

**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 RUNNING OF WET CANTEEN-CUM-STATIONERY SHOP**  
**PERIOD FROM 01 AUG 2019 TO 30 APR 2020**

| S.No | Description                     | Rent per month |
|------|---------------------------------|----------------|
| 01   | Wet Canteen Cum Stationery Shop |                |

**Note:**

1. Maintenance of cleanliness & Hygiene will be the responsibility of contractor of the shop.
2. He will adhere to the opening and closing timing of the wet canteen as given under :-
  - (i) Monday to Saturday from 1700 hrs to 1800 hrs.
  - (ii) Sunday & Holiday from 1000 hrs to 1200 hrs and 1600 hrs to 1800 hrs
3. No credit purchase has to be entertained with cadets. Recovery of credit if any will be sole responsibility of contractor.
4. Contractor solely responsible for clearing any legal hassles arising because of the shop.
5. Contractor will deposit rent of shop on monthly basis without failing which necessary action will be taken as per Sainik School rules and regulations.
6. List of items attached.
7. Items after expiring of date should be removed.
8. The rent of shop will be for whole session except long vacation.
9. Neither the tobacco product should be kept nor will they be used by any of the canteen staff.
10. To display rate list of items in front of shop duly approved by the authorities.

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

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

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

Address \_\_\_\_\_

\_\_\_\_\_

**SAINIK SCHOOL REWARI**  
**LIST OF ITEMS FOR WET CANTEEN-CUM-STATIONERY SHOP**  
**RATE LIST FOR YEAR 2019-20**

**COMMERCIAL BID**

| Sr. No.                        | <u>Name of Item</u>                  | <u>Quantity</u> | <u>Brand</u>   | <u>Rate in INCL ALL TAXES</u> |
|--------------------------------|--------------------------------------|-----------------|--|-------------------------------|
| <b><u>EATABLES ITEMS :</u></b> |                                      |                 |  |                               |
| 1.                             | Biscuit Good Day Double rolls        | Nos             | Good Day   |                               |
| 2.                             | Biscuit Good Day Single rolls        | Nos             | Good Day   |                               |
| 3.                             | Chhachh (Lassi) 200/100 ml           | Pack            | Amul/Saras   |                               |
| 4.                             | Chips packet 50 gms                  | Nos             | Lays   |                               |
| 5.                             | Chips pkt 100 gm                     | Nos             | Lays   |                               |
| 6.                             | Chocolate 100 Gms                    | Per Pcs         | Amul/5 Star  |                               |
| 7.                             | Chocolate 150 Gms                    | Per Pcs         | Amul/5 Star  |                               |
| 8.                             | Chocolate 50 Gms                     | Per Pcs         | Amul/5 Star  |                               |
| 9.                             | Chocolate various sizes              | Nos             | Amul   |                               |
| 10.                            | Cold Drink 1Ltr                      | Nos             | Mountain Dew,<br>Coca Cola, Pepsi,<br>Sprite,<br>Mirinda |                               |
| 11.                            | Cold Drink 2 Ltr                     | Nos             | Mountain Dew,<br>Coca Cola, Pepsi,<br>Sprite,<br>Mirinda |                               |
| 12.                            | Cold Drink 500/200/100 ml            | Nos             | Mountain Dew,<br>Coca Cola, Pepsi,<br>Sprite,<br>Mirinda |                               |
| 13.                            | Eggs boiled                          | Nos             |  |                               |
| 14.                            | Elayachi Biscuit                     | Nos             | Britania   |                               |
| 15.                            | Frooti 100/200/300 ml                | Nos             |  |                               |
| 16.                            | Fruit Cake 50 gm                     | Pack            | Britania   |                               |
| 17.                            | Ground Nut Plain 50 gm               | Per Pkt         |  |                               |
| 18.                            | Ground Nut Rosted 50 gm              | Per Pkt         |  |                               |
| 19.                            | Ice cream cup of<br>40/80/100/250 ml | Nos             | Vanilla, Butter<br>Scotch, Amul,<br>Strawberry           |                               |
| 20.                            | Mangori 50/100/200 gm                | Pkt             |  |                               |
| 21.                            | Milk (Full Cream)                    | Per Ltr         | Amul/Saras   |                               |
| 22.                            | Mix fruit juice Real 200/100 ml      | Pkt             |  |                               |
| 23.                            | Muffins 25 Gms                       | Per Pcs         |  |                               |
| 24.                            | Muffins Veg Egg less 25 Gms          | Per Pcs         |  |                               |
| 25.                            | Namkin 50/100 gm                     | Pkt             | Haldiram   |                               |
| 26.                            | Namkin PKT 50 gms                    | Pkt             |  |                               |
| 27.                            | Sone Papadi                          | Per Pcs         |  |                               |

Signature of Contractor \_\_\_\_\_

| <b>Sr. No.</b>                   | <b><u>Name of Item</u></b> | <b><u>Quantity</u></b> | <b><u>Brand</u></b> | <b><u>Rate in INCL ALL TAXES</u></b> |
|----------------------------------|----------------------------|------------------------|---------------------|--------------------------------------|
| <b><u>STATIONARY ITEMS :</u></b> |                            |                        |                     |                                      |
| 28.                              | Colour set pen             | Pkt                    |                     |                                      |
| 29.                              | Drawing pin                | Pkt                    |                     |                                      |
| 30.                              | Drawing sheet all colours  | Pc                     |                     |                                      |
| 31.                              | Eraser                     | Pc                     | Apsara              |                                      |
| 32.                              | Eraser (Rubber)            | Nos                    | Apsara/Natraj       |                                      |
| 33.                              | Gel pen                    | Nos                    |                     |                                      |
| 34.                              | Gel pen refill             | Nos                    |                     |                                      |
| 35.                              | Hard Pencil                | Pc                     | Natraj              |                                      |
| 36.                              | Hard Pencil pkt            | Nos                    | Natraj              |                                      |
| 37.                              | Ink blue                   | Bottle                 |                     |                                      |
| 38.                              | Ink pen                    | Nos                    |                     |                                      |
| 39.                              | Paper A4                   | Nos                    | Kores/Branded       |                                      |
| 40.                              | Paper A4                   | Ream                   | Kores/Branded       |                                      |
| 41.                              | Paper Legal                | Nos                    | Kores/Branded       |                                      |
| 42.                              | Paper Legal                | Ream                   | Kores/Branded       |                                      |
| 43.                              | Pen                        | Nos                    | Cello               |                                      |
| 44.                              | Pencil Soft                | Per Pc                 | HB                  |                                      |
| 45.                              | Pencil Soft                | Pkt                    | HB                  |                                      |
| 46.                              | Pencil Hard                | Pkt                    | HB                  |                                      |
| 47.                              | Permanent marker           | Nos                    | Luxer               |                                      |
| 48.                              | Reynolds pen               | Nos                    |                     |                                      |
| 49.                              | Reynolds pen re-fill       | Nos                    |                     |                                      |
| 50.                              | Ribbon decoration          | Roll                   |                     |                                      |
| 51.                              | Scale Metallic 12"         | Nos                    |                     |                                      |
| 52.                              | Scale metallic 6"          | Nos                    |                     |                                      |
| 53.                              | Scale plastic 12"          | Nos                    |                     |                                      |
| 54.                              | Scale plastic 6"           | Nos                    |                     |                                      |
| 55.                              | Sharpener                  | Pc                     | Natraj/Apsara       |                                      |
| 56.                              | Sketch Pen all colour      | Nos                    |                     |                                      |
| 57.                              | Sketch pen set             | Pkt                    |                     |                                      |
| 58.                              | Tape coloured              | Roll                   |                     |                                      |
| 59.                              | Tape transparent           | Roll                   |                     |                                      |
| 60.                              | Thermocol sheets           | Nos                    |                     |                                      |
| 61.                              | Water Colour set           | Pkt                    |                     |                                      |

Signature of Contractor \_\_\_\_\_

| <b>Sr. No.</b>                            | <b><u>Name of Item</u></b>  | <b><u>Quantity</u></b> | <b><u>Brand</u></b>            | <b><u>Rate in INCL ALL TAXES</u></b> |
|---|-----------------------------|------------------------|--------------------------------|--------------------------------------|
| <b><u>SANITARY &amp; MISC ITEMS :</u></b> |                             |                        |                                |                                      |
| 62.                                       | Blanco                      | Nos                    |                                |                                      |
| 63.                                       | Boot Brush                  | Nos                    |                                |                                      |
| 64.                                       | Braso polish                | Bottle                 |                                |                                      |
| 65.                                       | Handkerchief                | Nos                    |                                |                                      |
| 66.                                       | Lock Med                    | Nos                    | Harrison/branded               |                                      |
| 67.                                       | Lock small                  | Nos                    | Harrison/branded               |                                      |
| 68.                                       | Mug Plastic ½ ltr           | Nos                    |                                |                                      |
| 69.                                       | Nail cutter                 | Nos                    |                                |                                      |
| 70.                                       | Scissor Medium              | Nos                    |                                |                                      |
| 71.                                       | Scissor small               | Nos                    |                                |                                      |
| 72.                                       | Shocks coloured             | Pair                   |                                |                                      |
| 73.                                       | Shocks white                | Pair                   |                                |                                      |
| 74.                                       | Shoes polish liquid type    | Nos                    |                                |                                      |
| 75.                                       | Shoes laces black           | Pair                   |                                |                                      |
| 76.                                       | Shoes laces white           | Pair                   |                                |                                      |
| 77.                                       | Shoes Polish black          | Nos                    | Cherry                         |                                      |
| 78.                                       | Soap Case Plastic           | Nos                    |                                |                                      |
| 79.                                       | Tooth brush Hard            | Nos                    | Colgate/Oral B                 |                                      |
| 80.                                       | Tooth brush soft            | Nos                    | Colgate/Oral B                 |                                      |
| 81.                                       | Tooth paste small 50/100 gm | Nos                    | Colgate/Oral B & other branded |                                      |
| 82.                                       | Torch small 2 cell          | Nos                    | Bajaj/branded                  |                                      |
| 83.                                       | Underwear                   | Nos                    | VIP / Branded                  |                                      |

Signature of Contractor \_\_\_\_\_

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Security Deposit Rs. \_\_\_\_\_

DD No & Date \_\_\_\_\_