

SAINIK SCHOOL SUJANPUR TIRA

Tele : 01972-272024

No: SSST /QM /STATIONERY SHOP /2021-22 Date _____

Cost of the form Rs. 500 /- paid vide Cheque/ DD No. _____ dated _____

Earnest Money Rs 2000 /- paid vide DD No. _____ dated _____

**TENDER FORM FOR RUNNING OF STATIONERY SHOP WITH STD BOOTH
WITH MINIMUM FOUR PCOs FOR THE PERIOD FROM
01 MAY 2021 TO 30 APR 2022**

(Any alteration / addition made in the tender form will make it null and void)

1. Sealed tenders are invited from agencies of good repute having sound financial background and experience, by **1700 hrs on 06 April 2021**, for running of Stationery Shop with STD Booth from **01 May 2021 to 30 Apr 2022**.

2Tender forms are available at school office on payment of **Rs.500/-** (non-refundable) through **PNB/SBI/CANARA DEMAND DRAFT** in favour of **PRINCIPAL, SAINIK SCHOOL SUJANPUR TIRA**, payable at Sujapur Tira, up to **1700 hrs on 06 April 2021**. Earnest money of **Rs.2,000/-** in the form of Demand Draft, refundable on finalisation of tender, in favour of Principal Sainik School Sujapur Tira, as mentioned above, is to be remitted along with filled-in tender form. Photocopy of Money Receipt issued by the School, vide which the tender form was purchased, shall also be attached with the filled in Tender Form for verification. In case the tender form is down loaded from the School website, received by post, or by any other means, it shall accompany two separate demand drafts for **Rs.500/-** (non-refundable amount towards the cost of the form) and **Rs.2,000 /-** (towards EMD). In case, cost of tender form, and /or EMD is not deposited, the tender will be summarily rejected and the draft accompanying the tender form shall be forfeited. Tenders will be opened at **1000 hrs on 08 April 2021** in presence of the bidders / authorized agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders without assigning reasons thereof.**

3. **TERMS AND CONDITIONS FOR RUNNING OF STATIONERY SHOP WITH STD BOOTH WITH MINIMUM FOUR PCOs**

(a) The rates quoted should be as one time rebate for the period from **01 May 2021 to 30 Apr 2022**.

(b) The tenderer is to note that once contract is finalized, if necessary, after due negotiations of rates, has to deposit at least one month rebate in the form of DD as Security amount, before the order of allotment is issued. Failure on the part of Contractor to deposit the Security amount shall invite cancellation of award of contract and the School is at liberty to award the contract to the next highest bidder, without any prejudice.

(c) It may be noted that the shops are being provided purely on rental basis. So, Principal, Sainik School Sujapur Tira continues to be the owner of said shops, in all respects. It shall be ensured by the contractor that, at no time, personnel employed by him misbehave, argue etc, with the visitors, keeping in mind, the image of this prestigious institution.

(d) The STD Booth is strictly meant for Students, Members of Staff, Parents and Visitors to the school only. The Contractor will install minimum six **Telephone connections** with **billing facility** in the STD Booth and will open the STD Booth as per the following schedule:-

<u>Working Days</u>	<u>Saturdays</u>	<u>Holidays</u>
0715-0800 hrs	0715-0800 hrs	0830-1030 hrs
1400-1500 hrs	1400-1600 hrs	1330-1600 hrs
1700-1800 hrs	2030-2200 hrs	1700-2200 hrs
2030-2200 hrs		

(e) Request for decrease of rental/rebate under any circumstances, will not be considered. Hence, the bidder is to quote rates accordingly, keeping the market factor in mind. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school, etc. shall be verified before award of the contract.

(f) No addition/alteration will be made in the place provided for the purpose without prior approval of the Principal, Sainik School Sujapur Tira. The shop will not be used for any other purpose except the one for which it has been allotted.

(g) Electrically charges will be levied as per the HP SEB rates /actual consumption and shop rent at the rate of Rs.1,000/-pm.

(h) In case of any dispute, the decision of the Principal, Sainik School Sujapur Tira shall be final which will be disposed off with in the Hamirpur court jurisdiction only.

(i) The sealed envelope of the tender paper of items will be stipulated with the category for which the tender is submitted i.e. '**TENDER FOR RUNNING OF STATIONERY SHOP WITH STD BOOTH WITH MINIMUM FOUR PCOs**' for **2021-22.**

(j) The contractor will responsible for Cleanliness/Hygiene & Sanitation of shop.

(k) List of items being sold will be displayed in the shop.

(l) List of employees, employed by the vender will be provided after finalization/before commencement of the tender for issue of Security passes.

(m) An agreement bond is to be executed on a non-judicial paper of Rs.50/- value by the approved supplier/ contractor before placement of order.

4. **SPECIFICATIONS OF STATIONERY SHOP WITH STD BOOTH WITH MINIMUM FOUR PCOs** (To be quoted by the tenderer)

Ser	Items	Rate Tendered
(a)	Pen Jotter Reynolds Aerosoft	
(b)	Cello Tap 1 Cm Small Roll	
(c)	Cello Tap 1 Cm Big Roll	
(d)	Water Color Cakes 24 shades camel	
(e)	Drawing Pin Small 40 Pcs Pkt	
(f)	All Pin Stainless Steel(Bell)	
(g)	Drawing Pins Scholar Brass 13 mm	
(h)	Golden Paper	
(j)	Geometry Box Camlin	
(k)	Talc Sheet (Transparent Roll) Weight approx 6 Kg	
(l)	Pilot Pen Hi-tech V5	
(m)	Ivory Card Sheet thick	
(n)	Rifle Jotter Reynolds Blue	
(o)	CD Blank (Sony 700 MB)	
(p)	Note Book 48 pages (Classmate)	
(q)	Register Ruled 172 pages Bound (Classmate/ Navneet Make	
(r)	Register Ruled Bound 288 pages (Classmate/ Navneet Make)	
(s)	Long Book 288 pages (Classmate/ Navneet Make)	
(t)	Exercise Books Bound 160 pages (Classmate/ Navneet Make) with non-smudging paper of high quality 24x18 cms	
(u)	White Chart 22"x28" Sunlit Thick	
(v)	Coloured chart 56x71 Cms Bilt	
(w)	Pen Cello Flo Gel 0.5 mm	
(x)	Sketch stic coloured	
(y)	Pencil Camlin Exam HB	
(z)	Sharpener Natraj	
(aa)	Rubber Apsara Non-dust Jumbo	
(ab)	Drawing copy full size Spiral binding (18 sheets)	
(ac)	Ball Pen Cell Maxriter(F) Assorted	

(ad)	Stapler Kangaroo HD, 10 D	
(af)	Staple pin 10 No Kangaroo	
(ag)	Pen Gel Achiever(Blue/Black/Green)	
(ah)	Pen Cello Gel	
(aj)	Refill Maxriter (F)	
(ak)	Refill Add Gel NB-R 20 (Black/Red/Blue)	

5. The above mentioned details with terms and conditions from Sl. No 1 to 3 (m) have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the Bidder.

Name: _____

Address _____

Tel : _____

E-mail (if any) : _____

Enclosed Demand Draft for

(a) Rs.500/- towards cost , and / or

**(b) For Rs. 2000/- as EMD along with
this Tender Form.**

(Tick / Strike out as applicable)

To

The Principal,
Sainik School
Sujanpur Tira-176110
Distt. Hamirpur (HP)