

**TENDER FORM FOR PRINTING OF SCHOOL MAGAZINE FOR THE YEAR 2019-2020**

From

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To

The Principal,  
Sainik School, Bhubaneswar

I hereby quote the rates for supply of .....as specified in the enclosed Appendix-“ ” in the manner in which and within the time specified as set forth in terms of agreement. The rate furnished in the enclosed Appendix-“ ” is subject to the condition set forth in 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 the Company's seal)

TO

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**TENDER DOCUMENTS**

1. Refer your letter no.....dated.....
  
2. Tender form is enclosed herewith. Filled Tender Form should be sent in a sealed cover in the prescribed format and the envelope should be prominently marked outside, Tender for the supply of .....,
  
3. The Principal reserves the right to accept or reject/cancel or postpone 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 post in the tender box provided for the purpose in the school premises. Tenders will be opened at the date and the time mentioned in the Terms and Conditions in the presence of bidders or their authorized agents. The Last date and time for receipt of filled tenders by the school is mentioned in the 'Terms and Conditions'.
  
5. 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/1437/2019-20

MR. No. \_\_\_\_\_

Date \_\_\_\_\_

Earnest Money paid ` \_\_\_\_\_ vide DD No. \_\_\_\_\_ dated \_\_\_\_\_

**TENDER FORM FOR PRINTING AND SUPPLY OF SCHOOL MAGAZINE FOR THE YEAR: 2019-2020**

**(Any alteration / addition made in the tender form will make it null and void)**

**1. SPECIFICATIONS FOR PRINTING AND SUPPLY OF SCHOOL MAGAZINE FOR THE YEAR 2019-2020 (B/ W & MULTICOLOURED) :-**

Sl. No.	SPECIFICATION	DESCRIPTION	Confirmation of Description (To be filled by the Agency as per sample)
1.	Approximate number of copies required	800 Numbers	
2.	Size of Magazine-1	D 4 ¼	
	Size of Magazine-2	As per the Sample kept in the school	
3.	No of Pages (Multicoloured)	48 Pages (approx)	
4.	Paper quality (Multicolour)-1	130 GSM	
	Paper quality (Multicolour)-2	As per the Sample kept in the school	
5.	No. of Cover Pages (Multicolour) -1	04 pages	
	No. of Cover Pages (Multicolour) -2	As per the Sample kept in the school	
6.	Cover Pages Paper Quality-1	300 GSM Sinar Art Board	
	Cover Pages Paper Quality-2	As per the Sample kept in the school	
7.	Number of Inner Running Pages (B/W)-1	120 Pages	
	Number of Inner Running Pages (B/W)-2	As per the Sample kept in the school	
8.	Inner Running Pages Paper Quality-1	130 GSM Glossy	
	Inner Running Pages Paper Quality-2	As per the Sample kept in the school	

9.	Front & Back side cover laminated mat-finish with UV Spot Varnish and Gold foil stamping-1		
	Front & Back side cover laminated mat-finish with UV Spot Varnish and Gold foil stamping-2	As per the Sample kept in the school	
10.	Binding-1	Stitched and Gum binding (Perfect)	
	Binding-2	As per the Sample kept in the school	
11.	DTP and composing-1		
	DTP and composing-2	As per the Sample kept in the school	
12.	Tracing Paper with Silk Screen Printing-1	01 page	
	Tracing Paper with Silk Screen Printing-2	As per the Sample kept in the school	
13.	Cost of additional 04 Pages (In rupees) ( Multicoloured) -1		
	Cost of additional 04 Pages (In rupees) ( Multicoloured) -2	As per the Sample kept in the school	
14.	Cost of additional 04 pages (In rupees) ( (Black & White)-1		
	Cost of additional 04 pages (In rupees) ( (Black & White)-2	As per the Sample kept in the school	
15.	Book Marker (Plastic type with silk thread	100 Numbers	
	Book Marker (Plastic type with silk thread	As per the Sample kept in the school	
16.	Printed Envelops for Magazine	50 Numbers	

**2. SPECIFICATIONS FOR PRINTING AND SUPPLY OF SCHOOL MAGAZINE FOR THE YEAR 2019-2020 (FULLY MULTICOLOURED):-**

<b>Sl. No.</b>	<b>SPECIFICATION</b>	<b>DESCRIPTION</b>	<b>Confirmation of Description (To be filled by the Agency as per sample)</b>
1.	Approximate number of copies required	800 Numbers	
2.	Size of Magazine-1	D 4 ¼	
	Size of Magazine-2	As per the Sample kept in the school	
3.	No of Inner Running Multicoloured Pages-1	168 Pages (approx)	
	No of Inner Running Multicoloured Pages-2	As per the Sample kept in the school	
4.	Inner Running Colour Pages Paper quality (Multicolour)-1	130 GSM glossy	
	Inner Running Colour Pages Paper quality (Multicolour)-2	As per the Sample kept in the school	
5.	No. of Cover Pages-1	04 pages	
	No. of Cover Pages-2	As per the Sample kept in the school	
6.	Cover Page Paper Quality-1	300 GSM Sinar Art Board	
	Cover Page Paper Quality-2	As per the Sample kept in the school	
7.	Inner Running Pages Paper Quality-1	130 GSM Glossy	
	Inner Running Pages Paper Quality-2	As per the Sample kept in the school	
8.	Front & Back side cover laminated mat-finish with UV Spot Varnish and Gold foil stamping-1		
	Front & Back side cover laminated mat-finish with UV Spot Varnish and Gold foil stamping-2	As per the Sample kept in the school	
9.	Binding-1	Stitched and Gum binding (Perfect)	
	Binding-2	As per the Sample kept in the school	

10.	DTP and composing-1		
	DTP and composing-2	As per the Sample kept in the school	
11.	Tracing Paper with Silk Screen Printing-1	01 Page	
	Tracing Paper with Silk Screen Printing-2	As per the Sample kept in the school	
12.	Cost of additional 04 Pages (In Rupees) (Multicoloured)-1		
	Cost of additional 04 Pages (In Rupees) (Multicoloured)-2	As per the Sample kept in the school	
13.	Book Marker (Plastic type with silk thread-1	100 Numbers	
	Book Marker (Plastic type with silk thread-2	As per the Sample kept in the school	
14.	Printed Envelops for Magazine	50 Numbers	

**3. THE TENDERER WILL HAVE TO FILL UP BOTH THE SPECIFICATIONS AS MENTIONED IN PARA -1 (B/ W & MULTICOLOURED) & PARA 2 (FULLY MULTICOLOURED) TO QUALIFY FOR THE TENDER**

**4. RATE TO BE QUOTED BY THE AGENCY FOR PRINTING AND SUPPLY OF SCHOOL MAGAZINE:**

(A) **RATE AS PER SPECIFICATIONS GIVEN IN PARA 1(B/ W & MULTICOLOURED)**

(a) ` \_\_\_\_\_ only (in numerals)

(b) Rupees \_\_\_\_\_ only (in words)

(B) **RATE AS PER SPECIFICATIONS GIVEN IN PARA 2 (FULLY MULTICOLOURED)**

(a) ` . \_\_\_\_\_ only (in numerals)

(b) Rupees \_\_\_\_\_ only (in words)

### **TERMS AND CONDITIONS OF TENDERING PROCEDURE**

1. Tender documents are not transferable.

2. The amount of ` ----- (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 finished School Magazine at the school and after the school authorities are satisfied with the finished School Magazine.
  - (b) No advance payment will be made on any account.
  - (c) Payment will be made only by means of NEFT. You are supposed to disclose current/Savings Account Number with IFSC Code of the branch where the firm's account is being maintained (Enclose a cancelled Cheque).
4. The firm should bring the School Magazine 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 provide the proof for reading within 10 days from the receipt of order and provide the fully printed magazine by 30 days. 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 fail 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. Terms and conditions for up gradation in future, if required, are to be mentioned in the offer.
8. Maximum '**Educational Discount**' admissible in to be mentioned in the offer.
9. 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.
10. If required, negotiation may be made during finalization of the contract and the date will be intimated later.
11. The Principal, Sainik School Bhubaneswar reserves the right to accept or reject any or all tenders without assigning any reason thereof.
12. If any certificate, enclosed by the 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.
13. Each firm has to submit a copy of Registration Certificate/Registration number from the concerned authority wherever applicable.
14. Tenders by Fax/E-mail will not be accepted unless otherwise stated.
15. Post tender correspondence shall not be entertained.
16. Last two years' list of clients is to be enclosed.



17. For other details, term and conditions, the firm are advised to refer to the tender document.
18. 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.
19. 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.
20. The tender forms are required to be submitted prior to the tender opening procedure. Incomplete tender forms shall be summarily rejected. No correspondences in this regard will be entertained.
21. 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/her application. However, the demand draft will be returned to the bidder in case the tender documents are not issued.
22. Lowest rate do not guarantee the purchase order to any tenderer rather the quality, after sales service , continued response, guarantee/warranty amongst others will be taken in to consideration of awarding of tender. Brand name should invariably be quoted for the School Magazine. Substandard Magazine will not be considered for acceptance.
23. If any firm has authorized dealership certificate, the same should be enclosed. The authorized dealership shall be considered subject to other conditions.
24. Sainik School Bhubaneswar dose not bind itself to accept only lowest tender. It reserves the right to select the bidder on other essential count also.
25. The last date of for submission of 'Tender Document' is **27 Apr 2019 by 1700 hrs.** Tender received after the due date will not be considered.
26. Tenders will be opened on **29 Apr 2019 by 1100 hours** at the school premises by the Tender Opening Committee (TOC).
27. Legal jurisdiction will be restricted to only to Khurda District.
28. **PRINCIPAL'S DECISION WILL BE FINAL ON ALL MATTERS.**
29. All correspondence should be addressed to the following address:-  
  
The Principal Sainik School Bhubaneswar  
Post : Sainik School  
Distt : Khurda  
Odisha-751005
30. Income tax @ 2% will be deducted at source subject to changes if any by Govt of India.
31. 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 ` 1000/- as EMD along with this Tender Form)**