

**SAINIK SCHOOL KUNJPURA, KARNAL (HARYANA)**  
**TENDER/CONTRACT NOTICE: 2024-2025**

1. The Principal invites sealed tender from reputed firms/contractors for the following:-

<b>TENDER FOR</b>	<b>EARNEST MONEY</b>	<b>OPENING DATE/TIME</b>	<b>CONTRACT PERIOD</b>
<b>Stationery / Books Shop</b>	Rs.50,000/-	05 Nov 2024 1530 hours	Till 30 Apr 2025

2. Intending Tenderers with satisfactory experience in an institution dealing with more than 650 boys/persons will be preferred.
3. Tender form complete in all respects **to be submitted by 04 Nov 2024**. Latest IT Return, Photocopy of Pan Card, Registration Certificate of Firm/Company, GST No if any are to be attached with tender application.
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. Successful tenderer to deposit security in the form Bank Guarantee (PBG) up to 10% of the total value of the Tender or as finalized by the School authority.
- 6. 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.**

**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 STATIONERY / BOOKS SHOP FOR THE YEAR 2024-2025**

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. (Mandatory) : \_\_\_\_\_
11. Copy of PAN No. (If available) : \_\_\_\_\_
12. Bank Account details : \_\_\_\_\_

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

13. Name of Shop Rebate for the entire period (one time)
- (a) **Stationery & Book Shop** **2024-25** : Rs \_\_\_\_\_

**Note: -**

1. **Rebate for Shop to be paid in lump sum for entire period of tender. Amount to be deposited in advance in one installment towards rebate for the Contract period.**
2. **The fixed rebate / charges will be reduced proportionally in case of non-functioning of school due to National Lockdown or any other reason beyond control of school authorities.**
3. **Tender will be decided on the basis of Highest Rebate quoted by the vendor and rates of items will be finalised by BOO during negotiation meeting.**
4. **GST No is mandatory for applying for the services. Incomplete Tender Form will not be entertained & no further communication will be done on the subject**

14. Terms and conditions

- (a) The shopkeeper should display the rates at prominent place.
- (b) The shopkeeper should ensure/ maintain area in and around the shop enclosure.
- (c) The shopkeeper should always supply latest edition books to the Cadets.
- (d) The shopkeeper should always supply branded stationery items & plastic items should be of safety PET/ IS14764 standards.

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) 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.
- (g) **Rate are to be quoted in rupees for each item.**
- (h) **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. **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 NEFT.
3. The literature submitted by the firm should be self explanatory.
4. 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 service cost, if they fail to provide service for whatsoever reason.
5. If required, negotiation date will be intimated later.
6. The Principal, Sainik School reserves the right to reject any or all tenders at any stage without assigning any reason thereof.
7. 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.
8. Each firm has to submit a copy of Registration Certificate/Registration Number from the concerned authority wherever applicable.
9. Tenders by Telex/Telegram/Fax/E Mail will not be accepted.
10. Late and incomplete tender forms shall be summarily rejected.
11. Any further correspondences in this regard/post tender correspondence will not be entertained.
12. Last two year's list of clients may be enclosed.
13. Separate tender papers should be obtained for different items/category of items.
14. For other details, terms and conditions, the firms are advised to refer to the tender document.
15. Should preferably have an experience of working in residential school.

16. 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.
17. 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.
18. 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.
19. The last date for submission of Tender Papers is **04 Nov 2024**.
20. Tenders will be opened at the school premises on the dates & time given in the Tender/Bid Notice.
21. 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.
22. All Legal jurisdictions will be at Karnal only.
23. **PRINCIPAL'S DECISION WILL BE FINAL AND BINDING, ON ALL MATTERS PERTAINING TO TENDER.**

\*\*\*\*\*

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:

**LIST OF BOOK CORNER ITEMS: 2024-2025**

<b>Sl No</b>	<b>Name of Items</b>	<b>Brand Name</b>	<b>A/U</b>	<b>% Less on MRP</b>
1.	Ball Pen	Cello/Reynolds/ Linc	Nos	
2.	Books Private	Latest Editions	Nos	
3.	Chart	Thin/Thick	Nos	
4.	Compass	Ceitix/DOMS/ Camlin	Nos	
5.	Copy Hard Bound 104 Pages/ Without Binding 144 Pages	Charlie,Shakti,Classmate Class Motto,Charlie,Shakti	Nos	
7.	Fluorescent Sheet	-	Nos	
8.	Gum	Pidilite,Premier	Tube	
9.	Ink	Camel	Bottle	
10.	NCERT Book	Latest Edition only	Nos	
11.	Pen Sparkel	Link, Montex	Nos	
12.	Pen/Gel pen	Cello, Reynolds	Nos	
13.	Pencil	Natraz, Apsara	Pkt	
14.	Pencil Box	Fox/ Reynolds	Nos	
15.	Geometry Box	Fox, Classmate, Reynolds, Camlin	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/Globe	Nos	
23.	School Bag	As per sample	Nos	
24.	Sharpner	Natraz/Apsara	Nos	
25.	Sketch Pen	Stric/Luxor	Pkt	
26.	Sketch Pen	Stick/Luxor	Pkt	
27.	Tape	Premier,Winpack,Wonder	Nos	
28.	Tape coloured/Sparkel	Fox, Wonder	Nos	
29.	White Fluid	Saya, Camlin, Kores	Nos	
30.	Magazine	All (Student Magazines)	Nos	
31.	Periodicals	All	Nos	
32.	Xerox machine for photocopy of documents of cadets	Canon/Sharp/Khonica/HP	Nos	
33.	Colour Print	Canon/Sharp/Khonica/HP	Nos	
34.	Lamination machine	-	Nos	
35.	Spiral binding	-	Nos	
36.	A4 Sheets	-	Nos	
37.	Sparkle Pens	-	Nos	
38.	Pencil Stand	-	Nos	
39.	Fevicol (50 gm,100 gm & 200 gm)	Pidilite	Nos	
40.	Double sided tape	Good quality	Nos	
41.	Ball Pen Rs.2/- (use & throw)	Good quality	Nos	
42.	Sparkle Sheet	Good quality	Nos	
43.	Copy cover single	Good quality	Nos	
44.	Copy cover Roll	Good quality	Nos	
45.	Name Slip	Good quality	Nos	
46.	Map (P) (F)	Good quality	Nos	
47.	Ezee Pouch	Good quality	Nos	
48.	Practical NoteBook	Good quality	Nos	

49.	Clear Bag	Good quality	Nos	
50.	Plastic File	Good quality	Nos	
51.	Register cover	Good quality	Nos	
52.	Craff Paper	Good quality	Nos	
53.	Butter Paper	Good quality	Nos	
54.	Butter Paper	Good quality	Nos	
55.	Unit test copy	Good quality	Nos	
56.	Correction pen	Good quality	Nos	
57.	Correction tape	Good quality	Nos	
58.	Feviquick	Pidlite	Nos	
59.	0.5 Pencil	Good quality	Nos	
60.	Thermocol Cutter	Good quality	Nos	
61.	Practical Sheet	Good quality	Per Pkt	
62.	Drawing Sheet	Good quality	Per Pkt	

- Note :**
1. These items are for retail sale to the Cadets directly and applicable throughout the contract period. Discount to be offered to cadets also.
  2. Percentage less on MRP FOR all at Sainik School Kunjpura

Signature of the Contractor



**TENDER FOR SUPPLY OF STATIONERY ITEMS****TO SAINIK SCHOOL KUNJPURA: 2024-2025**

<b>Sl.No</b>	<b>Items</b>	<b>Brand</b>	<b>Price</b>
1	All Pin Hook type-50gm/ T Type	Good Quality	
2.	Acrylic Colour 500 ML (Camel, Pidilite)	Pebeo	
3	Attendance register 90 pages Shubham	Vardman	
4.	Brown Sheet(Thick) Big	Good Quality	
5.	Binder Clip 19 mm	Good Quality	
6.	Binder Clip 25 mm	Good Quality	
7.	Carbon Paper(Black/Blue) A-3,A-4 & FS size	Kores	
8.	Canvas Roll(Camel) 72” 5MT	Camel	
9.	Canvas Board 20”x30”	Camel	
10.	Calculator CT 666	Casio/Citizen	
11.	Calculator CT 555N	Casio/Citizen	
12.	Chalk white/color Dustless-144 sticks, 50 sticks	Doms	
13.	Chart Paper(Thick) All colour	Full size	
14.	Chumky (200gm) pkt	Good Quality	
15.	Cellophane paper sheet(Tack sheet) per mtr	Good Quality	
16.	Crap Paper Full size	Good Quality	
17.	Correction Pen(10ml) whitener	Infinity/Saya/ Faber Castell	
18.	DVD writable	Moser Baer	
19.	CD writable	Moser Baer	
20.	CD cover(soft)	Good Quality	
21.	Dak Pad(Folder) cloth, Red, Green, Blue	As per sample	
22.	Damper	Jumbo	
23.	Draftsman knife	Ikon, Best, Premium	
24.	Drawing pin(plastic coated)	Good Quality	
25.	Duster(Wooden former Plastic form) as per sample	Good Quality	
26.	Duster(Dust Soaker)	Good Quality	
27.	Envelop white 10x4.5” (with window)	Seesmahal Shivani	
28.	Envelope white 9x4” (with window)	Shivam/Shivam	
29.	Envelop white 10x4.5”	Shivam/Shivam	
30.	Envelope white 9x4”	Shivam/Shivam	
31.	Envelope yellow plastic quoted 12x10”	Good Quality	
32.	Envelope green plastic quoted self stick 14x10”	Good Quality	
33.	Envelope yellow plastic quoted-A-4	Good Quality	
34.	Eraser/Rubber	Natraj/Apsara	
35.	Embose Painting Set	Good Quality	
36.	Folder Leather with clip & printing	As per sample	
37.	Fabric colour(12 col)	Camel/Pidilite	
38.	Fevicol Tube-200 gm,	Pidilite	
39.	Fevicryl Acrylic Colours(12 Colour)	Camel/Pidilite	
40.	Fevi stick 08 gm,10gm,15 gm	Pidilite	
41.	File binders with card board	Good Quality	
42.	Folder plastic with clip	As per sample	
43.	Folder plastic without clip	Secure (FL-203)	

Sl.No	Items	Brand	Price
44.	Fiber clip board	As per sample	
45.	Fluorescent Paper Thick-Full size	Good Quality	
46.	Glass colour set(12 clr)	Camel/Pidilite	
47.	Gem Clip(plastic) U pin 50 pin, 100 pin pack	Good Quality	
48.	Gift wrapping paper Big Size	Good Quality	
49.	Glass colour lines	Camel/Pidilite	
50.	Gum Tube	Premier	
51.	Golden Pen/Silver Pen	Uniball	
52.	Golden paper/Silver Paper	Good Quality	
53.	Handmade Sheet	Good Quality	
54.	Highlighter-All colour	Cello	
55.	Ice Pick(Poker)	Good Quality	
56.	Ivory Sheet	Good Quality	
57.	Jumbo Pen	Stick	
58.	Linseed Oil(Camel-500 ML)	Camel	
59.	OHP Marker Pen	Stic/Camel	
60.	Oil Paper	Camel	
61.	Oil Colour(Camel Artist) 120 ML	Camel	
62.	Oil Colour Knife	Camel	
63.	Oil Plate	Camel	
64.	Paper Glossy Pkt 50 sheet 180 GSM	Oddy	
65.	Paper royal Executive Bond 100 GSM A-4 Size	JK	
66.	Pad Ink(Small)	Golden	
67.	Pen(Blue/Red/Black) Add Gel Achiever	Add Gel Achiver	
68.	Pen(Blue/Red/Black –Fine Gripper	Cello	
69.	Pen(Blue/Red/Black) Butter flow	Cello	
70.	Pen Uni-ball Eye (Fine)	Uni-Ball	
71.	Pen Parker Blue	Parker	
72.	Pencil Apsara with scheme inside(HB)-2B,4B,6B	Natraj/Apsara	
73.	Pen Sparkle	Line/Cello	
74.	Pencil Sharpener	Natraj/Apsara	
75.	Permanent Marker	Roxito, Cello	
76.	Picture Varnic 500 ML	Camel	
77.	Photostat Paper-A-4	Spectra/Bindle/Roster	
78.	Photostat paper-FS	Spectra/Bindle/Roster	
79.	Photostat Paper-A-3	Spectra/Bindle/Roster	
80.	Poster colour 12 colour	Camel	
81.	Post-it-Pad-three-in-one(three colour)	Stic on/Oddy	
82.	Post-it-Pad-yellow 2x3, 3x3,3x5	Stic on/Oddy	
83.	Powder Colour (Camel Artist)	Camel	
84.	Ribbon Roll	Good Quality	
85.	Rubber Band(Bank type quality)-Big size-per kg	Good Quality	
86.	Ruled Register-120 Pages	Charlie,	
87.	Ruled Register-240 Pages	Charlie,	
88.	Ruled Sheet paper 16 x 26 size Ream Good Quality	Good Quality	
89.	Scale(Plastic)	Natraj	
90.	Scale(Stainless steel)	Good Quality	
91.	Scissor-Small, Medium	Good Quality	
92.	Stamp pad medium	Ashoka/Korse/Camel	
93.	Sealing wax 300 gm pkt	Tender/Office	
94.	Sutli (per Kg)	Good Quality	

Sl.No	Items	Brand	
95.	Punching Machine single punch	Kangaroo	
96.	Sketch pen pkt	Stic	
97.	Stapler(medium)(HD-10D)	Kangaroo	
98.	Stapler Pin-Medium	Kangaroo	
99.	Stapler Gun	Kangaroo	
100.	Stapler Pin-Big	Kangaroo	
101.	Tags(Cotton) white 8" long	Good quality	
102.	Tags(Cotton) Green long 36"	Good quality	
103.	Tap(Cello) transparent-1" 65 Yards	Darvash/Premium	
104.	Tape(Cello) transparent-1/2" 36 Yards	Darvash/Premium	
105.	Tape(Cello) transparent-2" 65 Yards	Darvash/Premium	
106.	Tape coloured-1/2" 36 Yards	Darvash	
107.	Tape coloured-1" 36 Yards	Darvash	
108.	Tape sparkle full length-1/2" 20 Yards	Good Quality	
109.	Tape Brown 2" Good quality	Good Quality	
110.	Tape Brown 3" Good quality	Good Quality	
111.	Tape Dispenser big	Prem	
112.	Thumb pin(big)	Good Quality	
113.	Thread Roll	Good Quality	
114.	Tracing Paper	Good Quality	
115.	Turpentine Oil(Camel-500 ML)	Camel	
116.	Writing Pad-4'x8'	Good Quality	
117.	Water Colour(Camel Artist) 120 ML Tube	Camel	

**Notes :**

1. Brand name wherever left blank to 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 the right to 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