

No.SSKP/790/Tender/QM

Sep 2021

E-PUBLISHING TENDER NOTICE: PRINTING OF ITEMS, OFFICE & BOYS STATIONERY FOR SAINIK SCHOOL KAPURTHALA (PUNJAB)- 144601 FOR THE PERIOD FROM 01 OCT 2021 TO 30 SEP 2022 EXTENDABLE UPTO 3 MONTHS IN CASE OF STATE EMERGENCY

1. Bids are invited from bidders (registered firm (s) / contractor (s)) on behalf of Principal Sainik School Kapurthala for the supply of Printing of Items, Office & Boys Stationery which is uploaded as additional tender documents in the tender ID as per details given below:-

- (a) Tender No - 01/790/Tender/2021-22
- (b) Description of items - Printing of Items, Office & Boys Stationery
- (c) Qty (in Kgs/Nos) - As appx 'A' att
- (d) Period and terms of delivery - Delivery period for supply of items would be as per schedule mentioned in supply order on the L1 firm.
- (e) Address for website from where tender documents could be downloaded - <https://eprocure.gov.in> or www.sskapurthala.com

2. The tender reference number of the subject tender is 01/790/Tender/2021-22. The firms registered with CPP portal may download the tender documents if so desired, from the <https://eprocure.gov.in> Or www.sskapurthala.com. The dates with respect to the Tender reference No 01/790/Tender/2021-22 are as under:-

Ser No	Items	Date	Time
(a)	Published Date	09 Sep 2021	1100h
(b)	Bid document download	09 Sep 2021	1100h
(c)	Clarification Start date	09 Sep 2021	1100h
(d)	Bid submission start	09 Sep 2021	1100h
(e)	Clarification end date	30 Sep 2021	1130h
(f)	Bid submission end	30 Sep 2021	1130h
(g)	Bid opening start	30 Sep 2021	1135h

3. Intending Bidders may kindly note:-
- (a) Bidders are required to spell out the rates inclusive of GST, Customs duty, Excise Duty, Sales Tax, in unambiguous terms, otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices.
- (b) The RFP is being issued with no financial commitment and purchaser reserves the right to change or vary any part thereof at any stage. Purchaser also reserves the right to withdraw the RFP if be so necessary at any stage.
4. Manually submitted documents will be opened and scrutinized by a School Board of Officers. If any discrepancy or omission in documents submitted by the firms will be found, the tender of such firm will be rejected by the Board of Officers
5. General conditions of the supplies will be as under:-
- (a) Your rates will be inclusive of transportation, accommodation, rent, taxes if any and other incidental charges for delivery of the same at Supply Point Sainik School Kapurthala (Punjab)-144601.
- (b) The rates will remain valid for the entire contract period from **01 Oct 2021 to 30 Sep 2022**, (extendable upto 3 months in case of state emergency for Pandemic), whereas the purchase of the items will be made during the period in question on day to day basis / as per demand.
- (c) You will obtain / receive personally the demand in writing from Adm Officer, Sainik School Kapurthala or his representative.
- (d) Supplies must confirm to as per the sample providing by the school. Please obtain the same from this office.
- (e) The quantities given in the schedule are only approximate and are given as rough guide. Principal Sainik School Kapurthala reserves the right to place demands on the successful tenderer for only the actual quantities required. No claim for compensation will be entertained in the quantities which are over / under or incase the demand is not placed at all. Delivery period for supply of item would be from the placement of supply order. Maximum duration of delivery period will be intimated by the supply order or period / work completion for the said tender would be within the given period of time as per the contract agreement. Please note that contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer.
- (f) The Principal Sainik School Kapurthala reserves to himself the right of any amendment, cancellation and changes to the tender notice in whole or in part without assigning any reason or any prior information and to discontinue taking the supplies from you any day without notice to you and you will have no right to claim any compensation on this account.
- (g) In case you fail to produce the demanded items at given time and date, your firm will be debarred from participating in tender activity for Local Purchase in future.
- (h) Items will be inspected by the Principal Sainik School Kapurthala or his representative before acceptance.
- (j) All items rejected at the time of inspection before acceptance will be shifted by you immediately.

(k) Payment through RTGS / Cheque will be made. Payment shall be made on completion of the complete order as required / specified after inspection and acceptance of the stores by the BOO. The Goods to be supplied **F.O.R. at Sainik School, Kapurthala.** Submission of the duly pre-receipted and stamped bill in the prescribed form is mandatory for the payment of Bills.

(l) The Supplier shall not be entitled for any additional payment during the tenure of this contract due to subsequent increase in cost of materials, transportation costs, labour charges etc.

(m) Decision of the Principal Sainik School Kapurthala in all the matters will be final and binding on you.

(n) Keeping in mind current threat perception, security alerts, pandemic situation in country due to COVID-19, contractors to abide by rules and regulations of State Govt and ensure COVID-19 appropriate behavior of their representatives with Supply Point Staff and behave in a professional and of highest standards, failing which necessary action will be initiated against defaulters as per order of Principal Sainik School Kapurthala.

(p) In preview of spread of COVID-19, all contractors / representatives to abide by the under mentioned hygiene and sanitation guidelines:-

(i) Person suffering from any symptoms of headache, fever, cough or cold will not enter the premises of Sainik School Kapurthala.

(ii) All contractors / representatives to wear mask and gloves.

(iii) Checking of temperature and cleaning of hands will be carried out at the gate and your staff will fully adhere to all directions passed by the school authorities.

(iv) Adequate distance to be maintained between individuals to avoid spread of COVID-19.

6. The firm / supplier is responsible to maintain hygiene and sanitation at receiving point, Sainik School Kapurthala during the tender accepted period and during tendering of items to be Supplied to Sainik School Kapurthala reps.

7. It has been decided that composite tenders shall be called for items where the combined estimated cost of different items will be put to tender. Composite Tenders can also be called for items where the combined estimated cost put to tender is lowest one (L-1). Final decision of authority to approve the tender rests with the Principal Sainik School Kapurthala.

8. The supplier / firm, will strictly adhere the instructions on the subject.

9. Tenderer is to give his PAN and bank details in Tender form.

Yours faithfully,

Sd/-xx x x x x
Offg Adm Officer
For Principal

SAINIK SCHOOL, KAPURTHALA
TENDER FORM – PRINTING OF ITEMS, OFFICE AND BOYS STATIONERY

Name of the Tender (Firm Name) (Photo Copy of following documents are to be attached)	:
Registration No:
GST No:
PAN CARD No:
Complete postal address with PIN Code and Telephone No. and Email	
Bank Details:	Bank Name and address of Beneficiary:
Name of Beneficiary: _____	_____
Saving Bank Account Number: _____	
IFSC Code of Bank _____	
Earnest Money details – Bid Security Declaration (as per Appendix 'C') Should be attached	
Cost of Tender Form	:Bank Draft No/ Receipt No: _____ dated _____ for Rs 500/- payable in favour of "Principal, Sainik School, Kapurthala"
Certified that:-	
1. I have read the RFP, (Signed each Page) and understood in my language.	
2. Sample of each item available in the School.	
_____	Name (in Block Letters):
Date :	Signature of Tenderer with Office Seal, If any
Note: - Acceptance of Terms and Conditions of Tender letter by the vendor is to be submitted alongwith tender form (Annexure 'D'). Non blacklisting Certificate, is to be submitted (Annexure 'E'). Clearly mention all rates inclusive of all taxes as applicable, No overwriting/whitener/Cutting/ erasing is accepted. Vendor is to submit duly signed copy of RFP alongwith tender form.	

LIST OF BOYS STATIONARY IS ATTACHED AS APPENDIX- A
LIST OF OFFICE STATIONARY IS ATTACHED AS APPENDIX- B

LIST OF BOYS STATIONARY

S.No	Stationary Items	A/U	Approximate demand	Rate in Rs	Remarks
1.	Chalk Non Dust (Kores, Box of 144 pcs)	Pkt	100		
2.	Xeroxpaper((A4Size) (75 GSM) (BILT)	Ream	200		
3.	Ball Pen (Red, Green & Black) (Reynolds)	Nos	100		
4.	Staple Pins- No 10 (Kangaro)	Pkt	50		
5.	Duster for Black Board (Omega Light, No 1561)	Nos	100		
6.	Drwaing Pins, size 13 mm (Brass), (Galaxy)	Pkt	100		
7.	Chart Paper (White), (GSM 130), (7 kg- 144 sheets), (Century)	Nos	300		
8.	Coloured Tape ½" width, (Wonder)	Nos	50 (Red 25, green 25)		
9.	Sketch pen (Different color), (Luxor)	Pkt	50		
10.	Marker for White Board (Blue), (Camlin)	Nos	50		
11.	FS Size Paper (GSM-75), (BILT)	Ream	100		
12.	Ruled Register (3QR), (Galaxy / Class mate)	Nos	20		
13.	Envelopes 18" Height x 12" width with Thick cloth	Nos	50		
14.	Brown Tape Roll (2" width)	Nos	02		
15.	Plastic thread Roll (1 Kg)	Nos	02		
16.	Ruled paper (A3 Size, 40" X 32")	Nos	15		
17.	Graph Copies (20 page)	Nos	50		
18.	Fevistic (super, 22 gm)	Nos	10		
19.	White correction Pen (Camlin)	Nos	10		
PRINTING ITEMS					
20.	Student Diary (Approx 50-60 Pages)	Nos	800		Bidder can collect samples from School
21.	Magazine (Approx 125 - 140 Pages)	Nos	800		-do-
22.	Teacher Diary (75 Pages)	Nos	100		-do-
23.	Class Diary (120 Pages)	Nos	100		-do-
24.	Answer Sheets (8 page)	Nos	3000		-do-
25.	Answer Sheets (12page)	Nos	4000		-do-
26.	Answer Sheets (16page)	Nos	4000		-do-
27.	Answer Sheets (20page)	Nos	4000		-do-
28.	Progress Folder (For Cadets) (20 Pages)	Nos	500		-do-
29.	Attendance Register (Double)	Nos	200		-do-
30.	Out Pass Slip Pads (150 Pages)	Nos	100		-do-
31.	Arrangement Pad (150 Pages)	Nos	100		-do-

Note:- Samples are available in the School. The bidder can collect samples from School

Terms & Conditions, if any:-
Date:

Name (in Block Letters):
Signature of Tenderer with Office Seal, If Any

LIST OF OFFICE STATIONARY

S No	Item Name	A/U	Appx demand	Rate	Remarks
1.	Accounts Ledger 45 pages	No	10		Bidder can collect samples from School.
2.	Accounts Ledger 442 pages	No	06		-do-
3.	Accounts Ledger 155 pages	No	04		-do-
4.	Attendance register 100 pages	No	10		-do-
5.	Attendance register 24 pages students	No	100		-do-
6.	Admission Register Students	No	10		-do-
7.	Ball pen Blue/Black (Reynolds)	No	100		
8.	Ball pen Reynolds Red	No	50		
9.	Gel pens Trimax / uniball Red / Blue / Black /Green	No	50		
10.	Brown tape Roll 2" width	No	20		
11.	Transparent tape roll 2" width	No	20		
12.	Calculator Citizen Big size	No	6		
13.	Calling bell	No	2		
14.	CD without cover Sony	No	As required		
15.	CD Marker Pen Permanent(Luxor) Multi Colour)	No	30		
16.	Cello tape big 1" width	No	10		
17.	Cello tape small	No	10		
18.	Clip pad Fiber	No	15		
19.	Cloth envelope big	No	500		
20.	Correction pen Kores	No	10		
21.	Dak Receipt Register Standard	No	02		
22.	Damper	No	10		
23.	Dispatch register 200 Pages	No	02		Bidder can collect samples from main Office.
24.	Drawing pins (Brass, Size 30 mm, Galaxy)	Pkt	10		
25.	CD Marker Pen Permanent (Luxor) (Multi Colour)	No	30		
26.	DVD with cover Sony	Nos	50		
27.	Envelopes 10 x 8" Book size	Single	500		
28.	Envelopes 12 x 10 laminated	Single	1000		
29.	Envelopes 12 x 10 normal	Single	500		
30.	Envelopes 9.5 x 12 "	Single	300		
31.	Envelopes 9x4" Taj Mahal without window (Pkt with 250 Nos)	Pkt	3000		
32.	Envelopes 9x4" window Taj Mahal (250 Nos in one pkt)	Pkt	3000		
33.	Envelopes file size normal	Single	500		
34.	Fevi stick 22 g	Nos	30		
35.	Fevicol Medium size	Nos	40		
36.	'L' Shaped Folder A/4 Size (Solo) School Name & Logo	Nos	20		Bidder can collect samples from main Office.
37.	My Clear Bag Button Type folder (Solo) School Name & Logo	Nos	50		Bidder can collect samples from main Office.
38.	Note Pad (100 Pages)	Pads	200		Bidder can collect samples from main Office.
39.	Packing cover for two CD with bubbles inside	No	100		
40.	Page markers / Prompts of multi-colour (Luxor)	Pkt	50		
41.	Paper cutter Natraj	No	04		
42.	Paper Punching Machine Single –Kangaroo	No	03		

Signature of Tenderer with office Seal if any

S No	Item Name	A/U	Appx demand	Rate	Remarks
43.	Pencil rubber Natraj pkt of 20 rubbers	Pkt	100		
44.	Pencils Natraj Black (Pkt of 10 Nos)	Pkt	20		
45.	Stapler machine Kangaroo HP- 10 small	No	15		
46.	Stapler pin 10 Kangaroo	Pkt	200		
47.	Sticky pad medium size (Prompts)	Pad	120		
48.	Tags small good quality (Bundle of 100 Nos)	Nos	30		
49.	Stamp Pad (Kores)	Nos	20		
50.	Staples Kangaro 24/6	Nos	10		
51.	Staples Pins Kangaro 24/6	Pkt	10		
52.	Pencil Sharpener (Natraj)	Pkt	10		
53.	Gel Pen (Uni-ball)	Pkt	10		
54.	File Folder	Nos	10		
55.	Black Metal Binder Clips	Pkt	05		
56.	Ruled Register 6 Quire (384 Pages)	Nos	05		
57.	Scissors Medium	Nos	05		
58.	Transparent Plastic Sheet	Roll	05		
59.	Dak Pad Folder Red, Green & Blue	Nos	03		
60.	Conference File Folder with School Logo and name	Nos	As required		
61.	Laser Pointer (Generic)	Nos	As required		
62.	Hi-Tecpoint 0.7 Pen (Blue, Red & Green)	Nos	30		

Note:- Samples are available in the School. The bidder can collect samples from School.

Terms & Conditions, if any:-

Date:

Name(inBlockLetters):

Signature of Tenderer with Office Seal, If Any

PRINTING OF ITEMS

S No	Items	Qty	Appx qty	Rate	Remarks
1.	TA/DA form	Pad	10		Bidder can collect samples from main Office.
2.	Stock ledgers 200 pages with School name printed with index serially number with leather binding	Nos	20		-do-
3.	Leave form 100 pages	Pad	20		-do-
4.	File covers with insignia of school	Nos	1500		-do-
5.	Sanctions Books (in duplicate with serial no 100 x 2)	Pad	100		-do-
6.	Transport sanction books (in duplicate with serial no 100 x 2)	Nos	10		-do-
7.	Gate pass Register	No	10		-do-
8.	Daily ration indent (Pad of 100 sheets)	Pad	100		-do-
9.	Per capita expenditure (Pad of 100 sheets)	Pad	40		-do-
10.	Medical form of new entrants (Single sheet)	Pad	1000		-do-
11.	Prescription form (Pad of 100 sheets)	Pad	100		-do-
12.	Payment Voucher (Pad of 100 sheets)	Pad	100		-do-
13.	Journal Voucher (Pad of 100 sheets)	Pad	100		-do-
14.	Advance Slip (Pad of 100 sheets)	Pad	100		-do-
15.	Issue of Draft Slip (Pad of 100 sheets)	Pad	100		-do-
16.	Certificate (Pad of 100 sheets)	Nos	800		-do-
17.	Certificate (North Zone)	Nos	500		-do-
18.	Medical Forms (Doctor Slip)	Pad	20		-do-
19.	Leave Forms (Student's)	Pad	20		-do-
20.	GPF withdraw Forms (100 Sheets)	Pad	10		-do-
21.	Journal Register(100 Sheets)	Pad	02		-do-
22.	Uniform accessories issue indent(200 Sheets)	Pad	10		-do-
23.	Staff IN/OUT Register 4 Quire	Nos	04		-do-
24.	Vehicles IN/OUT Register 4 Quire	Nos	04		-do-
25.	Drivers Car diary (40 Pages)	Pad	25		-do-
26.	RVs / IVs Control Register 4 Quire	Nos	04		-do-
27.	Vehicles log book (200 Pages)	Nos	10		-do-

Note:- Samples are available in the School. The bidder can collect samples from School.

Terms & Conditions, if any:-

Date:

Name(in Block Letters):

Signature of Tenderer with Office Seal, If Any

