

TENDER FORM FOR THE SUPPLY OF TRAINING (ACADEMIC) STATIONERY FOR THE YEAR
2018-2019

From

To

The Principal,
Sainik School, Bhubaneswar

I hereby quote the rates for the supply ofas specified in the enclosed appendix-“ “ in the manner in which and within the time specified as set forth in the terms of agreement. The rate furnished in the enclosed appendix-“ “ is subject to the condition set forth in the terms and conditions of tendering procedure and tender forms received by me.

Encl: As above.

.....

(Signature of the tenderer and name in capital letters)

(If Companies of firm, The Managing Director/Partner should sign with seal)

TO

TENDER DOCUMENTS

1. Reference your letter no.....dated.....
2. Tender from is enclosed herewith. Tender should be sent is in a sealed cover in the prescribed format and the envelope should be prominently marked outside Tender for the supply of,
3. Principal reserves the rights to accept or reject any or all tenders without assigning any reasons thereof. Bidders are required to sign with date in all the places prescribed for the purpose.
4. All the sealed tenders should be sent by post or posted in the tender box provided for the purpose in the school premises. Tenders will be opened at date and time mentioned in the Term and Conditions in the presence of bidders or their authorized agents. Last date and time for receipt of filled tenders by the school is mentioned in the 'Terms and Conditions'.
3. Technical specification (if any) and Terms and Conditions of tendering procedure are enclosed herewith separately.

Admn. Officer
For Principal

SAINIK SCHOOL BHUBANESWAR

NO:SSB/TRG/1437/2018-19

MR. No. _____

Date _____

Earnest Money paid Rs. _____ vide DD No. _____

Dated _____

**TENDER FORM FOR SUPPLY OF TRAINING (ACADEMIC) STATIONERY ITEMS
FROM 01 MAY 2018 TO 30 APR 2019****(Any alteration/ addition made in the tender form will make it null and void)****LIST OF TRAINING (ACADEMIC) STATIONERY ITEMS TO BE SUPPLIED -2018-19**

Sl No.	Item	Brand	Unit	Rate incl. of all taxes and VAT
1	80 Page Plain Note Book (Long) (26.5 cm X 19.5 cm) (Good Quality)	Samples to be given	Each	
2	80 Page Ruled Note Book (-do-) (Good Quality)	-do-	Each	
3	120 Page Plain Note Book (-do-) (Good Quality)	-do-	Each	
4	120 Page Ruled Note Book (-do-) (Good Quality)	-do-	Each	
5	200 Page Plain Note Book (-do-) (Good Quality)	-do-	Each	
6	160 Page Plain Note Book (-do-) (Good Quality)	-do-	Each	
7	160 Page Ruled Note Book (-do-) (Good Quality)	-do-	Each	
8	Examination Answer Book 12 Pages	Samples to be given	Per Book	
9	Examination Answer Book 08 Pages	-do-	Per Book	
10	Examination Answer Book 04 Pages	-do-	Per Book	
11	Additional Sheets 2 Pages	-do-	Per Book	
12	Answer Book Board Type 24 Pages	-do-	Per Book	
13	Examination Ans Book – 16 pages	Sample to be given	Each	
14	Physics Practical Record Book	Oxford	Each	
15	Chemistry Practical Record Book	Oxford	Each	
16	Biology Practical Record Book	Oxford	Each	
17	Zoological Practical Record Cover	Oxford	Set	
18	Instrument Box (Geometrical Set)	Good Quality	Per Set	
19	Teachers Diary (As per CCE)		Each	
20	Photocopy Paper (A/3)	Good Quality	Per Pkt	
21	Photocopy Paper (Legal) Full Scape	Good Quality	Per Pkt	
22	Photocopy Paper (A/4) Good Quality (As per sample)	Good Quality	Per Pkt	

23	Graph Note Book (28 cm X 22 cm)	Classmate	Each	
24	Result Sheet Pages (As per sample) Jr & Sr		Per Page	
25	Chalk White Dustless	Kores	Each	
26	Duster (Wooden Hold)	Sample to be given	Each	
27	Gum Bottle 700 ml		Each	
28	Twin Ball Thread	Sample to be given	Ball	
29	White Board Marker Pens (All Colours)	Camlin	Each	
30	Refill Red/Blue Butter flow/Cello		Per Pkt	
31	Stapler (Small, Medium, Large)		Each	
32	Sketch Pens (12 shades)	Camlin	Pkt	
33	Pencil Pkt (10B, 6B, 2B & HB type)		Pkt	
34	Practical Loose Sheet- Botany		Per Sheet	
35	White Board Duster (Magnetic and Non Magnetic)	Sample to be given	Each	
36	Drawing Sheet (28 X 22)		Each	
37	Poster Colour 15 ml (12 Shades)	Camlin	Pkt	
38	Poster Colour 10 ml (12 Shades)	Camlin	Pkt	
39	Oil Colour (Students)	Camlin	Pkt	
40	Linseed Oil 50 ml bottle	Camlin	Each	
41	Turpentine 50 ml bottle	Camlin	Each	
42	Picture Varnish 50 ml bottle	Camlin	Each	
43	Water Colour mixing plate	Camlin	Each	
44	Sketch Pen (All the varieties)	LUXOR	Pkt	
45	File/Folders Big Size Good Quality		Each	
46	Big Plastic Scale (12" X 24")	Omega	Each	
47	Pens All varieties		Each	
48	Covering Roll Transparent		Roll	
49	Brown Paper Roll (05 meter/09 meter)	Sample to be given	Roll	
50	Pencil Box Rs 20/- to Rs. 35/-		Each	
51	Pencil Sharpener (Good Quality)		Each	
52	Pencil Rubber (Non Dust)		Each	
53	Clip Board (Plastic)	Omega	Each	
54	Packing Paper (Varity Colours)		Doz	
55	Cello Tape Roll (1/2", 1", 1.5" & 2") white & Brown		Each	
56	Stencil Cutter/Scrolled Knife, Scissor		Each	
57	Adhesive (10 ml, 50 ml & 100 ml)	Fevicol	Each	
58	Ribbon Rolled (1/2", 1", 1.5")	Satin	Roll	
59	Personal Diary (Various sizes)		Each	
60	Stapler Pin No. 10 and 24/6	Kores	Pkt	

61	Coloring Brush (Round & Flat) No. 0, 1,3, 6, 10, '000'		Each	
62	Calculator (Ten digit)	Casio	Each	
63	Drawing Sheet ¼ size (Thick)		Each	
64	Hard Board		Each	
65	Masking tape		Each	
66	Colour Packet (Wax, Crayon, Water)	Camel	Pkt	
67	Pen Stand (Small, Medium)		Each	
68	OHP – Marker Pen		Each	
69	Attendance Register Students (as per sample) No-4	Sample to be given	Each	
70	Fevi Stick		Each	
71	Sponge Damper		Each	
72	Gems Clip		Pkt	
73	Alpine/T-Pin		Pkt	
74	Pre Board additional sheet (as per sample)	Sample to be given	Each	
75	Sutli (roll)		Roll	
76	Writing Pad		Each	
77	Board Pin		Pkt	
78	Matrix Note Books		Each	
79	Certificate Folder		Each	
80	Table Calendar		Each	
81	Binding Clips		Pkt	
82	Sealing Wax		Pkt	
83	Thread		Roll	
84	Envelop different size and different kinds		Per 100 Nos	
85	Weekly engagement Pad		Each	
86	Tape holder		Each	
87	Self Stick coloured Flags		Each	
88	Stick Pad different sizes		Each	
89	Ivory sheet		Each	
90	Canvas Roll 5ft height	Camlin	Roll	
91	Velvet Paper		Each	
92	Acrylic Colour (15ml) (12 shaded)		Pkt	
93	Glass Liner (gold, bronze, silver)	Pidelite	Each	
94	Texture White	Camlin	500ml	
95	Water Colour Mixing Plate – Medium	Camlin	Each	
96	Filler Ink for marker pen	Camlin	Bottle	
97	Drawing Book (As per specimen)	Navneet	Each	
98	Permanent Marker Pen	Camlin	Each	
99	File Tag		Pkt	

100	Correction Pen		Each	
101	Coloured Paper –A4	Navneet	Pkt	
102	Paper Weight		Each	
103	Ruled Bound Register		Each	
104	Projector File (plastic)		Each	

TERMS AND CONDITIONS OF TENDERING PROCEDURE

1. Tender documents is not transferable.
2. The amount of Rs----- (Rupees) collected towards tender documents (term and condition and specifications, if any) is not refundable.
3. Payment:
 - (a) Payment will be made only after receipt of the items/ products/ materials/ equipment service at the school and after satisfactory installation by the company representative / completion of work.
 - (b) No advance payment will be made on any account.
 - (c) Payment will be made only by means of an 'Account Payee Cheque 'DD may be issued on request in writing and the DD commission will be charged.
4. The firm should bring the items/equipment/product/materials to the school as sample at their cost to confirm its superiority. Samples/ documents / brochures/ catalogues are mandatory to confirm the technical bid prior to financial bid.
5. The literature by the firm should be self-explanatory.
6. The firm should be ready to execute the supply within 7 to 30 days from the date of order as per the requirement. The firm is liable to compensate damages/financial losses to the school, in case they fail to execute the order after getting the supply order. The party is bound to pay double the amount of the product cost if they to supply the item for whatsoever reason. The demand after the finalization of supplier can be in the form of written, SMS, e-mail or verbal , in case no necessity based situation. The reason of ignorance by the supplier for failure to execute an order shall not be entertained or accepted.
7. Date of manufacturing/packing date and its life span is to be mentioned clearly on packages. Warranty/guarantee period is to be mentioned.
8. The 'Annual Maintenance Contract' scheme of the firm should clearly be spelt out.
9. Terms and conditions for up gradation in future, if required, are to be mentioned in the offer.
10. Maximum '**Educational Discount**' admissible in to be mentioned in the offer.

11. The income – tax laws as applicable with Central/State Government policies will be taken into account. In case, the policies at the time of payment are different from the one stated in the Tender Documents, the policy in force will be followed.
12. If required, negotiation may be made during finalization of the contract and the date will be intimated later.
13. The Principal, Sainik School Bhubaneswar reserves the right to reject any or all tenders without assigning any reason thereof .
14. If any certificate, enclosed by firm are found to be fake/bogus/tampered, such of those agencies shall be black listed for a period of 10 years and the contract will be terminated with immediate effect.
15. Each firm has to submit a copy of Registration certificate/Registration number from the concerned authority wherever applicable.
16. Tenders by Fax/E-mail will not be accepted unless otherwise stated.
17. Post tender correspondence shall not be entertained.
18. Last two year's list of clients is to be enclosed.
19. Separate tender papers should be obtained for different items.
20. For other details, term and conditions, the firm are advised to refer to the tender document.
21. It is hereby brought to the notice of all prospective bidders that if any change/additions/alterations are found to be made by them in the copies of the quotation, proof documents etc and the same in subsequently detected / noticed at any stage even after award of the supply order; all necessary action including stoppage of the supply order, forfeiting of EMD and stoppage of payment would be taken. In addition the bidders shall be liable to be prosecuted under law for any malpractice found.
22. This advertisement does not constitute, and will not be deemed to constitute any commitment on the part of the school with respect to exact demand quantity.
23. The tender forms are required to be submitted prior to tender opening procedure. One day later and incomplete tender forms shall be summarily rejected. No correspondences in this regard will be entertained.
24. The Principal Sainik School Bhubaneswar reserves the right to itself not to issue the document and/or to accept or reject any or all offers at any stage of the process and or modify the process without assigning any reason whatsoever , and his decision in the matter is deemed as final and binding. The firm will not be entitled for any compensation for rejection of his application. However, demand draft will be returned to the bidder in case tender documents are not issued.

25. Lowest rate do not guarantee the purchase order , rather the quality , after sales service , continued response , guarantee/warranty amongst others will also be taken in to consideration. Brand name and model Nos. should invariably be quoted for all the items. Items of poor quality will not be considered for procurement.
26. If any firm has authorized dealership certificate , the same also be enclosed. The authorized dealership shall be considered subject to be other conditions.
27. Sainik School Bhubaneswar dose not bind itself to accept only lowest tender. It received the right to select the bidder on other essential count also.
28. The last date of for submission of 'Tender Document' is _____2018 by 1700 hrs. Tender received after the due date will not be considered.
29. Tenders will be opened on _____2018 by 1100 hours at the school premises by the tender opening committee (TOC).
30. Legal jurisdiction will be restricted to only at Khurda District.
31. **PRINCIPAL'S DECISION WILL BE FINAL ON ALL MATTERS.**
32. All correspondence should be addressed to the following address:-
- The Principal Sainik School Bhubaneswar
Post : Sainik School
Distt : Khurda
Odisha-751005
33. Income tax @ 2% will be deducted at source subject to changes if any by Govt of India.
34. No information shall be given with respect to the various board proceedings , supply order , total quantity , brand selection , tender forms of other parties , quotations of other parties , contact details / addresses of other parties , etc. , even under RTI Act. Your attention is brought to RTI section 8 for reference.

Note: if the date of receipt and opening of tender happen to be declared as holiday, the same will be observed on the next working day at the same time. The successful bidder should submit their RFP documents duly signed in all pages at the time of signing the contract.

**ADMN.OFFICER
SAINIK SCHOOL
BHUBANESWAR**

Signature of Tenderer

Name : _____

Address : _____

Phone No. _____

E-mail (if any) : _____

(Enclosed Demand Draft for Rs.1000/- as EMD along with this Tender Form)