

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
TENDER FOR STATIONERY ITEMS
PERIOD FROM 01 MAY 2018 TO 30 APR 2019

S.No.	Item	Brand	Rate Incl. of All Taxes (F.O.R Sainik School Rewari)
1.	All Pin – 100 gm, 250 gm, 400 gm	Bell/Ever Bright	
2.	Attendance Register	Shipra	
3.	Black chart (thick)	-	
4.	Board Marker	Luxor	
5.	Pin and Clips Box	-	
6.	Brown Packing Tape – 2”	Wonder	
7.	Brown Paper 27”x40”	-	
8.	Brown sheet/cover (plastic coated) Roll – Standard size	-	
9.	Call Bell (Manual)	-	
10.	Calculator	Citizen 555	
11.	Carbon Paper A-3, A-4	Kores	
12.	Cartridge Dot Matrix printer big	TVS	
13.	CD Cover	Moser Bear	
14.	CD’s Pack (10 each)	Moser Bear	
15.	Cello Tape (Transparent), ½ “	Tapex/Wonder	
16.	Cello Tape (Transparent), 1”	Tapex/Wonder	
17.	Cello Tape (Transparent), 2”	Tapex/Wonder	
18.	Cellofins Paper Sheet (Roll)	-	
19.	Colour Tape ½”	Sparkle / Tapex	
20.	Correction Fluid Bottel	Kores	
21.	Correction Pen (10ml) (whitener)	Kores / Omax	
22.	Dak Pad (Folder), Red, Green, Blue	Supeior	
23.	Drawing Pen (Plastic Coated)	Young man / Libra	
24.	Envelope (white) 4 ¹ / ₈ ” x10”	Sheeshmahal	
25.	Envelope plastic coated (white/khakhi) 12x 10”, 16x 12”, A3Size	Sheeshmahal	
26.	Eraser (non-dust)	Natraj /Apsara	
27.	FAX Ribbon	Panasonic	
28.	Fevistic	Pidlite	
29.	Fibre Clip Board	Omega	
30.	Packing tap transparent 1”, 2”, 3”	Wonder	
31.	File Office (leather) with clip		
32.	File Office (plastic) with clip		
33.	Fevicol Tube 30g,250g,500g	Pidlite	
34.	Fluorescent Paper – A-4	-	
35.	Gen U Clip (Plastic Coated)	-	
36.	Gift Wrapping Paper	-	
37.	Glue Stick	-	
38.	Gum Bottle –150 ml & 700 ml	Essy	

Signature_____

..2/-

S.No.	Item	Brand	Rate Incl. of All Taxes (F.O.R Sainik School Rewari)
39.	Gum Tube (Fevigum)	Pidlite	
40.	Highlighter (Green, Red, Yellow)	Luxor Faber-Castle	
41.	Journal 50 Page, 100 Page	-	
42.	Ledger (Shipra) 200 Page 300 Page, 400 Page, 500 Page	-	
43.	Marker Pen (OHP)	Luxor	
44.	PVC Office Files	-	
45.	Stamp Pad Ink	Kores	
46.	Paper for Dot Matrix Printer (15 X12)	-	
47.	Paper Cutter small (With Blades)	Natraj	
48.	Pen all colours Blue Pen Racer Saber Cool Gel Pen all colours	Cello/Rotomac Pentak/Luxor	
49.	Pencil Extra Dark/Soft	Natraj Apsara	
50.	Pencil HB	Natraj, Classmate Apsara	
51.	Pencil Sharpener	Natraj/Camel	
52.	Pencil Short Hand	Natraj Apsara	
53.	Re-stick pads three colour	-	
54.	Photostat Paper (Legal size)	Image Bilt Power Xerox	
55.	Photostat Paper A-3	Image Bilt Power Xerox	
56.	Photostat Paper A-4	Image Bilt Power Xerox	
57.	Poster Colour	Camlin	
58.	Printed Cellofin Paper (Transparent)	-	
59.	Quick Fix – 30gm & 50 gm	-	
60.	Scissor– Medium	Fischer	
61.	Refill all colours Refill all colours Gel, Racer, Saber	Cello/Rotomac Gel,Racer, Saber	
62.	Rubber Band (01 Kg) 3”, 4”, Extra Large	-	
63.	Ruled Register 2Qr (96 Page) 4Qr (192 Page) 5Qr (288 Page) 6Qr (384 Page)	-	
64.	Rulled Sheet	Bilt	
65.	Scale Steel 12”	-	

Signature_____

..3/-

S.No.	Item	Brand	Rate Incl. of All Taxes (F.O.R Sainik School Rewari)
66.	Scissor– Large	Fischer	
67.	Self Stick/Re-Stick Notes (Removable) 3"x2" , 3x3 size	Premium Oddy	
68.	Single Punch Machine	Kangaroo	
69.	Sketch Pen	Luxor/Stick	
70.	Sparkle Pen Set	-	
71.	Stamp Pad	Kores /Golden	
72.	Stapler (Big)	Kangaroo	
73.	Staples (1000) No.10-1M (Small) & (Big) size	Max/Kores	
74.	Stick Colour (STIC) 12pie, 24 pie, 36 pie	-	
75.	Tags (cotton) Small & Big size	-	
76.	Tape Coloured 1"	Wonder/Primer	
77.	Thermocol 20"	-	
78.	Transparent Plastic sheet	-	
79.	Transparent Scale 12" (Fibre castle)	-	
80.	Transparent Scale 24" (Fibre castle)	-	
81.	Typing Paper A-3, A-4 & FS size	Century, Lotus JK Bond	
82.	Double Punching Machine	Kangaroo	
83.	Uniball Gel Pen (Blue, black, Red & Green)	-	
84.	While Board Marker	Luxor Reynold	
85.	Writing Pad 4" x 8" 20 sheets & 50 sheets		
86.	Luxur V.5 pen (Blue)	Luxur	
87.	Luxur V.5 pen (Black)	Luxur	
88.	Luxur V.5 pen (Red)	Luxur	
89.	Luxur V.5 pen Green)	Luxur	
90.	Luxur V.7 pen (Blue)	Luxur	
91.	Luxur V.7 pen (Black)	Luxur	
92.	Luxur V.7 pen (Red)	Luxur	
93.	Luxur V.7 pen Green)	Luxur	
94.	Plastic Files (Transparent)	-	
95.	File Binder Cloth	-	
96.	File Card Board	-	
97.	Thumb Pins Plastic coated	-	
98.	Ball Pen Reynolds Red & Blue	Reynolds	
99.	Stapler Big	Kangaroo	
100.	Stapler Small	Kangaroo	

Signature_____

..4/-

S.No.	Item	Brand	Rate Incl. of All Taxes (F.O.R Sainik School Rewari)
101.	Bond Paper	-	
102.	Stick Pad Big Size 4''x4''	Claro	
103.	Colour Flags (Five in one)	-	
104.	CD Pointer Marker	(Luxor/Camlin)	
105.	White Board Marker	Luxor/Reynolds	
106.	Cartridge RISO Ink	KZ Black	
107.	Drum Roll RISO	KZ Size	
108.	Chalk Boxes vidyarathi	-	
109.	CD Mailer Envelope	Per 10 Pcs	
110.	Cutter	-	
111.	Wooden Duster (Black Board)	-	
112.	Duster (White Board)	-	
113.	Magnetic Duster	-	
114.	Dumper Counting Pad	-	
115.	Graph Paper Packet (500 Sheets)	-	
116.	Fevicol Tubes	-	
117.	Plastic Leaf Multiple	-	
118.	Poker with hole	-	
119.	Paper Cutter Blade	-	
120.	Packing Cloth (White) (In Meters)	-	

Signature _____

Name of the Firm _____

Address _____

Mobile No _____

DD No and date _____