

SAINIK SCHOOL SUJANPUR TIRA

Tele : 01972-272024

No: SSST /QM /STATIONERY /2021- 2022

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 SUPPLY OF 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 06 APR 2021**, for supply of Stationery items 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 Sujanpur Tira, up to **1700 hrs on 06 April 2021**. Earnest money of **Rs.2,000/-** in the form of Demand Draft, refundable on finalization of tender, in favour of Principal Sainik School Sujanpur 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

(a) The rates quoted should be for high quality services 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 Sujanpur 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) **Sample of each items must be submitted with the tender / or during opening of tenders, wherever applicable. Tender will not be entertained without sample.**

(e) The bidder is to note that once contract is finalized, after due negotiations of rates, has to deposit Rs. 25,000/- 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.

(f) Items will be supplied as per the indent with in stipulated time mentioned in the indent form. Collection of indent form from the school is the responsibility of the supplier. Inferior and sub-standard quality of items will not be accepted. Substitute items if supplied, will not be accepted. Items supplied must be of latest make and a certificate covering guarantee period / maintenance, be submitted during the installation.

(g) 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.

(h) 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.

(j) **Liquidated Damages:** The school may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

(k) 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 contactor 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.

(l) 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.

(m) 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.

(n) 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.

(o) 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 SUPPLY OF STATIONERY ITEMS**' for **2021-22**.

4 SPECIFICATIONS OF STATIONERY ITEMS TO BE SUPPLIED

<u>Sr. No.</u>	<u>Item</u>	<u>Qty required (Approx)</u>	<u>Rate tendered (Including GST)</u>
1	Pen Jotter Reynolds Aerosoft	100 Nos	
2	Graph Paper Sheet	5000 Nos	
3	Graph Copy Classmate 32 pages	500 Nos	
4	Note Book Classmate Small	100 Nos	
5	File Tag small bundle (white)	200 Nos	
6	File Tag Long bundle (Green)	50 Nos	
7	File Laminated Printed super	500 Nos	
8	Scale 12" (Natraj)	500 Nos	
9	Talc Sheet Roll Approx 6 Kgs	05 Roll	
10	Paper JK A3 Paper Ream	20 Ream	
11	Plastic Files	300 Nos	
12	A4 paper cutter (Metal Base)	1 Nos	
13	Drawing Punch Seat	100 Pkts	
14	Gum Bottle 150 ml Camel	150 Nos	
15	Clip pin S/Steel	100 Pkts	
16	Call Bell	10 Nos	
17	Gift Paper Shining Sheet (large size)	20 PKT	
18	Stappler Kangaroo HD 10 D	30 Nos	
19	Geometry Box Camlin	100 Nos	
20	OHP Luxer Marker Pen Red/Blue/Black	100 Nos	
21	Apsara White Dustless Chalk	600 Pkts	
22	Information Sheet Folder (L- Folder)	50 Nos	

23	Glossy Sheet 200 GSM	5 Pkt	
24	White Board Marker Red/Green	100 Nos	
25	Pilot Pen Hi-tech V5 Red/Black	300 Nos	
26	Citizen Calculator Original	30 Nos	
27	Cloth Envelope 16”X12”	1000 Nos	
28	Stamp Pad Ashoka	30 Nos	
29	Cutter Medium	50 Nos	
30	High Lighter Red/Green	50 Nos	
31	Correction pen	50 Nos	
32	White Fluid Bottle/	50 Nos	
33	Register Ruled 192 pages Bound 11”X7” with printed School address	500 Nos	
34	Register Ruled 272 pages Bound 11”X7” with printed School address	500 Nos	
35	Register Ruled Bound 544 pages Legal Size with printed School address	500 Nos	
36	Long Book 544 pages 11”X7” with printed School address	500 Nos	
37	White chart 22"x28" Sunlit Thick	500 Nos	
38	Photocopying paper A-4 size JK	500 Reams	
39	Photocopying FS Paper (Legal Paper) JK	100 Reams	
40	Pencil Camlin/ Apsara/ HB	500 Nos	
41	Sharpener Natraj/Camlin	400 Nos	
42	Rubber Apsara Non-dust Jumbo	200 Nos	
43	Rubber Apsara Non-dust small	200 Nos	
44	Ball Pen Cell Max writer Red	500 Nos	
45	Noteit Stic Color 76mmX25mmX3 cont 50 sheets	100 Pkts	
46	Staple pin 10 No Kangaroo	100 Pkt	
47	Laminated binding Brown cover	5000 Nos	
48	Exam Answer Sheet 24 page (Size 28x23 Cm) with Printed title page	3000 Nos	
49	Exam Answer Sheet 16 page (Size 28x23 Cm) with Printed title page	7000 Nos	
50	Extra Answer sheets 4 pages Printed title page	14000 Nos	
51	Exam Answer Sheet 8 pages Printed title page	3000 Nos	
52	Refill Maxwriter (F) Red/Blue	300 Nos	

53	Refill Add Gel NB-R 20 Red	100 Nos	
54	Binding Roll Transparent	500 Roll	
55	Dak Folder	100 Nos	
56	File Cover Fine Quality	300Nos	
57	File Cover Laminated Super Fine Quality for filing 500 sheets appx (As per Sample) with printed School address	1000 Nos	
58	File Tag Long Green	100 Bundle	
59	Carbon Paper	20 Pkt	
60	Cello Tape Big (2") Brown / White	100 Nos	
61	Cello Tape Big (1") White	100 Nos	
62	Cello Tape Medium (1/2")	100 Nos	
63	Cello Tape Small	100 Nos	
64	Cello Tape Small Colored	100 Nos	
65	10mm double sided tape	50 Nos	
66	Cello Tape Stand Medium (Dispenser)	10 Nos	
67	Duster (Black Board)	100 Nos	
68	Envelopes 8"x10" Yellow Cloth / Laminated	1000 Nos	
69	Envelopes 9"x4.50" White Taj with printed school address	5000 Nos	
70	Envelopes 10"x12" Yellow Cloth / Laminated	500 Nos	
71	Envelopes 16"x12" Plastic	500 Nos	
72	Envelopes Cloth 16"x12" Foam	500 Nos	
73	Envelopes 6" x 3 1/2"	300 Nos	
74	Envelopes 7" x 5 1/2"	300 Nos	
75	Envelopes Khaki 11" x 5" Brown / White	300 Nos	
76	Envelopes 4 1/2" x 5 1/2" Post Size	300 Nos	
77	Fountain Pen Candy	50 Nos	
78	Ivory card sheet Thick	500 Nos	
79	Paper Art Sheet 20" x 30"	03 Ream	
80	Sealing wax (Lakh) Pkt	100 Nos	
81	Staples Pins 24/6 Kangaro Pkt	100 Nos	
82	Staples Pins HD 23/17 Kangaro	100 Nos	
83	Water Color	200 Nos	
84	Thread Roll Gola (Cotton)	50 Nos	
85	Transparent Sheets OHP	200 Nos	
86	Bio Punch Sheet	500 Nos	
87	Brown Paper Sheet	200 Nos	
88	Ribben Silikon DS 1/2	200 Nos	
89	Golden /Silver Paper 22" x 18"	500 Nos	
90	Out Line Map India /World	500 Pkt	
91	Permanent Marker	100 Nos	

92	Fevistic	100 Nos	
93	Fevikwick	20 Nos	
94	All Pins	100 Pkt	
95	Paper Weight	20 Nos	
96	Pin Counter	10 Nos	
97	File Plastic (with Clip)	100 Nos	
98	Scale Steel''12'' /''24''	100 Nos	
99	Spiral Sheet	500 Nos	
100	File Cover Printed Colored Crust	100 Nos	
101	A4 Card Sheet Colored Printed Invitation Card	200 Sheets	
102	Dumper Plastic	20 Nos	
103	Poker Steel Long	20 Nos	
104	Information Folder (L Folder) Pkt	20 Nos	
105	Parker Pen	50 Nos	
106	Parker Ball Pen	50 Nos	
107	Rubber Stamps	-	
108	Stapler Kangaros HD No-10	20 Nos	
109	Cutter Big	20 Nos	
110	Stamp Pad	20 Nos	
111	Single Whole Punch	20 Nos	
112	Double whole punch	10 Nos	
113	Clip Board Navneet	50 Nos	
114	Envelopes CD Mailer	300 Nos	
115	CD Blank (Sony)	100 Nos	
116	CD Rewritable (Sony)	50 Nos	
117	DVD Blank (Sony)	50 Nos	
118	DVD Rewritable (Sony)	50 Nos	
119	DVD 8 /16 GB	20 Nos	
120	Ball Pen Reynolds .45	500 Nos	
121	Sparkle Pen	50 Nos	
122	Gel Pen Below Rs.5 (Red/Blue)	100 Nos	
123	Ball Pen Below Rs.5 (Red/Blue)	200 Nos	
124	Cutter Blade	50 Nos	
125	Four line Paper	20 Nos	
126	Ruled Paper	3 Ream	
127	Riffle Max Writer	500 Nos	
128	Riffle Jotter Reynolds	500 Nos	
129	Rifile Reynolds 0.45	200 Nos	
130	Ball Pen Reynolds Ordly 0.45	200 Nos	
131	Black Gel Pen	300 Nos	
132	Riffle Black Gel Pen	300 Nos	

133	Scissors Stainless Steel (Big) for Paper cutting	4 No	
134	Scissors Stainless Steel (Small)	10 Nos	
135	Plastic Thread (Sutli)	02 Roll	
136	Sketch stic coloured	400 Pkts	
137	Poster Colour 12 Shades 30 MI (Faber Castle)	50 Pkts	
138	Cartridge Sheet drawing copy full size Spiral binding (18 sheets)	500 Nos	
139	Cartridge Drawing Sheet A4 Size	3000 Nos	
140	Ivory card sheet Thick	500 Nos	
141	Paper Art Sheet 20" x 30"	03 Ream	
142	Cartridge Drawing Sheets A3 Size	2000 Nos	
143	Pencil Color 24 Shades Faber Castle	50 Pkt	
144	Scale Steel 12" / 24"	100 Nos	
145	Sheet Chart various colour	100 Nos	
146	Drawing Pins Big	100 Pkt	
147	Drawing Pin Small 40 Pcs Pkt	100 Pkt	
148	Black Pastel Sheet full size (All colour)	50 each	
149	Water colour sheet full size	100	
150	Coterage sheet full size	100	
151	Orgami A4 sheet set	20 Pkt	
152	Kite paper sheet full size	50 Nos	
153	Glue Gun	10 Nos	
154	Glue Gun sticks pack	10 Pkt	
155	Thermocoal sheet	100 Nos	
156	Watercolor Mop Brush Set	10 Nos	
157	Oil Pastel Colors (Pack of 48) Faber Castle	10 Nos	
158	Lead Pencil/ 2B,4B,6B,8B,10B,12B, 14 B	20 each	
159	Glass Marking Pencil (Pack of 10) Apsara Black, White, Red, Yellow, Blue, Green	20 each	
160	Poster colour 150ml bottle	50 Nos	
161	Acrylic colour ½ Kg Pack All Colors	50 Nos	
162	Acrylic colour 1 Kg Pack All Colors	50 Nos	
163	Round Brush (synthetic set of 7)	10 Nos	
164	Flat Brush (synthetic set of 7)	10 Nos	
165	Drawing Board 1/4 sheet size	20 Nos	
166	Drawing Board 1/2 sheet size	20 Nos	
167	None Stick Flags 1x2	50 Pkt	
168	None Stick Flags 2x2	50 Pkt	
169	None Stick Flags 3x2	50 Pkt	
170	None Stick Flags 3x3	50 Pkt	
171	None Stick Flags 3x3x3	50Pkt	
172	None Stick Flags 3xx3x3,3x3x4,3x3x5	50 Pkt	

173	V5 High tech Pilot Pen (Blue/Red/Green/Black)	100 Nos	
174	V7 Pilot Pen (Blue/Red/Green/Black)	50 Nos	
175	White Board Magnetic Duster	5 Nos	
176	Self adhesive sheet Ream	2 Nos	
177	Temper proof Polybags with pocket (12"x14")	200 Nos	
178	Leather Pen stand	2 Nos	
179	Gum / fevicol tube small size	100 Nos	
180	Water colour brush Pen	10 Nos	
181	Glass marking Pencil set	10 Nos	
182	Paper Quilling Needle	50 Nos	
183	Paper Quilling Tower set	10 Nos	
184	Hand Operated Paper Quilling Crimper	10 Nos	
185	Husking Board Paper Quilling	10 Nos	
186	Paper Quilling Comb	10 Nos	
187	Paper Cutting Mat (Half Chart Size)	5 Nos	
188	90°360° Degree round circle stencil ruler	10 Nos	

5. Kindly provide the sample of the items at the time of tender opening.

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

