

SAINIK SCHOOL SUJANPUR TIRA DIST. HAMIRPUR, HIMACHAL PRADESH

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Ref. No: SSST/608/QM

Dated: 03 Apr 25

DUE DATE: 25 Apr 25

Cost of the Tender Form for Rs. 500/- paid vide DD No. _____ dated _____

Earnest Money of Rs. 2,000/- 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 25 TO 30 APR 26**

(Any alteration / addition made in the Tender sForm will make it Null and Void)

1. Sealed Quotations are invited for designing of Soft Copy of E-Magazine & printing of office stationery from 01 May 25 to 30 Apr 26 as per Annexure.
2. The quotations duly **SIGNED, SEALED AND SUPERSCRIBED ON THE ENVELOPE WITH THE REFERENCE No. AND DUE DATE**, should be addressed to the undersigned so as to reach him on or before the due date stipulated above. Quotations received after the due date i.e 25 Apr 25 (till 1700hrs) will not be considered and tender will be opened on 26 Apr 25 at 1000hrs.
3. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
4. The quotations should be for goods exactly conforming to our requirements and specifications.
5. If the item is under DGS&D Rate contract, the number and the price applicable must be mentioned. It may also please be indicated whether the supply can be made direct to us at the DGS&D Rate Contract Price.
6. Relevant literature pertaining to the items quoted with full specifications and drawings, if any should be sent along with the quotations, wherever applicable. Samples, if called for, should be submitted free of charges and collected back at the supplier's expenses.
7. Copy of Manufacturing license, or Authorized Distributor/Dealer Certificate, and Proprietary Certificate, as applicable, should be enclosed.
8. The rates quoted should be of good quality and be inclusive of all charges and Taxes (SGST/CGST) as applicable. As the school is not deducting any GST (TDS) on vendor's payment therefore, the receipt of deposit of GST (TDS) as applicable should be deposited with school well in time after release of full payment. Quotations should be free of delivery at School Office and should clearly specify the delivery period. If delivery quoted is Ex-Godown/Consignor Station, delivery charges consisting of freight, packing & forwarding charges, insurance etc. should be indicated separately. Goods should be supplied duly carriage paid and insured. SGST/IGST may be charged at the concessional rates applicable for purchase of scientific goods for an educational institution.

9. The Contract shall be for the period up to 30 Apr 26. However, it will come in to effect from the date of actual issue of purchase/supply order. Probable Date of Completion (PDC) is within 30 days from the date of receipt of SO. The Firm must quote Tax registration numbers viz. GST number, PAN number as applicable and attach documentary proof for the same along with the tender document.

10. The bidder is to note that once contract is awarded after due negotiations of rates has to submit Security Deposit @ 5% of the Purchase Order/Invoice value shall be deposited on award of contract, which will be released after the expiry of warranty period. In case the approved bidder fails to deposit the said Security Deposit by the due date, the EMD will stand forfeited and has no rights to claim of the Contract and forfeited amount.

11. Goods shall not be supplied without receipt of an official Purchase/Sale order. Items will only be supplied as per the Sale Order (SO) within the stipulated time period as mentioned in the SO. 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.

12. 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 factors in mind. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school etc will be verified before award of the contract.

13. **Payment:-** Payment will be made through crossed cheque on the name of firm (as per invoice) after completion of supply, installation/assembly, and commissioning of the items covered by the order along with necessary spares supplied to the entire satisfaction of the authorities of Sainik School Sujampur Tira. Payment against invoices shall normally be made within 30 days of receipt and acceptance of equipment/materials at our office. Tax Deduction at Source (TDS) will be deducted from the net-billed amount, where applicable as per the latest Income Tax Rules. No advance payment will be made under any circumstance.

14. **Liquidity Damages:-** The school may also deduct from the SELLER as agreed, Liquidity Damage charges @ 0.5% of the total Contract value towards delay in supply of the items within the stipulated as mentioned in SO or breach of Contract for each week or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of the delayed stores.

15. **FORCE MAJEURE:-** If at any time during the continuance of this contract the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fire, floods, explosions, epidemics, quarantine restriction, or acts of God (herein after referred to as eventualities") and provided notice of the happenings of any such eventuality (duly certified by International Chamber of Commerce in case of foreign parties) is given by either party to other within 21 days from the date of occurrence thereof, neither party shall by reasons of such eventuality be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. Deliveries under this Contract shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist and the decision of the Purchaser as to whether the deliveries have so resumed or not shall be final and conclusive. Provided further that if the performance in whole or in part of any obligations under this Contract is prevented or delayed by reasons of any such event for a period exceeding 60 days either party may at its option to terminate the Contract. Provided also that the Contract, if terminated under this clause, the Purchaser shall be at liberty to take over from the Contractor at a price to be fixed by the Purchaser which shall be final, all unused, undamaged and acceptable material, bought out components and stores in course of manufacture in the possession of the Contractor at the time of such termination or such portion thereof as Purchaser may deem fit except such

material, bought out components and stores as the Contractor may, with the concurrence of the Purchaser, elect to retain.

16. All supplies will be subject to the approval by the Principal, Sainik School Sujanpur 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 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.

17. Inability on part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security money deposited with the school without any notice and the contract shall be awarded to the next vendor in line, without any prejudice.

18. In case of any dispute, the decision of the Principal, Sainik School Sujanpur Tira shall be final which will be disposed off with in the Hamirpur Court Jurisdiction only.

19. Incomplete quotations and quotations which do not comply with all the above instructions are liable to be summarily rejected.

20. Sainik School Sujanpur Tira does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders or a portion of the supply of goods without assigning any reasons. No correspondence in case of rejected tenders will be entertained.

21. Earnest Money Deposit (E.M.D.) for Rs.2,000/- shall be sent along with the quotation by way of DD of any of Nationalized bank in favour of "Principal Sainik School Sujanpur Tira, payable at Sujanpur Tira Dist. Hamirpur (HP)- 176110, failing which the quotation will be rejected.

22. The above-mentioned details with terms and conditions from Sl. No. 1 to 21 have been read and understood by me/us and I/we express my/our acceptance towards them.

Signature of the Bidder:

Enclosed Demand Draft

Name_____

(a) Rs. 500/- towards cost of tender.

Address_____

(b) For Rs. 2,000/- as EMD along with this Tender Form.
(Tick/Strike out as applicable)

Tele: _____

E-mail (if any): _____

Dist. Hamirpur (HP)
Pin Code -176110

SPECIFICATIONS OF SCHOOL E-MAGAZINE TO BE DESIGNED**(a) (I) SAINIK SCHOOL E-MAGAZINE (HIM SAINIK)**

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

No of Pages : Upto 100-120 pages(Appox)

No of Photos: 300-350 (Appox)

Qty : 01

Scanning : 70 Photos approx.

(Complete Typing & designing work)

Price Rs. _____(Including GST)

(II) SAINIK SCHOOL MAGAZINE WITH BINDING (HIM SAINIK)

Size : 11"x8.50"

Orientation : Landscape/Portrait

Cover : 4 Pages 4 colour 300 GSM Art Card Mat

Lamination on Sunlit

: 130-140 pages 4 colour 170 GSM Art Paper (Glossy sheet) + Inside Pages

1 Butter Sheet + 1 Best Compliments cards

Colour : Multicolour

Binding : Centre pin

Qty : 600 Nos (Approx)

Scanning : 350 Photos Approx.

Price : Rs. _____(Including GST)

(b) (I) 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(Appox)

No of Photos: 100-120 (Appox)

Qty : 01 Nos

Scanning : 100-120 Photos approx.

(Complete Typing & designing work)

Price Rs. _____(Including GST)

(II) SAINIK PRIMARY SCHOOL MAGAZINE WITH BINDING

Size : 11.25"x8.75"

Cover : 4 Pages 4 colour 300 GSM Art Card Mat

Lamination on Sunlit

: 70 pages 4 colour 130 GSM Art Paper + Inside Pages

1 Butter Sheet + 1 Best Compliments cards
 Colour : Multicolour
 Binding : Centre pin
 Qty : 300 Nos
 Scanning : 250 Photos Approx.
 Price : Rs. _____(Including GST)

(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	16000+2000(Primary)	
II	8 page Ans. Sheet	2000 (Primary)	
III	16 page Ans. Sheet	5000	
IV	24 page Ans. Sheet	2000	
Kindly provide the sample of paper quality at the time of tender opening.			

(i) Stamps

(I) Rubber stamp (3,4,5 lines) 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.N</u> <u>o.</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</u> <u>including</u> <u>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	Class attendance Register	Both side	14 (with numbering)	Superior	13"x 8.50"	Cardboard	25	
VI	Purchase Sanction Book	Single side	100 (with ducplicate & numbering)	Superior	10.50"x7.75"	Cardboard	15	
VII	Receipt Voucher	Single side	100 (with ducplicate & numbering)	Superior	8.50"x7"	Cardboard	15	
VIII	Expense Voucher	Single Side	100 (with ducplicate & numbering)	Superior	8.50"x7"	Cardboard	15	
IX	Clearance Form Pad	Single Side	100 (with perforating and numbering)	Superior	10"x12"	simple	10	
X	Ruled page Register, with School address & logo on front	-	192 pages	Superior	13"x8.50"	Cardboard	200	
XI	Riso/Photostat record register	Both Side	200 pages	Superior	13"x8.50"	Cardboard	10	
XII	Hostel Leave Record Register	Both Side	200 pages	Superior	13"x8.50"	Cardboard	20	
XIII	Employees Leave pad	Single Side	100 pages	Superior	8.50"x5.5"	Cardboard	40	

(I) 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) STUDENT DIARY PRIMARY

Size: 8.6"x5.6"
Pages: 100 pages (Approx)
Binding: With cardboard Binding
Qty: 500 (Approx)
Price: Rs.....(including GST)

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

(r) 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)

(s) Other Register A4 Size: (100) Page

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

(t) SSST Health Card

- (i) Size: 14"x11
- (ii) Paper: Ivory card sheet
- (iii) Printing : Both side
- (VI) Qty: 500 (Approx)
- (V) Price: Rs.....(including GST)

(U) FORMS:

- (i) A-4 Size (100 pages) one side PrintingRs._____(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)