

SAINIK SCHOOL REWARI, HARYANA
TENDER FOR SUPPLY/SERVICE FOR THE YEAR 2019-20
TENDER FORM FOR :

S/No _____
(with School round stamp)

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

Note: Read the instructions properly 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) : _____
and email address of the firm _____
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 conditions from the school side to be acknowledged by Vendor:-
(a) _For all supplies like Stationary & Clothing items etc vendors to attach last
one F.Y/A.Y ITR with audited balance certificate, Registration No & PAN No.

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

- (a) Incomplete tender form will not be entertained/accepted.
- (b) 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.
- (c) 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.
- (d) Lowest tender will be decided on evaluated value of the total items and various other factors i.e. quality, reputation of the tenderers etc.
- (e) Split tender will generally be discouraged. However, earnest money of tenderers who refuse to accept part tender will be forfeited.
- (f) **Rate will be quoted in rupees for each item and not on MRP** except medicine in which discount on MRP would be mentioned. **Rate should include all taxes F.O.R. to Sainik School Rewari.**
- (g) **For catering services** attach Registration of firm/GST No, PAN, Labour License 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 5 to 10% of cost of tender i.e. **Rs. Eight Lakh only** being L1 with the school as security deposit for all categories.
- (h) **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 in each page.**
- (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 & Cobbler Tender Form for which the cost will be 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, and 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 PRINTING MATERIALS
PERIOD FROM 01 MAY 2019 TO 30 APR 2020

S. No	Item Name	Accounting Unit	Rate including all charges & taxes (freight on reach Sainik School Rewari)
1.	Admission Register A4 size 200 pages	Nos	
2.	Answer sheet (Supplementary) (4pages) front printed page 9"x11" Ruled paper	Per 1000	
3.	Answer sheet main (24, 32 pages) as per sample front printed page 9"x11" Ruled paper	Per 1000	
4.	Attendance Register	Nos	
5.	Binding work A4 size 100 pages spiral per page	Nos	
6.	Binding work A4 size 200 pages spiral per page	Nos	
7.	Binding work A4 size 300 pages spiral per page	Nos	
8.	Binding work Legal size 100 pages spiral per page	Nos	
9.	Binding work Legal size 200 pages spiral per page	Nos	
10.	Binding work Legal size 300 pages spiral per page	Nos	
11.	Cash Book 250 pages 11.7"x7.5"	Nos	
12.	Cash receipt Book 50x3 tricolour pages 20x13 cm	Nos	
13.	Cash/Payment receipt 100 pages A4 size	Pad	
14.	Clothing Issue Register of cadets 200 pages (Duplicate pages)	Nos	
15.	Dak dispatch register 250 pages	Nos	
16.	Debit /Credit Voucher Pad (100 Pages) A4 size	Nos	
17.	DO letter Pad 100 pages A4 size	Pad	
18.	DO letter Pad 100 pages A6 size	Pad	
19.	Flex with frame with 3 kg length pipe	Sq ft	
20.	Flex without frame with 3 kg length pipe	Sq ft	
21.	Founder's day Invitation Card	Nos	
22.	GPF ledger 150 Pages 11.7" x 7.5"	Nos	
23.	Invitation card with envelop standard size	Nos	
24.	Leave application Pad single sided (100 pages) A4 size	Pad	
25.	Out pass 100 pages A4 size Academic	Pad	
26.	Out pass 100 pages size 5.5" x8" Cadets in duplicate with perforated	Pad	
27.	Mailing in register 250 pages	Nos	
28.	Medical investigation forms tricolor 21x13 cm	Per 1000	
29.	New Year card with envelop	Nos	
30.	Office files 14" x 10"	Nos	
31.	Outpass/Weekly Off single sided (100Pages) 8 1/2" x 5 1/2"	Pad	
32.	Pocket Diary 170 GSM Art Paper front Page and Yellow copier 56 pages + 02 Cover page	Nos	
33.	Publicity materials for entrance exam A4 Size	Per 1000	
34.	Radium Tape printing/writing	Per word/ Inch/Feet	
35.	School Annual Magazine Pages approx 100-120 pages(inner pages 100 to 120 GSM Art Paper coloured glossy and cover page 300 GSM gloss laminated matte Finish) Paper size 11" x 8.4"	Nos	

Signature Firm/Vendor _____

S. No	Item Name	Accounting Unit	Rate including all charges & taxes (freight on reach Sainik School Rewari)
36.	School envelope A4 size yellow colour	Nos	
37.	School envelope window cut white colour 10"x 4 1/2"	Nos	
38.	School Leaving Certificate of 100 pages A 4 size	Nos	
39.	School letter Head Pad 100 pages A4 size	Pad	
40.	School News letter A4 size 170 GSM Art Paper coloured/glossy 11" x 8.4"	Per page	
41.	School news letter A4 size 10 pages 170 GSM Art Paper coloured/glossy 11" x 8.4"	Nos	
42.	School news letter A4 size 11- 20 pages 170 GSM Art Paper coloured/glossy 11" x 8.4" 170 GSM Art Paper coloured/glossy 11" x 8.4"	Nos	
43.	School news letter A4 size 21- 40 pages 170 GSM Art Paper coloured/glossy 11" x 8.4"	Nos	
44.	Service book of 100 pages	No	
45.	Stock Register 200 pages	Nos	
46.	Student dossier 11.5" x 7.5" OF 50 pages cover page with lamination 300 GSM and inner pages of 675 GSM	Nos	
47.	Students health cards A6 size (appx 30 pages) both side 15 cm x 21 cm with 36 pages with yellow colour	Nos	
48.	Students medical exam history sheet both side A4 size 4 double pages	Nos	
49.	Teacher's Diary A4 size 11" x 9" with 144 pages with hard cover	Nos	
50.	Undertaking Pad 100 pages A4 size	Pad	
51.	Vehicle & Generator Log Book 100 Pages 21x16 cm	Nos	
52.	Vehicle Car Dairy 100 Pages 8'x6'	Nos	
53.	Visitors Pass Pad (50 pages)	Nos	
54.	I Card of Cadets 2.1" x 3.4" plastic card laminated	Nos	
55.	I Card for staff 2.6" x 3.6 " 300 GSM	Nos	
56.	OMR Sheet A4 size 105 GSM	Per page	

Name of the representative of firm _____ Mobile No _____

Signature of Firm representative _____ DD No and Date _____

Name of the Firm _____ Amount of DD _____

Address _____
