

SAINIK SCHOOL KUNJPURA, KARNAL (HARYANA)
TENDER/CONTRACT NOTICE: 2018-19

1. The Principal invites sealed tender from reputed Firms/Contractors for the following:-

TENDER FOR	EARNEST MONEY	OPENING DATE/TIME	CONTRACT PERIOD
Printing of stationary & school prospectus	Rs.5,000/-	30 Jan 2018 (1630 hrs)	01 May 2018 to 30 Apr 19

2. Intending Tenderers with satisfactory experience in an institution dealing with more than 650 boys/persons will be preferred. Tender form complete in all respects **Can Be Sent By Post Or Dropped In The Tender Box Placed In The Main Building ONLY DULY MARKED 'TENDER FOR _____' ON TOP OF THE ENVELOP.** The school will not be responsible for postal delays. Tenders will not be accepted in hand and after closing date. Latest IT Return, Photocopy of Pan Card, Registration Certificate of Firm/Company, GST No. if any are to be attached with tender application.

3. Tender forms along with Terms & Conditions can be obtained from the School Main Office on payment of Rs.500/- with effect from **09 Jan 2018** onwards from **1000 hrs to 1330 hrs and close on 27 Jan 2018 at 1330 hrs.** Sealed tenders along with earnest money **through bank draft only prepared after issue of Tender Notice** drawn in favour of the **Principal, Sainik School Kunjpura, Karnal (Haryana) payable at Karnal** should reach latest by **1400 hrs by 27 Jan 2017.** Tenders will be opened on the opening dates and time as mentioned against each. Tenderers can be present, if interested.

4. Earnest money of unsuccessful Tenderers will be refunded within 30 days from the date of opening of Tender or after finalisation of tender whichever is later. No queries/request will be entertained by the School office prior to this.

5. No local/outstation cheque or cash will be accepted for earnest money.

6. Tender forms can be downloaded from School website. www.sskunjpura.org along with respective Appendix(list of items). Downloaded form to be deposited with a **DD of Rs.500/-** as cost of Tender Form along with Earnest Money as applicable.

7. Successful tenderer to deposit security in the form Bank Guarantee/Demand Draft up to 10% of the total value of the Tender or as finalized by the School authority after adjusting the amount paid as EMD, if applicable.

8. THE PRINCIPAL, SAINIK SCHOOL KUNJPURA, KARNAL RESERVES THE RIGHT TO REJECT OR ACCEPT ANY OR ALL THE TENDERS OR ACCEPT THEM IN PARTS OR REJECT THE LOWEST TENDER WITHOUT ASSIGNING ANY REASONS. AWARDING OF PART TENDERS WILL BE DISCOURAGED FOR ADMINISTRATIVE CONVENIENCES AND EMD WILL BE REFUNDED IN DUE TIME. ALSO PRINCIPAL SAINIK SCHOOL KUNJPURA, KARNAL RESERVES THE RIGHT TO EXTEND THE TENDER BY 1-2 YEARS SUBJECT TO SATISFACTORY SERVICES PROVIDED BY THE VENDOR & VARIOUS OTHER FACTORS.

TENDER FORM

Sl.No. _____
(With School Round Stamp)

Cost Rs.500/-
(D/D for Rs 500/- to be attached for downloaded forms)

SAINIK SCHOOL KUNJPURA, KARNAL-132 023 (HARYANA)
TENDER FOR SERVICES FOR THE YEAR 2018-19

1. Tender for Supply/Services of : _____
2. Name of the Firm/Agency/Supplier/Contractor : _____
3. Full address of the Firm/Agency/Supplier/
Contractor with Pin Code : _____
4. Telephone No.(Including Mobile No.) : _____
5. Earnest Money Amount : _____
6. Bank Draft No. & Date with Name of the
Issuing Bank : _____
7. Experience of Supply/Services to Govt Deptt,
if any (with documentary evidence, if any) : _____
8. Supplier/Firm Registration No. (If available) : _____
9. Copy of IT Return for last 3 years(If available) : _____
10. GST No. (If available) : _____
11. Copy of PAN No. (If available) : _____
12. Bank Account details : _____

DETAILS OF ITEMS

**TO BE FILLED IN BY TENDERERS ON THEIR PRINTED LETTER HEAD AND OR ON THIS
FORM OR ON THE LIST ISSUED**

- | 13. Name of the Items | Rate in Rupees (inclusive all taxes) at F.O.R. |
|-----------------------|---|
| (a) _____ | _____ |
| (b) _____ | _____ |
| (c) _____ | _____ |
| (d) _____ | _____ |
| (e) _____ | _____ |

Contd...2/-

14. Terms and conditions, if any (for consideration by the School authorities)

- (a) _____

15. Important points from the School side to be acknowledged by vender:

- (a) Incomplete Tender Form will not be entertained & no further communication will be done on the subject.
- (b) Tender Form will be summarily rejected in case required documents as per the Tender notice as per our website are not attached with the form.
- (c) Tender will be accepted with the required Security Deposit as per the Tender notice per our website. Old Security Deposit will be considered in the existing tenderer cases, subject to request received from the Tenderer in writing.
- (d) EMD is not required to be submitted by those Bidders who are registered for the same items/range of products/goods or services with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or concerned department of Ministry of Government of India like NCCFI and Kendriya Bhandar.
- (e) The Principal reserves the right to accept or reject any or all tenders without assigning any reasons.
- (f) Lowest tender will be decided on evaluated value of the total items and various other factors i.e. quality, reputation of the Tenderer etc.
- (g) Split tender will generally be discouraged. However, earnest money of tenderers who refuse to accept part tender will be forfeited, subject to the discretion of Principal.
- (h) **Rate are to be quoted in rupees for each item.**
- (j) Tender form complete in all respects can be sent by post or dropped in the tender box placed in the main building only duly marked '**Tender for _____**' on top of the envelop. The school will not be responsible for postal delays. No tender will be accepted after closing date.
- (k) **Tenderer will give an undertaking in the form of signing the tender form that no representation in view of rejection of their tenders by the Board of Officers will be represented in any department or Court of Law of this country. The decision of the Board of Officers will be considered as full and final and the tenderer will agree to that.**

Signature of Supplier/Contractor or
Authorized signatory of the Firm/Agency

Name: _____

Address: _____

Date : _____

GENERAL TERMS AND CONDITIONS

1. The tender document is not transferable. The complete terms & conditions needs to be read by the Tenderer prior to sending his filled tender form. Being a **High Turnover Tender**, the **Tenderer is appraised to make a visit to the school to clarify any ambiguity.**
2. An amount of Rs.500/-(Rupees Five Hundred Only) will be collected towards the tender form.
3. **Payment:**
 - (a) Payment will be made only after receipt of the products/materials/equipments at the school and after satisfactory installation by the respective company.
 - (b) No advance payment will be made on any account
 - (c) Payment will be made only by means of an Accounts Payee Cheque. DD may be issued on request in writing and the DD commission will be charged. NEFT / RTGS can be done as per available facility.
4. The literature submitted by the firm should be self explanatory.
5. The firm should be ready to execute the service immediately from the date of the order as per the requirement. The firm is liable to compensate damages/financial losses to the school, in case they fails to execute the order after getting the supply order. The party is bound to pay double the amount of the product cost, if they fail to supply the item for whatsoever reason.
6. Terms and Conditions for up gradation in future, if required, are to be mentioned in the offer.
7. Maximum Educational Discount admissible is to be mentioned in the offer.
8. If required, negotiation date will be intimated later.
9. The Principal, Sainik School reserves the right to reject any or all tenders at any stage without assigning any reason thereof.
10. If any certificate, enclosed by firm are found to be fake/bogus/tampered, such agencies shall be black listed for a period of 10 years.
11. Each firm has to submit a copy of Registration Certificate/Registration Number from the concerned authority wherever applicable.
12. Tenders by Telex/Telegram/Fax/E Mail will not be accepted.
13. Late and incomplete tender forms shall be summarily rejected.
14. Any further correspondences in this regard/post tender correspondence will not be entertained.
15. Last two year's list of clients may be enclosed.
16. Separate tender papers should be obtained for different items/category of items.
17. For other details, terms and conditions, the firms are advised to refer to the tender document.

18. It is hereby brought to the notice of all prospective bidders' that if any change/additions/alterations are found to be made by them and the same is subsequently detected/noticed at any stage even after award of the supply order, all necessary actions including stoppage of the supply order would be taken. In addition the bidders are liable to be prosecuted under law.

19. The Principal, Sainik School reserves the right to itself not to issue the document and/or to accept or reject any or all the offers at any stage of the process and or modify the process without assigning any reasons whatsoever, and his decision in this matter is deemed as final and binding. The firm will not be entitled for any compensation for rejection of his application. However, demand draft of earnest money will be returned to the bidder in case tender is not accepted.

20. Lowest rates do not guarantee the Tender acceptance; rather the quality, Reputation of vender after sales service, guarantee/ warranty amongst others will be taken into consideration during finalization of Tenders. Brand name and Model Nos. should invariably be quoted for all the items. Items of poor quality will not be considered for procurement.

21. If any firm has authorized dealership certificate, the same may also be enclosed. The vendor intending to bind for a Tender should be dealing in such items or should have own shop.

22. The last date for submission of Tender Papers is **27 Jan 2018 by 1400 hrs.**

23. Tenders will be opened at the school premises on the dates & time given in the Tender Notice available on School website.

24. This advertisement does not constitute and will not be deemed to constitute any commitment on the part of the School.

25. Alteration in Terms and conditions suiting to the School need can be inserted/modified with consent of both parties, even after finalization of the contract.

26. All Legal jurisdictions will be at Karnal only.

27. **PRINCIPAL'S DECISION WILL BE FINAL AND BINDING, ON ALL MATTERS PERTAINING TO ANNUAL TENDERING.**

28. All correspondence should be addressed to the following Address:

**The Principal
Sainik School Kunjpura
Karnal – 132 023 (HR)**

Note: 1. If the date of receipt and opening of tenders happen to be declared as Holiday, the same will be observed on the next working day at the same time.

2. Interested bidder to down load the relevant pages of the specific tender and attach with the tender document.

3. Tender forms along with the list of items can be obtained from the school office on payment of Rs.500/- with effect from **09 Jan 2018** onwards from **1000 hrs to 1330 hrs** and close on **27 Jan 2018 at 1330 hrs** or downloaded from school website www.sskunjpura.org. Downloaded tender / sealed tender forms to be submitted along with earnest money through Demand Draft only drawn in favour of the Principal, Sainik School Kunjpura, Karnal (Haryana) payable at Karnal should reach latest by **1400 hrs by 27 Jan 2018.**

To

The Principal
Sainik School Kunjpura
Karnal
Haryana-132023

Subject: Non-blacklisting certificate

Dear Sir,

This is to certify that M/s _____ has not been blacklisted and no criminal case is pending in any Government Organization. Non-Government or Public Sector organization in India before submission of this bid document.

Yours faithfully,

(Signature)

(Name & Designation)

(Company Seal)

Date:

Place:

SAINIK SCHOOL KUNJPURA, KARNAL
PRINTING OF SCHOOL PROSPECTUS AND ITEMS FOR TENDER : 2018-2019

S.No.	Description of items	Appx Qty	Rate
1.	School Prospectus	=	Designing only
2.	Answer Sheets: (As per sample)		
	(a) Two leaf 2x2 = 4 pages(Print Colour Red)	=	2400
	(b) Four leaf 4x2 = 8 pages(Print Colour black)	=	1200
	(c) Four leaf 6x2 = 12 pages(Print Colour black)	=	600
	(d) Eight leaf 8x2 = 16 pages(Print Colour blue)	=	1200
	(e) Twelve leaf 12x2 = 24 pages(Print Colour green)	=	600
3.	Pamphlet (As per sample) ¼ th size	=	5000
4.	Pamphlet (As per sample) 1/8 th size	=	50000.....
5.	School Magazines (As per sample) pages 160+4(± 4 pages) = (170 GSM paper)	=	1000
6.	Two fold brochure, 300 GSM glossy paper laminated	=	200
7.	Invitation cards as per sample with envelopes	=	On reqmt basis(min 100)
8.	School Calendar (As per sample)	=	1500
9.	School News Letter (As per Sample)	=	900
10.	Printing of forms(As per sample) (A4 size one side Printing 75 GSM paper) with Pad Binding)	=	As per requirement
11.	Printing of Teacher diary (As per sample)	=	50
12.	Printing of Attendance Register(As per sample)	=	50
13.	Printing of Ledger (As per sample)	=	50
14.	Certificates for Athletics (As per sample)	=	200
15.	IH Certificates (As per samples)	=	400

Cont'd....2/-

Terms & Conditions

1. All rate to be quoted as FOR at School and inclusive of all taxes
2. Proof reading is to be required before final printing.
3. The supply will be rejected in case of low quality supply.
4. The quantity mentioned against each items is tentative and can vary according to requirement of the School.

Signature of Contractor