

**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 STATIONERY ITEMS**  
**PERIOD FROM 01 AUG 2019 TO 30 APR 2020**

S.No	Item	Brand	Accounting Unit	Rate incl of All Taxes (freight on reach Sainik Sainik School Rewari)
1.	All Pin –70 gm,100 gm	Bell/Ever Bright	Pkt	
2.	Attendance Register 150 pages	Shipra	Nos	
3.	Ball Pen Reynolds Red, Black & Blue	Reynolds	Nos/ Pkt	
4.	Board Marker refillable (10 each pkt)	Luxor	Pkt	
5.	Bond Paper A4 size	Kores/JK	Ream	
6.	Bond Paper Legal size	Kores/JK	Ream	
7.	Brown Packing Tape – 2”	Wonder	Nos	
8.	Brown Paper 27”x40”	-	Nos	
9.	Brown sheet/cover (plastic coated) Roll – Standard size	-	Nos	
10.	Calculator	Citizen 555/Orpat	Nos	
11.	Call Bell (Manual)	-	Nos	
12.	Carbon Paper A-3, A-4	Kores	Pkt	
13.	Cartridge Dot Matrix printer big	TVS	Nos	
14.	Cartridge RISO Ink	KZ Black	Nos	
15.	CD Cover	Moser Bear	Nos	
16.	CD Mailer Envelope	Per 10 Pcs	Nos/ Pkt	
17.	CD Pointer Marker	(Luxor/Camlin)	Nos/ Pkt	
18.	CD’s Pack (10 each)	Moser Bear	Pkt	
19.	Cello Tape (Transparent), ½ “	Tapex/Wonder	Pkt	
20.	Cello Tape (Transparent), 1”	Tapex/Wonder	Pkt	
21.	Cello Tape (Transparent), 2”	Tapex/Wonder	Pkt	
22.	Cellofins Paper Sheet (Roll)	-	Nos	
23.	Chalk Boxes vidyarthi	-	Box	
24.	Five colour paper Marker 15mm x 75 mm	-	Pkt	
25.	Colour Tape ½”	Sparkle / Tapex	Pkt	
26.	Correction Fluid Bottel	Kores	Nos	
27.	Correction Pen (10ml) (whitener)	Kores / Omax	Nos	
28.	Cutter Paper 18 mm	Koras/Kangaru	Nos	
29.	Dak Pad (Folder), Red, Green, Blue	Supeior	Nos	
30.	Double Punching Machine	Kangaroo	Nos	
31.	Drawing Pen (Plastic Coated)	Young man / Libra	Nos/ pkt	
32.	Drum Roll RISO	KZ Size	Nos	
33.	Dumper Counting Pad	-	Pad	
34.	Duster (White Board)	-	Nos	
35.	Envelope (white) 4 <sub>1/8</sub> ” x10”	Sheeshmahal	Nos/ pkt	

Signature of the Firm/.Vendor \_\_\_\_\_

S.No	Item	Brand	Accounting Unit	Rate incl of All Taxes (freight on reach Sainik Sainik School Rewari)
36.	Envelope plastic coated (white/khaki) 12x 10", 16x 12", A3Size	Sheeshmahal	Nos/ pkt	
37.	Eraser (non-dust)	Natraj /Apsara	Pkt	
38.	FAX Ribbon	Panasonic	Nos	
39.	Fevicol Tube 30g,250g,500g	Pidlite	Nos/ Pkt	
40.	Feviquick	Pidilite	Nos	
41.	Fevistik	Pidlite	Nos	
42.	Fibre Clip Board	Omega	Nos	
43.	File Binder with Card Board	-	Nos	
44.	File Binder with Cloth	-	Nos	
45.	File Office (leather) with clip		Nos	
46.	File Office (plastic) with clip		Nos	
47.	Fluorescent Paper – A-4	-	Nos/ Pkt	
48.	U Clip (Plastic Coated)28/33 mm	-	Pkt	
49.	Gift Wrapping Paper	-	Nos/ Pkt	
50.	Glue Stick	-	Nos/ Pkt	
51.	Graph Paper Packet (500 Sheets)	-	Pkt	
52.	Gum Bottle –150 ml & 700 ml	Essy	Nos	
53.	Gum Tube (Fevigum)	Pidlite	Nos/ Pkt	
54.	Highlighter (green, orange, purple blue ,yellow)	Luxor Faber-Castle	Pkt	
55.	Journal 50 Page, 100 Page	-	Nos	
56.	Ledger (Shipra) 200 Page 300 Page, 400 Page, 500 Page	-	Nos	
57.	Lab Manual standard size	Luxmi	Nos	
58.	Magnetic Duster	-	Nos	
59.	Marker Pen (OHP)	Luxor	Nos/ Pkt	
60.	Note Book standard size (100,150,200 , 250 pages)	Classmate/Lotus	Nos	
61.	Packing Cloth (White)	-	Mtr	
62.	Packing tap transparent 1", 2", 3"	Wonder	Pkt	
63.	Paper for Dot Matrix Printer (15 x12)	-	Nos	
64.	Pen Gel Red, Blue, Black, Green	Gel/Cello/Luxor	Nos/ Pkt	
65.	Pen Luxur V.5 all colours	Luxor	Nos	
66.	Pen Luxur V.7 all colours	Luxor	Nos	

Signature of Firm/Vendor \_\_\_\_\_

S.No	Item	Brand	Accounting Unit	Rate incl of All Taxes (freight on reach Sainik Sainik School Rewari)
67.	Pencil Extra Dark/Soft	Natraj Apsara	Pkt	
68.	Pencil HB	Natraj, Classmate Apsara	Pkt	
69.	Pencil Sharpener plastic	Natraj/Camel	Nos/ Pkt	
70.	Photostat Paper (Legal size) 75 GSM	JK/Xerox	Ream	
71.	Photostat Paper A-3 75 GSM	JK/Xerox/Pride	Ream	
72.	Photostat Paper A-4 75 GSM	JK/Xerox/Pride	Ream	
73.	Pin and Clips Box	-	Pkt	
74.	Plastic Files (Transparent)	-	Nos/ Pkt	
75.	Plastic Leaf Multiple	-	Nos	
76.	Poker with hole	-	Nos	
77.	Printed Cellofin Paper (Transparent)	-	Nos/ Pkt	
78.	PVC Office Files	-	Nos	
79.	Quick Fix – 30gm & 50 gm	-	Nos/ Pkt	
80.	Pen Refill all colours	Cello/Rotomac Gel,Racer, Saber	Nos/ Pkt	
81.	Rubber Band (01 Kg) 3”, 4”, Extra Large	-	Kg	
82.	Ruled Register 20 cm x 32 cm 2Qr (96 Page) 4Qr (192 Page) 5Qr (288 Page) 6Qr (384 Page)	-	Nos	
83.	Rulled SheetA4 size	Bilt	Nos	
84.	Scale Steel 12”	-	Nos	
85.	Scissor– Large	Fischer	Nos	
86.	Scissor– Medium	Fischer	Nos	
87.	Self Stick/Re-Stick Notes (Removable) 3”x2” , 3x3 size	Premium Oddy	Nos/ Pkt	
88.	Single Punch Machine	Kangaroo	Nos	
89.	Sketch Pen	Luxor/Stick	Pkt	
90.	Sparkle Pen Set	-	Pkt	

Signature of Firm/Vendor \_\_\_\_\_

S.No	Item	Brand	Accounting Unit	Rate incl of All Taxes (freight on reach Sainik Sainik School Rewari)
91.	Stamp Pad	Kores /Golden	Nos	
92.	Stamp Pad Ink	Kores	Nos/ Pkt	
93.	Stapler Big size	Kangaroo	Nos	
94.	Stapler Small size	Kangaroo	Nos	
95.	Staples No.10-1M s20 Boxex 1000 staples	Kangaru	Pkt	
96.	Sticky Coloured 50 sheets pad size 3"x3"	-	Pkt	
97.	Stick Pad 50 sheets Size 4"x4"	Claro	Nos/ Pkt	
98.	Tags (cotton) Big size	-	Bundle	
99.	Tags (cotton) Small size	-	Bundle	
100.	Tape Coloured 1"	Wonder/Primer	Nos/ Pkt	
101.	Thermocol 20"	-	Nos	
102.	Thumb Pins Plastic coated	-	Pkt	
103.	Transparent Plastic sheet	-	Nos/ Pkt	
104.	Transparent Scale 12"/24" (Fibre castle)	-	Nos/ Pkt	
105.	Typing Paper A-3, A-4 & FS size	Century, Lotus JK Bond	Ream	
106.	Uniball Gel Pen (Blue, black, Red & Green)	-	Nos/ Pkt	
107.	White Board Marker	Luxor/Reynolds	Nos/ Pkt	
108.	Wooden Duster (Black Board)	-	Nos	
109.	Writing Pad 4" x 8" 20 sheets & 50 sheets		Pad	

Name of the representative of firm \_\_\_\_\_ Mobile No \_\_\_\_\_

Signature of Firm representative \_\_\_\_\_ DD No and Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_ Amount of DD \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_