

SAINIK SCHOOL SUJANPUR TIRA

Tele : 01972-272024

No: SSST /PRINTING/2021-2022

Date _____

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

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

TENDER FORM FOR DESIGNING OF SOFT COPY OF E- MAGAZINE & PRINTING OF OFFICE STATIONERY ITEMS 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 30 Mar 2021**, for supply & Printing of School Magazine etc from **01 May 2021 to 30 Apr 2022**.

2. Tender 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 2000/-** in the form of Demand Draft, refundable on finalization 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.2000 /-** (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**

(a) The rates quoted should be for the branded items of ISI mark, Grade I quality inclusive of all charges, tax including VAT, for service at the school premises on stipulated dates & timing. Separate rates shall be quoted for all categories.

(b) The contract shall be for the period from **01 May 2021 to 30 Apr 2022**. However, it will come in to effect from the date of actual issue of orders. The firm must quote IT, Sales Tax, CST, PAN, TIN, as applicable and attach documentary proof for the same along with the tender papers.

(c) Incomplete, illegible and over written tenders are likely to be rejected by the board of officers. Also, it is not mandatory on the part of Principal, Sainik School Sujapur Tira to award contract to the agency / firm quoting the lowest. The decision of the Principal is final in case of acceptance / rejection of any tender depending on merit / quality and the factors in the interest of the school.

- (d) Scanning of photographs, composing of Text, Colouring of title and border lines of school choice, photo-type setting, processing, plate making and printing to be included in the rates quoted by the printer.
- (e) Sample of each item must be submitted with the tender or during opening of tender. Tender will not be entertained without sample.
- (f) Before final printing of above jobs, three (3) proof-readings will be carried out by the school to ensure the correctness of the printing material.
- (g) A sample copy of the above jobs will be shown to the tenderer along with Tender Form as a "Sample Copy" in the school office only.
- (h) The Printer contracted by the school will ensure EXCELLENT QUALITY of printing and presentation of all jobs. The ink required to be used has to be EXCELLENT QUALITY.
- (j) The Printer contracted has the responsibility to provide and take corrected proofs of the above jobs on their own. The school will not facilitate the printer contracted for collecting proof by the school representative.

Time bound printing of all material will be as under :-

- (i) For first proof reading - 15 days
 - (ii) For second proof reading - 07 days
 - (iii) Supply of printed material within 45 days from the first day of assignment of job.
- (k) In case of default of 10 to 20 days delay, 50% of security deposits will be forfeited.
 - (l) The bidder is to note that once contract is finalized, after due negotiations of rates, has to deposit 5% of total cost of indented items as security amount in the form of DD, before the indent for supply is placed. In case the approved bidder fails to deposit security money by the due date, the EMD will stand forfeited and he has no further claim of the contract and forfeited amount.
 - (m) Items will be supplied as per the indent with in stipulated time mentioned in the indent form. Collection of indent form from the school along with measurement for stitching in case of special cases if any is the responsibility of the Contractor. Inferior, sub-standard quality and substitute of items will not be accepted. Items supplied must be of latest make adhering to specifications as demanded by the school.
 - (n) Request for enhancement of contract rates under any circumstances, will not be considered, once the rates are finalized. Hence, the bidder is to quote rates accordingly, keeping the market forces 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.

(o) Payment will be made by crossed cheque only, once in a month on submission of the corrected and verified bill through the staff in charge, for total services actually given or the items actually received in good condition. Payment will be made with in a month from the date of the receipt of the corrected bill. **TDS will be deducted** from each payment, where applicable, as per latest Income Tax Rules. No advance payment is permissible.

(p) In the event of short supply or failure of supply on the stipulated date and time or rejection of the supply, the school is at liberty to purchase the indented items from the local market without prejudice. The excess cost paid over and above the contract rate of such items locally purchased, inclusive of charges and departmental charges will be recoverable from amount due to be paid to the contractor by way of redemption of monthly bill or from the security deposit. In addition a penalty to the extent of Rs.100/- will be imposed for any day during the month if the Principal, Sainik School Sujapur Tira is convinced that the failure in meeting the demand either in part or full is due to the carelessness or negligence of the supplier.

(q) All supplies will be subject to approval by the Principal, Sainik School, Sujapur Tira or by a representative appointed by him before they are finally accepted / or any payment made. Supply will be delivered at school premises at the cost of the contractor and when needed and where applicable, will be compared with the brand / sample already obtained, and inspected. Damaged or inferior items will have to be replaced by the contractor at his cost.

(r) Inability on the part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security amount deposited with the school, without any notice and the contract shall be awarded to the next agency, without any prejudice.

(s) 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.

(t) 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 DESIGNING OF SOFT COPY OF E-MAGAZINE & PRINTNG OF OFFICE STATIONERY ITEMS FOR THE YEAR 2021 – 2022**.

(u) 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 SCHOOL E-MAGAZINE TO BE DESIGNED**

(a) **SAINIK SCHOOL E-MAGAZINE (HIM SAINIK)**

Size of PDF document : High quality version & Low file size version (10-50Mb)

No of Pages : Upto 70 pages(Approx)

No of Photos: 150-170 (Approx)

Qty of CDS : 20 Nos (Approx)

Scanning : 150-170 Photos approx.

Price (Complete Typing & designing work+ Cost of 20 CDS)

Rs. _____

(b) **SAINIK PRIMARY SCHOOL E-MAGAZINE (NANHE SAINIK)**

Size of PDF document : High quality version & Low file size version (10-25 Mb)

No of Pages : Upto 50 pages(Approx)

No of Photos: 25-40 (Approx)

Qty of CDs : 05 Nos (Approx)

Scanning : 25-40 Photos approx.

Price (Complete Typing & designing work+ Cost of 05 CDs)

Rs. _____

(c) (I) **Envelopes White**

Size : 9"x4.5" Single Colour Printing with school address and logo

Qty : 5000 Nos

Price : Rs. _____ (Including GST)

(II) **Window Envelopes White**

Size: 9"x4.5" Single Colour Printing with school address and logo etc.

Qty: 6000 Nos

Price : Rs. _____ (Including GST)

(III) **Envelopes (A4 Size)**

Size : 10"x12" (laminated) Size Yellow Single Colour Printing with school address & logo etc.

Qty : 300 Nos Approx

Price: Rs..... (Including GST)

(IV) **Envelopes (File Size)**

Size: 16"x12" (laminated) Size Yellow Single Colour Printing with school address & logo etc.

Qty: 300 Nos Approx

Rs (Including GST)

(d) (I) **Cadet's Pocket Diary**

Size: 5.5"x4.5"

Cover: Good quality Rexin cover with printed school address and logo etc.

Inside pages : Good quality 60 pages (approx)

Binding: Cardboard binding (with Rexin cover)

Page: 60

Qty: 560 (approx)

Rs (Including GST)

(e) **DO PAD** (School Crest Multicolours)

(i) Size : 11.75"X9"

Colour: 4 Colour

Qty : Executive Bond Paper (100 pages Pad)

Price : Rs. _____ (Including GST)

(ii) Size : 8.75"X5.5"

Colour: 4 Colour

Qty : Executive Bond Paper(100 pages Pad)

Price : Rs. _____ (Including GST)

(f) **INTIVATION CARDS**

Size : 5”X7”
Colour: 4 Colour
Paper : 250 Sunlight Ivory Card Sheet
Envelope: 5”X7” single colour
Qty : 1000 Approx
Price : Rs. _____ (Including GST)

(g) **FILE COVER**

(I) File Cover (Laminated) printed School address & logo etc.
Colour: In 6 different colours
Quality: Super Fine Quality for filing 500 sheets appx (As per Sample)
Qty: 1500 (Appox)
Price : Rs. _____ (Including GST)

(II) File Cover Printed :
Colored Crust White : 100 Nos Rs. _____ (Including GST)

(h) **Exam Answer Sheet**

Exam Answer Sheet (Size 28x23 Cm) of good quality with Printed title page

<u>S. No</u>	<u>Item</u>	<u>Qty</u>	<u>Rate (Including GST)</u>
I	4 page Ans. Sheet	10,000+2000(Primary)	
II	8 page Ans. Sheet	2000 (Primary)	
III	16 page Ans. Sheet	7000	
IV	24 page Ans. Sheet	4000	
	Kindly provide the sample of paper quality at the time of tender opening.		

(i) **Stamps**

(I) Rubber stamp Rs. _____ (Including GST)
(II) Self Inking stamp Rs. _____ (Including GST)

(j) **Certificates**

(I) **SSST School Certificate of Participation**

Size: 11.25”x 8.75”
Paper Quality: 250 GSM Multicolour paper
Printing: Single side printing, with water colour school logo on background of paper
Qty : 1000 (Approx)
Rs. _____ (Including GST)

(II) **Primary School Certificate of Participation**

Size: 11.25”x 8.75”
Paper Quality: 250 GSM Multicolour paper
Printing: Single side printing, with water colour school logo on background of paper
Qty : 500 (Approx)
Rs. _____ (Including GST)

(K) Registers & Pads :

<u>S. No.</u>	<u>Register Detail</u>	<u>Printing</u>	<u>Pages</u>	<u>Quality</u>	<u>Size</u>	<u>Binding</u>	<u>Qty</u>	<u>Price including GST</u>
I	Employee attendance Register	Both side	14 (with numbering)	Superior	13"x 8.50"	Cardboard	8	
II	Letter Receipt Register	Both side	300 (with numbering)	Superior	13"x 8.50"	Cardboard	5	
III	Letter Dispatch Register	Both side	300 (with numbering)	Superior	13"x 8.50"	Cardboard	5	
IV	Admission & withdrawal Register	Both side	200 (with numbering)	Superior	15"x10"	Cardboard	2	
V	Cadet class attendance	Both side	14 (with numbering)	Superior	13"x 8.50"	Cardboard	21	
VI	Purchase Sanction Book	Single side	100 (with duplicate & numbering)	Superior	10.50"x7.75"	Cardboard	15	
VI I	Receipt Voucher	Single side	100 (with duplicate & numbering)	Superior	8.50"x7"	Cardboard	15	
VI II	Expense Voucher	Single Side	100 (with duplicate & numbering)	Superior	8.50"x7"	Cardboard	15	
IX	Clearance Form Pad	Single Side	100 (with perforating and numbering)	Superior	10"x12"	simple	10	

(l) PRIMARY ACKNOWLEDGEMENT PAD

Size : 8.5"x5"
 Printing: Single side printing
 Page: 100 (with duplicate & Numbering)
 Binding: Cardboard binding (Perfect)
 Qty: 05

Rs. _____ (Including GST)

(m) Primary Registration form Pad

Size: 11"x7.75"
 Printing: Single side printing
 Pages: 100 (with numbering)
 Binding: Cardboard binding
 Qty: 05

Rs. _____ (Including GST)

(n) Primary Fee Receipt form Pad

Size: 11"x7.75"
 Printing: Single side printing
 Pages: 100 (with duplicate & numbering on each receipt)
 Binding: Cardboard binding
 Qty: 20

Rs. _____ (Including GST)

(o) **PRIMARY SCHOOL TEACHER'S DIARY**

Size : 11"x7.75"
Colour : B/W
Pages : 160 pages 80 GSM Art paper Mat Finish
Binding : With Cardboard Binding
Qty : 30(Approx)
Price : Rs. _____ (Including GST)

(p) **Identity Cards:** 500 Nos Approx Rs. _____ (Including GST)

(q) **OTHER REGISTERS- Legal Size:** (100 pages Paper Maplitho)

- (i) Both side printing per register Rs. _____ (Including GST)
(ii) Single side printing per register Rs. _____ (Including GST)

(r) **Other Register A4 Size: (100) Page**

- (i) Both side printing per register Rs. _____ (Including GST)
(ii) Single side printing per register Rs. _____ (Including GST)

(s) **FORMS:**

- (i) A-4 Size (100 pages) one side Printing Rs. _____ (Including GST)
(ii) A-4 Size (100 pages) both side Printing Rs. _____ (Including GST)
(iii) Legal Size (100 pages) one side Printing Rs. _____ (Including GST)
(iv) Legal Size (100 pages) both side Printing Rs. _____ (Including GST)

5. **Please note that the supplier will have to visit the school for the collection of the printing material, Editing/ updating work in the magazine as when it is required. The school will not send any individual to supplier in this regard.**

6. The above mentioned details with terms and conditions from Sl. No 1 to 3 (t) 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)