

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
Books & Stationery Shop and Supply & General store	Rs.20,000/-	01 Feb 2018 (1600 hrs)	01 May 18 to 30 Apr 19

2. Intending tenderers with satisfactory experience in an institution dealing with more than 650 boys/persons will be prefers. 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 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 2018.** Tenders will be opened on the opening dates and time as mentioned against each. Tenderers are allowed to 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. AWARDED 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 PROVIDES 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. Name of Supply/Rate Contract Rebate for the entire period as given in the Advt. (Stationery shop & General Store)
- (a) _____
- (b) _____

Note: -Rebate for Shops to be paid in lump sum for entire period of tender.

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

- (a) _____
- (b) _____
- (c) _____
- (d) _____

16. 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 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:

TENDER FOR SUPPLY OF
BOOK CORNER ITEMS: 2018-19

Fixed Rebate for 10 months : Rs.1,00,000 (Book Corner & General Store/stationary items)
(to be paid in one installment)

Sl No	Name of Items	Brand Name	A/U	% Less on MRP
1.	Ball Pen	Cello	Nos	
2.	Books Private	-	Nos	
3.	Chart	Thin/Thick	Nos	
4.	Compass	Ceitix, mAX	Nos	
5.	Copy Hard Bound 104 Pages/	Charlie,Classmotto,Classmate	Nos	
6.	Without Binding 144 Pages	Class Motto,Charlie		
7.	Fluorescent Sheet	-	Nos	
8.	Gum	Pidilite,Premier	Tube	
9.	Ink	Camel	Bottle	
10.	NCERT Book	-	Nos	
11.	Pen Sparkel	Link, Montex	Nos	
12.	Pen/Gel pen	Cello, Reynolds	Nos	
13.	Pencil	Natraz, Apsara	Pkt	
14.	Pencil Box	Frontier	Nos	
15.	Pencil Box	Frontier	Nos	
16.	Register 140/184 pages	Charlie, Classmoto	Nos	
17.	Register 256 Pages	Charlie, Classmoto	Nos	
18.	Register 84 Pages	Charlie, Classmoto	No	
19.	Register 240 pages	Charlie,Classmote	Nos	
20.	Rough Register 200 pages	Charlie, Classmoto	Nos	
21.	Rubber Small/Big	Non dust/Apsara	Nos	
22.	Scale	Apsara/Natraj	Nos	
23.	School Bag	As per sample	Nos	
24.	Sharpner	Natraz/Apsara	Nos	
25.	Sketch Pen	Stick/Luxor	Pkt	
26.	Sketch Pen	Stick/Luxor	Pkt	
27.	Tape	Premier,Winpack,Wonder	Nos	
28.	Tape coloured/Sparkel	Wonder, Darvich	Nos	
29.	White Fluid	Infinity	Nos	
30.	Magazine	All	Nos	
31.	Periodicals	All	Nos	

- Note :**
1. These items are for retail sale to the boys directly and applicable throughout the contract period.
 2. Percentage less on MRP FOR at Sainik School Kunjpura

Signature of the Contractor

TENDER FOR SUPPLY OF
GENERAL STORE ITEMS: 2018-19

<u>Sl No</u>	<u>Name of Items</u>	<u>A/U</u>	<u>Rates in words</u>
1.	Leather Shoes all size	Pair	
2.	Sports shoes all size	Pair	
3.	Mattresses coirmats	Nos	
4.	Mattresses foam	Nos	
5.	Mosquite Nets(Single Bed)	Nos	
6.	Trunk box iron gaze	Nos	
7.	Socks	Pair	
8.	Vest	Nos	
9.	Under wear	Nos	
10.	Face powder	Nos	
11.	DEO	Nos	
12.	Perfume	Nos	
13.	Leather Belt	Nos	
14.	Tooth paste	Nos	
15.	Soap Bar	Nos	
16.	Lux soap	Nos	
17.	Life boy	Nos	
18.	Cinhol	Nos	
19.	Greeting Card	Nos	
20.	Hair Oil	Nos	
21.	Shampoo	Nos	
22.	Watch	Nos	
23.	Hair Gel	Nos	
24.	Key ring	Nos	
25.	Wallet	No	
26.	Locks	Nos	
27.	Tooth brush	Nos	
28.	Nail Cutter	Nos	
29.	Tongue cleaner	Nos	
30.	Gift items	Nos	
31.			
32.			

Signature of the Contractor

TENDER FOR SUPPLY OF STATIONERY ITEMS**TO SAINIK SCHOOL KUNJPURA: 2018-19**

Sl.No	Items	Brand	Price
1	All Pin Hook type-50gm/ T Type	Good Quality	
2.	Acrylic Colour 500 ML	Camlin	
3	Attendance register 90 pages	Shipra	
4.	Brown Sheet(Thick) Big	Good Quality	
5.	Brushes Hoay Hair 2,,4,6,8,10,12,14,16,18,20 No	Good Quality	
6.	Brushes Save Hair 2,4,6,8,10,12 No (67 Series Round/ Flat) All Size	Good Quality	
7.	Call bell(Manual)	Fort	
8.	Carbon Paper(Black/Blue) A-3,A-4 & FS size	Kores	
9.	Camlin-Gel	Camel	
10.	Canvas Roll(Camel) 72” 5MT	Camel	
11.	Canvas Board 20”x30”	Camel	
12.	Calulator CT 666	Casio/Citizen	
13.	Calulator CT 555N	Casio/Citizen	
14.	Chalk white/color Dustless-144 sticks, 50 sticks	Kores	
15.	Chart Paper(Thick) All colour	Full size	
16.	Chumky (200gm) pkt	Good Quality	
17.	Cellophane paper sheet(Tack sheet) per mtr	Good Quality	
18.	Crap Paper Full size	Good Quality	
19.	Correction Pen(10ml) whitener	Infinity	
20.	DVD writable	Moser Baer	
21.	CD writable	Moser Baer	
22.	CD rewritable	Moser Baer	
23.	DVD rewritable	Moser Baer	
24.	DVD/CD Cover(Plastic)	Good Quality	
25.	Dak Pad(Folder) cloth, Red, Green, Blue	As per sample	
26.	Damper	Jumbo, Premier	
27.	Draftsman knife	Ikon, Best, Premium	
28.	Drawing pin(plastic coated)	Good Quality	
29.	Duster(Wooden former Plastic form) as per sample	Good Quality	
30.	Duster(Dust Soaker)	Good Quality	
31.	Envelop white 10x4.5” (with window)	Shivam/Shivam	
32.	Envelope white 9x4” (with window)	Shivam/Shivam	
33.	Envelop white 10x4.5”	Shivam/Shivam	
34.	Envelope white 9x4”	Shivam/Shivam	
35.	Envelope yellow plastic quoted 12x10”	Good Quality	
36.	Envelope green plastic quoted self stick 14x10”	Good Quality	
37.	Envelope yellow plastic quoted-A-4	Good Quality	
38.	Eraser/Rubber	Natraj/Apsara	
39.	Embose Painting Set	Good Quality	
40.	Folder Leather with clip & printing	As per sample	
41.	Fabric colour(12 col)	Pidilite, Camlin	
42.	Fevicol Tube-22.5 gm, 200 gm,	Pidilite,Camlin	
43.	Fevicryl Acrylic Colours(12 Colour)	Pidilite, Camlin	
44.	Fevi stick 08 gm,10gm,15 gm	Pidilite, Camlin	
45.	File binders with card board	Good Quality	
46.	Folder plastic with clip	As per sample	

Sl.No	Items	Brand	Price
47.	Folder plastic without clip	Secure (FL-203)	
48.	Fiber clip board	As per sample	
49.	Fluorescent Paper Thick-Full size	Good Quality	
50.	Glass colour set(12 clr)	Pidilite, Camlin	
51.	Gem Clip(plastic) U pin 50 pin, 100 pin pack	Globe, Gem	
52.	Gift wrapping paper Big Size	Good Quality	
53.	Glass colour lines	Good Quality	
54.	Gum Tube	Premier	
55.	Golden Pen	Uniball, Link	
56.	Golden paper	Good Quality	
57.	Gulal 01 Kg	Good Quality	
58.	Handmade Sheet	Good Quality	
59.	Highlighter-All colour	Cello	
60.	Ice Pick(Poker)	Good Quality	
61.	Ivory Sheet	Good Quality	
62.	Jumbo Pen	Stick	
63.	Linseed Oil(Camel-500 ML)	Camel	
64.	OHP Marker Pen	Stic/Camel, Cello	
65.	Oil Paper	Camel	
66.	Oil Colour(Camel Artist) 120 ML	Camel	
67.	Oil Colour Knife	Good Quality	
68.	Oil Plate	Camel	
69.	Paper Glossy Pkt 50 sheet	Oddy	
70.	Paper royal Executive Bond 100 GSM A-4 Size	JK	
71.	Pad Ink(Small)	Golden, Ashok	
72.	Pen(Blue/Red/Black) Add Gel Achiever	Add Gel Achiever	
73.	Pen(Blue/Red/Black –Fine Gripper	Cello	
74.	Pen(Blue/Red/Black) Butter flow	Cello	
75.	Pen Uni-ball Eye (Fine)	Uni-Ball	
76.	Pen Parker Blue	Parker	
77.	Pencil Apsara with scheme inside(HB)-2B,4B,6B	Natraj/Apsara	
78.	Pen Sparkle	Cello, Link	
79.	Pencil Sharpener	Natraj/Apsara	
80.	Permanent Marker	Camel/Stic,	
81.	Picture Varnic 500 ML	Camel	
82.	Photostat Paper-A-4	Bindle/Roster/Spectra	
83.	Photostat paper-FS	Bindle/Roster/Spectra	
84.	Photostat Paper-A-3	Bindle/Roster/Spectra	
85.	Plaster of Parish-per Kg	Good Quality	
86.	Poster colour 12 colour	Camel	
87.	Post-it-Pad-three-in-one(three colour)	Stic on/Oddy	
88.	Post-it-Pad-yellow 2x3, 3x3,3x5	Stic on/Oddy	
89.	Powder Colour (Camel Artist)	Camel	
92.	Quick fix	Wembley's	
90.	Ribbon Roll	Good Quality	
91.	Refill Gel-All colours-Fine Grip,Racer-II, Force	Cello, Force	
92.	Refill-All Colour-Add Gel	Add Gel Achiever	
93.	Refill-All Colour-Butter flow	Cello	
94.	Rubber Band(Bank type quality)-Big size-per kg	Good Quality	
95.	Ruled Register-120 Pages	Charlie, Classmotto	
96.	Ruled Register-250 Pages	Charlie, Classmotto	
97.	Ruled Sheet paper 16 x 26 size Ream Good Quality	Good Quality	
98.	Scale(Plastic)	Natraj	
99.	Scale(Stainless steel)	Good Quality	
100.	Scissor-Small, Medium	Good Quality	

Sl.No	Items	Brand	
101.	Stamp pad medium	Camlin/Korse/Ashoka	
102.	Sealing wax 300 gm pkt	Tender/Office	
103.	Sutli (per Kg)	Good Quality	
104.	Punching Machine single punch	Kangaroo	
105.	Silver Paper-full size	Good Quality	
106.	Sketch pen pkt	Stic	
107.	Sketch Note Book	Good Quality	
108.	Stapler(medium)(HD-10D)	Kangaroo	
109.	Stapler Pin-Medium	Kangaroo	
110.	Stapler Gun	Kangaroo	
111.	Stapler Pin-Big	Kangaroo	
112.	Tags(Cotton) white 8" long	Good quality	
113.	Tags(Cotton) Green long 24", 36"	Good quality	
114.	Tap(Cello) transparent-1" 65 Yards	Darvash/Premium	
115.	Tape(Cello) transparent-1/2" 65 Yards	Darvash/Premium	
116.	Tape(Cello) transparent-2" 65 Yards	Darvash/Premium	
117.	Tape coloured-1/2" 36 Yards	Darvash	
118.	Tape coloured-1" 36 Yards	Darvash	
119.	Tape sparkle full length-1/2" 20 Yards	Good Quality	
120.	Tape Brown 2" Good quality	Good Quality	
121.	Tape Brown 3" Good quality	Good Quality	
122.	Tape Dispenser big	Prem	
123.	Thermocol 1", 1 1/2"	Good Quality	
124.	Thumb pin(big)	Good Quality	
125.	Thread Roll	Good Quality	
126.	Tracing Paper	Good Quality	
127.	Turpentine Oil(Camel-500 ML)	Camel	
128.	Typing Paper Good Quality (per Rim)	Good Quality	
129.	White Board Marker	Camel	
130.	Writing Pad-4'x8'	Good Quality	
131.	Water Colour(Camel Artist) 120 ML Tube	Camel	

Notes :

1. Brand name wherever left blank be filled in with suitable brand and rates be quoted accordingly.
2. Stationery items not covered under the list, the rate should be mentioned that will be available to the school, which the school might demand after the finalization of tender.
3. The genuineness of branded items will be ensured through the authorized source of flow supply of the company. In case of doubt or compromise in the quality/brand, the school will reserve right to refer the sample of items to concerned firm/company. The school reserves right cancel payment to the supplier on account of sub-standard or mitigated supply of items.
4. If required, sample of main items as intimated by the school will be deposited in the school during negotiation and finalization of tender.
5. The rates of all the items mentioned in the list must be quoted in Rupees only and not on % discount on MRP.

Date:

Signature of Supplier/Contractor