

SAINIK SCHOOL REWARI, HARYANA
TENDER FOR SUPPLY/SERVICE FOR THE YEAR 2018-19
TENDER FORM FOR :

S/No _____
(with School round stamp)

Cost Rs ____/-
(DD for Rs. 1000/- to be attached for downloaded forms
except barber services for which Rs. 200/- to be attached)

Note: Read the instruction while filling the tender form carefully.

1. Tender for supply/Services of : _____
2. Payment of Cost of Tender : _____Rs. _____
3. Name of Firm/Agency/Supplier/Contractor : _____
4. Full address of firm/agency/supplier : _____
With pin code. _____
5. Tele Contact No. (Including mobile No.) : _____
6. Bank DD No. & Earnest money amount : _____
(Only through DD payable at PNB Mini
Secretariat Rewari code No 4681) _____
7. GST No/ Registration No. /Service Tax No. : _____
PAN, last 1 F.Y/A.Y IT Return, _____
Documentary Evidence /Labour License. Etc _____
8. Experience of supply/services to Govt deptt : _____
if any (with documentary Evidence, PAN No.
Supplier/Firm Regd No and also a copy of IT
Return is mandatory)
9. Terms and condition, if any (for consideration by the School Authorities)
 - (a) _____
 - (b) _____
 - (c) _____
10. Terms and conditions from the school side to be acknowledged by Vendor:-
 - (a) For all supplies like Stationary & Clothing items etc vendors to attach last 1
F.Y/A.Y ITR with audited balance certificate, Registration No & PAN No.

The firm having experience in the respective field or business with Govt. establishment will be given preference. For the purpose, the experience certificate may be attached along with the documents.

- (b) Incomplete tender form will not be entertained/accepted.
- (c) Tender will be accepted with the required earnest money deposit as per advertisement. No old security deposit will be considered for participating in the present tender process.
- (d) The contractor/firms will put their signature and mention their full address along with contact number and details of DD attached at the column given at the end of this tender form.
- (e) Lowest tender will be decided on evaluated value of the total items and various other factors i.e. quality, reputation of the tenderers etc.
- (f) Split tender will generally be discouraged. However, earnest money of tenderers who refuse to accept part tender will be forfeited.
- (g) Rate will be quoted in rupees for each item and discount on MRP for branded items & products of reputed manufacturer will be accepted. **Rate should be included all taxes F.O.R. to Sainik School Rewari.**
- (h) **For catering services** attach Registration of firm/GST No, PAN, Labour License of minimum 30 workers, Service Tax No, Food License. Attach last 1 F.Y/A.Y ITR of firm, Experience certificate for at least one year for providing mess service of approx 500 above cadets/person in Govt/private institution will be preferred. The firm/contractor whoever bags the tender will have to deposit Rs. Four lakhs being L1 with the school as security deposit.
- (i) **Tenderers will give an undertaking in the form of signing this tender form that no representation in view of rejection of their Tenders by the Board of officers will be represented in any department / Court of Law of this country. The decision of Board of officers will be considered as full and final and the tenderers will agree to that.**
- (j) **All disputes are subjected to Rewari, Haryana jurisdiction only.**
- (k) **Signature of Suppliers/Contractors/ Tenderers below signifies their consent of having read, understood and undertake all point mentioned in para 10 above and signing it as correct.**
- (l) **The Principal reserves the right to reject or accept any or all the tenders or accept them in parts or for term less than one year or reject the lowest tender without assigning any reason whatsoever. the tender of person(s)/firm (s), who have been blacklisted by the government or by the school in the past or have/had dubious dealing with the government or the school, shall not be entertained.**

Stamp with Sign. of Firm/Contractor/Authorised Person

With full address _____

Detail of DD attaches. DD No & date _____

CONDITIONS

1. The tender document is not transferable. The complete terms & conditions needs to be read by the tenderer prior to sending his filled tender form & may consult the school to clarify any ambiguity.
2. An amount of Rs. 1000/- (Rs. One Thousand Only) collected towards the tender form except Barber Tender Form cost Rs. 200/- only.
3. Payment :
 - (a) Payment will be made only after receipt of the products/material/equipment at the school and after satisfactory installation by the respective company.
 - (b) No advance payment will be made on any account.
 - (c) Payment will be made only by means of an Account payee cheque or RTGS/NEFT. DD may be issued on request in writing and the DD commission will be charged.
4. The firm may bring the equipment/product/material to the school as sample at their own cost.
5. The literature/broucher submitted by the firm should be self explanatory.
6. Warranty/guarantee period is to be clearly mentioned.
7. The “Annual Maintenance Contract” scheme of the firm should be clearly spelt out.
8. Terms & Conditions for up gradation in future, if required, are to be mentioned in offer.
9. Maximum **Educational Discount** admissible is to be mentioned in the offer.
10. If any certificate, enclosed by firm are found to be fake/bogus/tampered, such agencies are liable to be black listed from the school.
11. Tender by Fax/E-mail will not be accepted.
12. Late received and incomplete tender form shall be summarily rejected.
13. For other details, terms and conditions, the firms are advised to contact the school.
14. If any change/additions/alterations are found to be made by them and the same is subsequently detected/noticed at any stage even after award of the supply order, all necessary actions including stoppage of the supply order would be taken. In additions the bidders are liable to be prosecuted under law.
15. Lowest rates do not guarantee the Tender acceptance. It is the quality, reputations of vendor after sales, service, guarantee/warranty amongst others which will be taken into consideration during finalization of tenders. Brand name and model nos. should invariably be quoted for all the items. Items of poor and inferior quality will not be considered for procurement.
16. If any firm has “Authorized Dealership Certificate”, the same may also be enclosed. The vendor intending to bind for a tender should be dealing in such relevant items or should own a shop for relevant supplies/items.
17. This advertisement does not constitute and will not be deemed to constitute any commitment on the part of the school.
18. **All correspondence should be addressed to the following address**
The Principal
Sainik School Rewari
Sector -4, Rewari – 123401
(Haryana)
19. Interested bidder to download the relevant pages of the specific tender and attach with the tender document.

SAINIK SCHOOL REWARI
PRINTING MATERIALS
PERIOD FROM 01 MAY 2018 TO 30 APR 2019

Ser No	Item Name	A/U	Rate including all Charges & Taxes (F.O.R Sainik School Rewari)
1.	Printing of prospectus - (50 pages 21x 14 cms)	Nos	
2.	Printing of New Year card	Nos	
3.	Printing of publicity materials for entrance exam A4 Size	Per 1000	
4.	Printing of Boys report card	Nos	
5.	Printing of Teacher's Diary	Nos	
6.	Printing of Pocket Diary 56 pages + 02 Cover page	Nos	
7.	Printing of Founder's day Invitation Card (150 Appx.)	Nos	
8.	Printing of Cash Book 250 pages	Nos	
9.	Printing of Debit /Credit Voucher Pad (100 Pages) A4 size	Nos	
10.	Printing of GPF ledger 150 Pages	Nos	
11.	Printing of Cash receipt Book 250 Pages	Nos	
12.	Printing of Vehicle & Generator Log Book 100 Pages	Nos	
13.	Printing of Vehicle Car Dairy 100 Pages 8'x6'	Nos	
14.	Printing of Stock Register 200 pages	Nos	
15.	Printing of office files	Nos	
16.	Printing of Attendance Register	Nos	
17.	Printing of students health cards	Nos	
18.	Printing of students medical exam history sheet	Nos	
19.	Printing of mailing in register 200-250 pages	Nos	
20.	Printing of Dak dispatch register 200-250 pages	Nos	
21.	Printing of medical investigation forms	Per 1000	
22.	School Annual Magazine Pages approx 70-90 pages	Nos	
23.	School news letter Approx 15-20 pages	Nos	
24.	Answer sheet main (24, 32) pages as per sample	Per 1000	
25.	Answer sheet (Supplementary) (4) pages as per sample	Per 1000	
26.	Leave application Pad single sided (100 pages) A4 size	Nos	
27.	Outpass/Weekly Off single sided (100Pages) 8 ½" x 5 ½"	Pad	
28.	Visitors Pass Pad (50 pages)	Nos	
29.	Printing of Leave Certificate staff 100 pages	Pad	
30.	Printing of Clothing Issue Register of cadets 200 pages (Duplicate pages)	Nos	

Signature _____

Name of the Firm _____

Mobile No _____

Address _____

DD No & Date _____
