

SAINIK SCHOOL SUJANPUR TIRA DIST. HAMIRPUR, HIMACHAL PRADESH

Email: principal@sainikschoolsujanpurtira.org

Web: www.sainikschoolsujanpurtira.org

Tele/Fax: 01972-272024

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 SUPPLY OF STATIONERY ITEMS
FOR THE PERIOD FROM 01 MAY 2025 TO 30 APR 2026**

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

1. Sealed Quotations are invited for the supply of stationery items to Sainik School Sujapur Tira (HP) 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 arc 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 STATIONERY ITEMS TO BE SUPPLIED (2025-26)

<u>Sr. No.</u>	<u>Item</u>	<u>Qty required (Approx)</u>	<u>Rate tendered (Including GST)</u>
1	A3 Paper Ream (JK)	10 Ream	
2	A4 Paper Ream 70 GSM & 80 GSM, (a) JK	300 Reams	
	(b) Spectra		
	(c) Bindal		
3	FS Paper Ream (Legal Paper) (JK, Spectra & Bindal)	30 Reams	
4	A4 Glossy Paper Sheet 180 GSM	05 Pkt	
5	A4 Glossy Paper Sheet 200 GSM	05 PkT	
6	A4 paper cutter (Metal Base)	2 Nos	
7	All Pins	50 Pkt	
8	Ball Pen Cell Max writer Red	300 Nos	
9	Ball Pen Reynolds .45	200 Nos	
10	Ball Pen Reynolds Ordy 0.45	200 Nos	
11	Ball Pen upto Rs.5 (Red/Blue)	300 Nos	
12	Binding Roll Transparent	500 Roll	
13	Bio Punch Sheet	500 Nos	
14	Brown Paper Sheet	200 Nos	
15	Call Bell	10 Nos	
16	Carbon Paper	20 Pkt	
17	CD Blank (Sony)	100 Nos	
18	CD Rewritable (Sony)	50 Nos	
19	Cello Tape Big (1") Transparent	50 Nos	
20	Cello Tape Big (2") Brown / Transparent	50 Nos	
21	Cello Tape Medium (1/2")	100 Nos	
22	Cello Tape Small (1/2")	100 Nos	
23	Cello Tape Small (1/2") Colored/ Decoration	100 Nos	
24	Chalk White Dustless (Apsara)	400 Pkts	
25	Chart 22"x 28" (Yellow/ Blue/ Green/ Pink/ White)	500 Nos	
26	Chart 22"x 28" Black Colour	200 Nos	
27	Citizen Calculator Original	30 Nos	

28	Clip Board Navneet	50 Nos	
29	Clip pin S/Steel	100 Pkts	
30	Correction Fluid Bottle - White/Red	50 Nos	
31	Correction pen	50 Nos	
32	Cutter Big	20 Nos	
33	Cutter Blade	50 Nos	
34	Cutter Medium	50 Nos	
35	Dak Folder (Rexine cover)	100 Nos	
36	Double whole punch	10 Nos	
37	Drawing Pin Small 40 Pcs Pkt	100 Pkt	
38	Drawing Pins Big	100 Pkt	
39	Drawing Punch Seat	100 Pkts	
40	Dumper Plastic	20 Nos	
41	Duster (Black Board)	100 Nos	
42	DVD 8 /16 GB	20 Nos	
43	DVD Blank (Sony)	50 Nos	
44	DVD Rewritable (Sony)	50 Nos	
45	Electrical paper shredder Machine	1 Nos	
46	Envelope 16"X12"	500 Nos	
47	Envelopes 16"x12" Yellow/Green- Cloth inside	500 Nos	
48	Envelopes 10"x12" Yellow/White-Laminated inside	500 Nos	
49	Envelopes 10"x12" Yellow-Cloth inside	500 Nos	
50	Envelopes 16"x12" Yellow-Laminated inside	500 Nos	
51	Envelopes 6" x 3 ½"	300 Nos	
52	Envelopes 7" x 5 ½"	300 Nos	
53	Envelopes 8"x10" Yellow-Laminated	1000 Nos	
54	Envelopes 9"x4.50" White Taj with printed school address	5000 Nos	
55	Envelopes CD Mailer	300 Nos	
56	Envelopes Khaki 11" x 5" Brown / White	300 Nos	
57	Exam Answer Sheet 16 page (Size 28x23 Cm) with Printed title page	7000 Nos	
58	Exam Answer Sheet 24 page (Size 28x23 Cm) with Printed title page	3000 Nos	
59	Exam Answer Sheet 8 pages Printed title page	3000 Nos	
60	Extra Answer sheets 4 pages Printed title page	14000 Nos	
61	Fevikwick	20 Nos	

62	Fevistic	50 Nos	
63	File Cover (with spring Clip)	50Nos	
64	File Cover Laminated Super Fine Quality for filing 500 sheets appx (As per Sample) with printed School address	1200 Nos	
65	File Cover White with Printed Colored Crust	100 Nos	
66	File Nelegagan with spring Clip	30 Nos	
67	File- Office Index file with Clip (Blue)	20 Nos	
68	File Plastic with Clipboard type Clip	100 Nos	
69	VIP Folder with Superior leather cover	5 Nos	
70	File Tag Long Green	100 Bundle	
71	File Tag small bundle (white)	200 Nos	
72	Fountain Pen Parker	50 Nos	
73	Four line Paper Ream	20 Nos	
74	Gel Pen Below Rs.5 (Red/Blue/Black)	100 Nos	
75	Geometry Box Camlin	50 Nos	
76	Gift Paper Shining Sheet (large size)	20 PKT	
77	Glossy Sheet 200 GSM	5 Pkt	
78	Golden /Silver Paper 22" x 18"	500 Nos	
79	Graph Copy Classmate 32 pages	500 Nos	
80	Graph Paper Sheet	5000 Nos	
81	Gum / fevicol tube small size	100 Nos	
82	Gum Bottle 150 ml Camel	150 Nos	
83	High Lighter Red/Green/Yellow	50 Nos	
84	Information Folder (L Folder) Pkt	20 Nos	
85	Ivory card sheet Thick (Chart size)	500 Nos	
86	JK Excel Bond Paper 100 GSM	10 Pkt	
87	JK Excel Bond Paper 90 GSM	10 Pkt	
88	JK Paper with 80 GSM	10 Pkt	
89	Laminated binding Brown cover	1000 Nos	
90	Long Book 544 pages 11"X7" with printed School address	500 Nos	
91	Metallic Spiral Binding Machine	02 Nos	
92	Note Book Classmate Small	100 Nos	
93	Note Stick Flags 1x2	50 Pkt	
94	Note Stick Flags 2x2	50 Pkt	
95	Note Stick Flags 3x2	50 Pkt	
96	Note Stick Flags 3x3	50 Pkt	

97	Note Stick Flags 3x3x3	50Pkt	
98	Note Stick Flags 3xx3x3,3x3x4,3x3x5	50 Pkt	
99	Office Diary 192 ruled pages	20 Nos	
100	Office Diary with Leather Executive cover with 192 ruled pages	10 Nos	
101	OHP Luxer Marker Pen Red/Blue/Black	50 Nos	
102	Out Line Map India /World	200 Pkt	
103	Paper Art Sheet 20" x 30"	03 Ream	
104	Paper Weight	20 Nos	
105	Parker Ball Pen	50 Nos	
106	Parker ink Pen	50 Nos	
107	Pen Jotter Reynolds Aerosoft	100 Nos	
108	Pen stand Arylic/ Plastic	5 Nos	
109	Pen Stand Leather	5 Nos	
110	Pencil Camlin/ Apsara/ HB	500 Nos	
111	Pencil Color 24 Shades Faber Castle	50 Pkt	
112	Permanent Marker	100 Nos	
113	Pin Counter	10 Nos	
114	Plastic Clip Files	300 Nos	
115	Plastic Thread (Sutli)	03 Roll	
116	Poker Steel Long	20 Nos	
117	Refill Add Gel NB-R 20 Red	100 Nos	
118	Refill Maxwriter (F) Red/Blue	300 Nos	
119	Refill/ Cartridges V7 pilot pen (Blue/Red/Green/Black)	50 Pkt	
120	Register Ruled 192 pages Bound 11"X7" with printed School address	100 Nos	
121	Register Ruled 272 pages Bound 11"X7" with printed School address	100 Nos	
122	Register Ruled Bound 544 pages Legal Size with printed School address	100 Nos	
123	Ribben Silikon DS ½	200 Nos	
124	Riffle Black Gel Pen	300 Nos	
125	Riffle Jotter Reynolds	500 Nos	
126	Riffle Max Writer	500 Nos	
127	Rifile Reynolds 0.45	200 Nos	
128	Rubber Apsara Non-dust- Jumbo	200 Nos	
129	Rubber Apsara Non-dust-small	200 Nos	
130	Rubber Stamps (2 ,3, 4, 5 lines & Round Stamp)	-	

131	Ruled Paper	3 Ream	
132	Scale 12" (Natraj)	500 Nos	
133	Scale Steel 12" / 24"	100 Nos	
134	Scissors Stainless Steel (Big) for Paper cutting	4 No	
135	Scissors Stainless Steel (Small)	10 Nos	
136	Sealing wax (Lakh) Pkt	100 Nos	
137	Self adhesive sheet Ream	2 Nos	
138	Sharpener Natraj/Camlin	400 Nos	
139	Sheet Chart various colour	100 Nos	
140	Single Whole Punch	20 Nos	
141	Sketch stic coloured	100 Pkts	
142	Sparkle Pen	50 Nos	
143	Spiral Sheet	500 Nos	
144	Stamp Pad Ashoka	30 Nos	
145	Staple pin 10 No Kangaroo	100 Pkt	
146	Stapler Kangaros HD No-10	20 Nos	
147	Staples Pins 24/6 Kangaro Pkt	100 Nos	
148	Staples Pins HD 23/17 Kangaro	100 Nos	
149	Stappler Kangaroo HD 10 D (with plastic cover)	30 Nos	
150	Stappler Big Kangaroo HD 24/6 (Steel)	10 Nos	
151	Talc Sheet Roll Aprox 6 Kgs	05 Roll	
152	Tape Stand Big (Dispenser)	10No	
153	Tape Stand Small (Dispenser)	10 Nos	
154	Tape 10mm double sided	50 Nos	
155	Temper proof Polybags with pocket (12"x14")	200 Nos	
156	Thread Roll Gola (Cotton)	50 Nos	
157	Transparent Sheets OHP	200 Nos	
158	V5 High tech Pilot Pen (Blue/Red/Green/Black)	100 Nos	
159	V7 Pilot Pen (Blue/Red/Green/Black)	100 Nos	
160	White Board Magnetic Duster	10 Nos	
161	White Board Marker Red/Green/Blue/Black	100 Nos	
162	White chart 22"x28" Sunlit Thick	500 Nos	
163	Stamp Pad Ink (Blue)	10 Bot	
164	Ink Pot for fountain pen (Blue/Red/Green/Black) Chelpark/Camlin	10 Nos	
165	File Binder	50 Nos	
166	Spiral Binding machine (Manual)	01 No.	

Art & Craft items

167	90°-360° Degree round circle stencil ruler	05 Nos	
168	Acrylic colour ½ Kg Pack All Colors	50 Nos	
169	Acrylic colour 1 Kg Pack All Colors	50 Nos	
170	Black Pastel Sheet full size (All colour)	50 each	
171	Drawing Sheets A4 size Pkt	50 Pkt	
172	Cartridge Drawing Sheet A4 Size	3000 Nos	
173	Cartridge Drawing Sheets A3 Size	2000 Nos	
174	Cartridge Sheet drawing copy full size Spiral binding (18 sheets)	500 Nos	
175	Coverage sheet full size	100	
176	Drawing Board 1/2 sheet size (Wooden)	20 Nos	
177	Drawing Board 1/4 sheet size (Wooden)	20 Nos	
178	Drawing Board Full sheet size (Wooden)	05 Nos	
179	Flat Brush (synthetic set of 7)	10 Nos	
180	Glass Marking Pencil (Pack of 10) Apsara Black, White, Red, Yellow, Blue, Green	20 each	
181	Glass marking Pencil set	10 Nos	
182	Glitter Powder Silver	02 Kg	
183	Glitter Powder Golden	02 Kg	
184	Glue Gun	10 Nos	
185	Glue Gun sticks pack	10 Pkt	
186	Hand Operated Paper Quilling Crimper	10 Nos	
187	Husking Board Paper Quilling	10 Nos	
188	Kite paper sheet full size	50 Nos	
189	Lead Pencil/ 2B,4B,6B,8B,10B,12B, 14 B	20 each	
190	Oil Pastel Colors (Pack of 48) Doms	10 Nos	
191	Orgami A4 sheet set	20 Pkt	
192	Paper Cutting Mat (Half Chart Size)	5 Nos	
193	Paper Quilling Comb	10 Nos	
194	Paper Quilling Needle	50 Nos	
195	Paper Quilling Tower set	10 Nos	
196	Pencil Colors Super Soft 24 Shades Doms		
197	Poster Colour 12 Shades 30 Ml (Camlin)	50 Pkts	
198	Poster colour 150ml bottle	50 Nos	
199	Round Brush (synthetic set of 7)	10 Nos	
200	Thermo coal sheet	50 Nos	
201	Water colour brush Pen	10 Nos	

202	Watercolor Mop Brush Set	10 Nos	
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