of Cash or a Demand Draft for Rs **500/- (Rupees five hundred only) drawn in favour of the** Deputy Commissioner, Navodaya Vidyalaya Samiti, payable at Hyderabad towards the cost of Tender.
  - ii) The completely filled-in and signed Tender Document should be attested with the signature of the firm owner.
  - iii) Any firm submits the Tender Documents without any of the above documents in Sl No 3(x) a & b will summarily be rejected without assigning the reasons thereof and no correspondences would be entertained in this regard.



- iv) The sealed Tenders put in the Tender Box which was kept in the office of the Navodaya Vidyalaya Samiti, Regional Office, Hyderabad.
- v) The rates quoted should be net purchase value (including labour for lifting, Transport etc). The Navodaya Vidyalaya Samiti, Regional Office, Hyderabad shall not be liable to pay any charges for lifting / Transport etc. The participating firm should ensure that rates of all the items in the enclosed Rate List are quoted by the firm without fail. The bidders should ensure that no damage is caused to the environment during storage/lifting & Transportation of condemned /unused articles.
- vi) There should not be any overwriting or correction in the quotation, if a figure is to be amended, it should be neatly scored out and the revised figures should be written above the same and attested with full signature. In the absence of the attested signature, the rate quoted will not be considered and is liable to be rejected.
- vii) The Navodaya Vidyalaya Samiti, Regional Office, Hyderabad. does not bind itself to accept the highest quotation and reserves every right to accept the Tender in a whole or in part and no correspondence will be entertained in this regard. However, if the NVS desires, a firm getting maximum number of items on the basis of the H-1 rates selected and negotiated to sale the remaining items at the H-1 rates if the firm agrees. The decision of the NVS Committee members would be final and binding in this regard and no correspondences would be entertained in this regard.
- viii) The attention of the Firms are invited to the fact that just for the sake of obtaining the tender, if any prospective bidders quoted inferior or sub-standard rates and if on the opinion of the NVS members, the rates quoted by the Firms are not genuine and is below the reasonable rate, their candidature will summarily be rejected without assigning any reasons and no correspondence would be entertained by this office in this regard.
- ix) The firm should ensure that the rates for all the items in the list are quoted without fail.



- x) On acceptance of the Tender, it will become a contract and the contractor shall be bound by the terms and conditions specified in the Tender Document for the period specified there-in.
  - a) The Tender form should be submitted along with the Rs.2000/- towards Earnest Money (refundable) as enclosed in the form of Crossed Demand Draft drawn in the favour of Deputy Commissioner, Navodaya Vidyalaya Samiti, payable at Hyderabad along with supported ID proof (like Self attested copies of Ration Card/Voter ID/Aadhar Card etc) and the tender forms submitted without requisite EMD will be rejected without assigning any reasons. The Tenders received after due date and time shall not be accepted at any cost. No interest will be paid for EMD / Total awarded amount deposited by the Tenderer.
  - b) Payments in any other forms like cash, money orders and cheques in respect of the Earnest Money Deposit will not be accepted under any circumstances and the tender will be rejected without assigning any reasons.
- xi) If the Firm/contractor fails to purchase the articles within the stipulated date, time, as per the Order, the NVS reserves every right to sale the articles to second highest bidder and the earnest money of the first bidder amount will be forfeited.
- xii) The rates quoted by the contractor shall hold good up to 31-01-2023 and no request for an amendment in the Approved Rate will be accepted under any circumstances and it is binding on the part of the contractor to purchase the items as per the rates approved by NVS Committee members till the closure of the contract period.
- xiii) Tenderer must have their own firm with proper E-mail Address / Postal Address for communication and the Address Proof of the Firm from the Competent Authority is compulsory in this regard. The Orders will be despatched either by E-mail or Indian Postal Services.
- xiv) The ordered items should be purchased fully in a single lot as per the Order and no part purchase will be accepted. Further, the items should be lift in one lot within **Ten** Days of the receipt of Order from this office in the day time [10:00 hours to 16:00 hours] after receipt of the full payment from the tenderer.



- xv) Tenders who do not comply with the above conditions are liable to be rejected without assigning reasons and no correspondences will be entertained in this regard. DC, NVS, RO, Hyderabad reserves the right to withdraw from the sale of any material from the lot at any stage without assigning any reasons thereof. In case any dispute the decision of the DC, NVS, RO, Hyderabad, shall be final and binding on both the parties.
- xvi) The above terms and conditions / instructions to tenderers are to be duly agreed and signed by the contractors and returned along with the tender form.
- xvii) **On selection of the Firm for purchase of articles - it is mandatory on the part of the firm to submit an undertaking in the Court Stamp Paper worth Rs100/- clearly stating (i) that the firm will abide by all the terms of the Tender Document, (ii) no part purchase would be undertaken and (iii) the items would be purchased within Ten days of receiving the order between 10:00 hrs and 16:00 hrs. Any selected firm failed to submit the undertaking in the Court Stamp Paper of Rs.100/- as specified within Ten days of receiving the intimation of selection from this office would be rejected without any further notice and the offer would be given to the next firm which quoted the next highest rate.**

Encl: Annexure

SECTION OFFICER (ADMN)  
NVS, RO, HYDERABAD.

## **CERTIFICATE OF ACCEPTANCE**

I / We certified that the terms & conditions stated above from Para (i) to Para (xvii) are fully understood and accepted by me / us as a whole. Further, I / We certified and accepted that in the event of non-compliance of any of the conditions of the tender by me / our firm - my / our candidature would be summarily rejected without assigning any reasons and I / we would abide by the decisions of the NVS Committee members, Hyderabad. I / we also understood that no further correspondence would be made in the event of rejection of my tender consequent upon my / our failure in fulfilling any of the terms and conditions of the Tender Document from Para 3(i) to Para (xvii).

Station:

Full Signature: \_\_\_\_\_

Date:

Name \_\_\_\_\_

**Valid Email ID:** \_\_\_\_\_

Address of the Firm with Seal

**Witness I:**

**Signature:**

Name:

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness II:**

**Signature:**

Name:

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **BANK DETAILS OF THE PARTICIPATING FIRM**

01. Name & Address of the firm : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

02. Tender submitted for : \_\_\_\_\_

03. Name of Beneficiary : \_\_\_\_\_

04. Bank Name : \_\_\_\_\_

05. Branch Name : \_\_\_\_\_

06. Address of the Bank : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

07. Current Account Number : \_\_\_\_\_

08. IFS Code : \_\_\_\_\_

***[All payments will be made only through Electronic Transfer Mode by the NVS, hence, it is mandatory on the part of the firm to provide correct bank details as asked above]***

Station: Full Signature: \_\_\_\_\_

Date: Name \_\_\_\_\_

**Valid Email ID:** \_\_\_\_\_

Address of the Firm with Seal



## NAVODAYA VIDYALAYA SAMITI :: REGIONAL OFFICE, HYDERABAD

TENDER SCHEDULE FOR  
SALE OF RECYCLER/PREPROCESSOR ARTICLESOFFICE EQUIPMENT:

SL.NO	Name of Article	Qty	Cost per unit	Total Cost
1	Intercom	5 Nos.		
2	Type writers	5 Nos.		
3	Calculators	13 Nos.		
4	Fixograph board	01 No.		
5	Water cooler	01 No.		
6	Bicycle	01 No.		
7	Scissor	02 Nos.		
8	OHP & Stand	01 No.		
9	Crompton Classic Pedestal fans	03 Nos.		
10	Ceiling Fan	01 No.		
11	Ultra violet system (Water purifier)	01 No.		
12	EPABX Set	01 No.		
13	Digital Handycam	01 No.		
14	Water Heater	01 No.		
15	Letter sorting box	01 No.		
16	UPS	21 Nos.		
17	HP Scanner	02 Nos.		

Contd..2..

**COMPUTERS**

SL.NO	Name of Article	Qty	Cost per unit	Total Cost
18	HCL Computer Intel core i5 650@3.20GHz 3.19 GHz RAM 2 GB(32bit)	01 No.		
19	Lenovo Computer Intlecore i3 2100 3.1 GHz) Pro operating system	12 Nos.		
20	Lenovo desktops Intel 2.66 GHz/ core 2 duo/ G31/Q35/2 GB Ram / 320 GB Hdd/ optical mouse/standard keyboard/ 17" TFT Monitor	13 Nos.		

**PRINTERS**

SL.NO	Name of Article	Qty	Cost per unit	Total Cost
21	HP Laser Printer 1020	01 No.		
22	HP Printer 2055	01 No.		
23	HP IJ 1008 Laser printer	05 Nos.		

Signature of the Tenderer\_\_\_\_\_

(Full Name:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_