

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

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

| TENDER FOR | EARNEST MONEY | OPENING DATE/TIME | CONTRACT PERIOD |
|--------------------------------|----------------------|---------------------------|------------------------|
| Stationery / Books Shop | Rs.50,000/- | 25 Oct 2024 1600 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 24 Oct 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. AWARDED 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 **24 Oct 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

| Sl No | Name of Items | Brand Name | A/U | % Less on MRP |
|--------------|----------------------------------------------------|----------------------------------|------------|----------------------|
| 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/ | Charlie,Shakti,Classmate | Nos | |
| 6. | Without Binding 144 Pages | Class Motto,Charlie,Shakti | | |
| 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**

| Sl.No | Items | Brand | Price |
|--------------|--------------------------------------------------|---------------------------------|--------------|
| 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