

**INVITATION OF BIDS FOR ANNUAL TENDER FOR THE YEAR 2025-26**  
**SAINIK SCHOOL KAPURTHALA**

**GENERAL REQUEST FOR PROPOSAL (RFP)**

1. For and on behalf of The Principal Sainik School Kapurthala, the bids are invited from bidders for supply of items as per advertisement published on 12 Feb 2025. Tender document may be downloaded from the website of <https://eprocure.gov.in> Or [www.sskapurthala.com](http://www.sskapurthala.com). Bids in sealed cover are invited for supply of items listed in Part II of this RFP. Please super scribe the above mentioned title, and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid. **Vendors desirous of quoting their rates should attach a demand draft of Rs 500 in favour of Principal, Sainik School Kapurthala-144601, and Payable at Kapurthala towards the cost of incidental expenses.**
2. The address and contact numbers for sending Bids or seeking clarification regarding this RFP are given below: -
  - (a) **Bids/queries to be address to.** The Principal Sainik School Kapurthala Punjab-144601.
  - (b) **Postal Address for sending the Bids.** The Principal, Sainik School Kapurthala, , Punjab- 144601.
  - (c) **Name/Designation of the contact personnel.** Mr Pardeep Kumar, QM, Sainik School Kapurthala, Punjab- 144601.
  - (d) **Telephone numbers of the contact personnel.** 07880085091
  - (e) **E-mail IDs of contact personnel.** [sskapurthala@yahoo.com](mailto:sskapurthala@yahoo.com)
3. This RFP is divided into Five Parts as follows:-
  - (a) **Part I** . Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
  - (b) **Part II.** Contains essential details of the items / services required, such as the Schedule of Requirements (SOR), Technical Specifications, and Construction Period etc.
  - (c) **Part III.** Contains Standard Conditions of RFP, Which will form part of the Contract with the successful Bidder.
  - (d) **Part IV.** Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
  - (e) **Part V.** Evaluation Criteria & Price Bid Issues.
4. This RFP is being issued with no financial commitment and Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP should it be not necessary at any stage.
5. **All pages of this complete RFP have to be signed and attached with the bid.**
6. All Legal jurisdictions will be at District Court Kapurthala only.

7. I/We am/are in possession of a complete set of RFP issued by you, and have under stood, and agree to abide by the above instructions as well as those contained in the contract forms. The attached RFP forms duly completed and signed are submitted herewith.

\_\_\_\_\_2025

\_\_\_\_\_  
(Signature of the Tenderer(s)  
with office seal if any)

For and on behalf of  
The Principal Sainik Kapurthala

(Name in Block letters)  
(Capacity i.e. Proprietor/partner)

## **Part I – GENERAL INFORMATION**

1. **Forwarding of Bids.** Following documents/sample shall be physically submitted in sealed envelope (s) indicating name of the vendor and Bid For (quoted the name of item), addressed to **The Principal Sainik School Kapurthala Punjab- 144601 :-**

- (a) EMD – Please refer Para 14 of RFP.
- (b) Copy of GST Registration duly attested.
- (c) Tech bid sample as per Para 3 (a) of Part I of RFP and Commercial Bid sample as per Tender Form attached with the notice.
- (d) The bidders should mention Serial Numbers accordingly of all submitted samples as well as Technical Bid documents and Price Bid documents of the materials.
- (e) Original memo / letter pad inter alia furnishing details like TIN number, GST/ VAT / CST number. It is mandatory to sign & put official seal on all pages of tender document.
- (f) Bank address with EFT Account if applicable, etc and complete postal & e-mail address of your office. (As applicable).

2. **Last date and time for depositing the Bids.** Mentioned in the tender advertisement. The sealed Bids should be deposited / reached by the due date and time. The responsibility to ensure this lies with the Bidder. Bids should include the email-id and mobile number of the bidder. The Samples as applicable be sent by Post as well as physically.

3. **Manner of depositing the Bids:** Both technical and commercial bid duly sealed in the envelope should be either dropped in the Tender Box marked as

**“TENDER BOX AT SAINIK SCHOOL KAPURTHALA”**

or send by **speed post/registered post** at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery / non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered. The bids will be submitted manually in the following manner: -

- (a) **Folder 1** will contain the Technical Bids which consists of the following documents:
  - (i) EMD – Please refer Para 14 of RFP.
  - (ii) Tender form Fee Rs 500/- for each Tender will be attached if downloaded from the School website or CPPP.
  - (iii) Attested copy of GST registration of firm, Pan card of Firms / Proprietor as applicable, Adhaar Card of Proprietor.
  - (iv) Income tax return certificate of last three Assessment years of Proprietor / Firm as applicable.
  - (v) Firm Name Bank Account Certificate.
  - (vi) Last Three year turnover cert of the firm duly certified by qualified CA for above 150% of the tender Value.
  - (vii) Affidavit for non-black listing / no legal litigations (Format for the same is attached as **APPENDIX ‘A’** to this RFP).
  - (viii) Self-attested along with stamp at all pages of RFP is mandatory.
  - (ix) Tender Conditions Acceptance Certificate (Format for the same is attached as **APPENDIX ‘B’** to this RFP).

- (b) **Folder 2** will contain commercial bid as per tender form attached as Appx 'D'.
4. The commercial bid will be opened after two working days from the date of opening of Technical bid.
5. **Time and date for opening of Bids:** Mentioned in the tender advertisement.(If due to any exigency, the due date for opening of Bids is declared as closed holiday, the Bids will be opened on next working day at the same time or any other day/ time, as intimated by the buyer)
6. **Location of the Tender Box:** **At School Main Gate of Sainik School Kapurthala.** Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
7. **Place of opening of the Bids.** **At Conference Hall, Sainik School Kapurthala or any other suitable place in school campus as decided by BOO.** The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial / technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.
08. **Clarification regarding contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 07 (seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
09. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
10. **Clarification regarding contents of the Bids.** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids.** Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of the tender.
12. **Unwillingness to quote.** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be de-listed for the given range of items as mentioned in this RFP.
13. **Validity of Bids.** The Bids should remain valid till one year from the agreement and extendable upto 3 months in case of state emergency.
14. **Earnest Money Deposit.** EMD is not required to be submitted by Bidders according to Govt of India, Ministry of Finance Office Memorandum No. F. 9/4/2020-PPD dated 12<sup>th</sup> Nov 2020. Further, In lieu of Bid Security, bidder are required to sign "Bid Security Declaration". Declaration (attached as Appx 'C') shall be compulsorily submitted alongwith the bid for such firms who are excused EMD.

15. **Security Money Deposit.** Successful bidder is to deposit the security money (@ 3% of total value of the tender (according to Govt of India, Ministry of Finance, Office Memorandum No. F. 9/4/2020-PPD dated 12<sup>th</sup> Nov 2020) within the date intimated by letter. If the bidder fails deposit the security money on due date, the bid will be treated as cancelled and tender will be awarded to next lowest (L 2) bidder.

16. **For Composite Tenders.** It has been decided that composite tenders shall be called for items where the combined estimated cost of different items is 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 which approved by the Principal Sainik School Kapurthala.

17. These instructions on 'Invitation to Bid' are to be signed by you and returned alongwith your bids.

18. Rate of all items are compulsory to quote, otherwise, the bid will be rejected.

19. Tenders/Bidders will put their stamps and signatures at the end of each page of their tender form.

20. Tenders that do not comply with the above conditions are liable to be rejected.

### **Part II- Essential Details of items required**

21. **Delivery Period.** (If applicable) "**As per Supply Order**" 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.

22. **INCOTERMS for Delivery and Transportation.** Vendor on whom supply order has been placed shall be required to place the requisite consignment in designated godown mutually decided by the buyer and the seller in designated lots for inspection and sampling. This shall be executed at the risk and cost of the vendor. The vendor shall offer the consignment along with self certification. The vendor shall ensure that the consignment offered is similar to all the characteristics of sample submitted at the time of tender. Transportation will be sole responsibility of the vendor including loading and unloading of supplied items. No labour will be provided by the buyer.

23. **Consignee Details.** Principal Sainik School Kapurthala.

### **Part III – STANDARD CONDITIONS OF RFP**

24. The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Supplier in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

25. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

For and on behalf of  
The Principal Sainik Kapurthala

(Signature of the Tenderer(s))

26. **Effective Date of the Contract.** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

27. **Arbitration.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to delivery of item or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request). No attribution or case in the name of the incumbent will be filed in any court/tribunal/body with respect of the subject contract. All disputes / arbitration will be subject to jurisdiction of Kapurthala only.

28. **Penalty for use of Undue influence.** The supplier undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Supplier or any one employed by him or acting on his behalf (whether with or without the knowledge of the Supplier) or the commission of any offers by the supplier or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Supplier and recover from the Supplier the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Supplier. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Supplier towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favor in relation to this or any other contract, shall render the Supplier to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

29. **Quality Check.** Quality of items shall must conform to the FSSAI. Stocks delivered by the dealers quoting lowest rates will be subjected to Central Food Laboratory analysis. Acceptance of stocks is subject to passing of the stocks by the Stores checking committee / LPC after due analysis.

30. **Rejection.** The following occasion will lead to rejection as per the discretion of tender inviting authority:-

(a) **Failure of Sample Drawn Post Delivery of Complete Stock.** On award of contract to successful bidder, the bidder will be bound to tender full quantity of stocks **within the specific time** as per the Supply Order. After receiving of stocks from vendor, samples will be drawn and sent to School Checking Committee. In case Commercial Sample does not confirm to the concerned and is rejected by School Checking Committee, then following actions will be taken:-

(i) Failure of the **items** tendered by the vendor/ bidder/ supplier to meet the requisite quality as mentioned in supply order in respect of **items** will result in forfeiture of the **Security Money**.

For and on behalf of  
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(ii) The buyer reserves the right to purchase the item from the L 2 vendor. Any additional expenditure incurred towards the same will be recovered from the forfeited **Security Money**.

(iii) BAN will be imposed on further dealings with the firm by school authorities.

(b) **Failure to Supply the Items**. In case successful lowest bidder/vendor/firm fails to supply/deliver the items after placing of supply order within the given time frame as mentioned in the supply order, the vendor/firm in addition to **forfeiture** of the **Security Money** will be **banned for further dealing** with Govt authorities and **Security Money Performance guarantee** of the firm/vendor will be forfeited.

(c) NEITHER any separate Notice will be served/ communicated to the vendor for deduction of compensation/ penalty NOR any representation will be entertained in this regard by any defaulting firm/ vendor.

(d) In case of rejection of stock tendered by the firm, it **will lift the stocks within 10 days including Sundays/ holidays** at their **own expense** else rent and allied charges as applicable will be levied. Any damage to the stock due to non lifting by the firm will be borne by the firm.

31. **Consumable Items:** - Replacement of items if received expired in the school or incase of any natural calamity / Pandemic, will be ensured by the firm.

32. **Agents / Agency Commission**. The Supplier confirms and declares to the Buyer that the supplier/Supplier is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Supplier; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Supplier agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Supplier has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Supplier will be liable to refund that amount to the Buyer. The Supplier will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Supplier who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

33. **Access to Books of Accounts**. In case it is found to the satisfaction of the Buyer that the Supplier has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Supplier, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

34. **Non-disclosure of Contract documents**. Except with the written consent of the Supplier, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

For and on behalf of  
The Principal Sainik Kapurthala

(Signature of the Tenderer(s))

35. **Liquidated Damages**. In the event of the Supplier's failure to submit the Bonds, Guarantees and Documents, supply the stores / goods and conduct trials, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SUPPLIER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed / undelivered stores mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

36. **Termination of Contract**. The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) The delivery is delayed for causes not attributable to Force Majeure for more than (01 months) after the scheduled date.
- (b) The Supplier is declared bankrupt or becomes insolvent.
- (c) The construction work is delayed due to causes of Force Majeure by more than (01 months) provided Force Majeure clause is included in contract.
- (d) The Buyer has noticed that the Supplier has utilized the services of any Indian / Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Principal.

37. **Notices**. Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail / airmail, addressed to the last known address of the party to whom it is sent.

38. **Transfer and Sub-letting**. The Supplier has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

39. **Patents and other Industrial Property Rights**. The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Supplier shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Supplier shall be responsible for the completion of the supplies including spares, tools, technical literature irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

40. **Amendments**. No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in (part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract).

41. **Taxes and Duties. In respect of Indigenous bidders.**

(a) **General**.

- (i) If Bidder desires to ask for excise duty or Sales Tax / VAT /GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

For and on behalf of  
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(ii) If reimbursement of any Duty / Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained after the opening of tenders.

(iii) If a Bidder chooses to quote a price inclusive of any duty / tax and does not confirm inclusive of such duty / tax so included is firm and final, he should clearly indicate the rate of such duty/ tax and quantum of such duty / tax included in the price. Failure to do so may result in ignoring of such offers summarily.

(iv) If a Bidder is exempted from payment of any duty / tax upto any value of supplies from them, he should clearly state that no such duty / tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate / quantum of any Duty / tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty / tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(v) Any change in any duty / tax upward / downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty / tax paid by the supplier. Similarly, in case of downward revision in any duty / tax, the actual quantum of reduction of such duty / tax shall be reimbursed to the Buyer by the Supplier. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Supplier.

(b) **Customs Duty.**

(i) For imported stores offered against forward delivery, the Bidder shall quote prices thereof exclusive of customs duty. The Bidder shall specify separately the C.I.F. prices and total amount of customs duty payable. They will also indicate correctly the rate of customs duty applicable along with Indian Customs Tariff. Number. Customs duty as actually paid will be reimbursed on production of necessary documents i.e.

(aa) Triplicate copy of the bill of entry.

(ab) copy of bill of lading.

(ac) a copy of foreign principal's invoice.

However, if the Bidder imports the stores in question against his own commercial quota Import Licenses, he will also be required to submit in addition the triplicate copy of bills of entry etc. a certificate from his Internal Auditor on the bill itself, to the effect that the following items/quantity in the bill of entry related to the stores imported against Defence Buyer contract.

(ii) Subsequent to the reimbursement of customs duty, the Bidder will submit to the concerned Payment Authority a certificate to the effect that he has not obtained any refund of customs duty subsequent to the payment of duty to the Customs authority by him. In addition, he shall also submit to the Paying Authority

concerned a certificate immediately after a period of three months from the date of payment of the duty to customs authorities to the effect that he has not applied for refund of the customs duty subsequent to the payment of duty to the customs authorities by him.

(iii) In case the Bidder obtains any refund of customs duty, subsequently to the payment of the same by him to the customs authorities and reimbursement of the customs duty to him by the Payment Authority, he should forthwith furnish the details of the refund obtained and afford full credit of the same to the Buyer.

(b) **Excise Duty.**

(i) Where the excise duty is payable on advalorem basis, the Bidder should submit along with the tender, the relevant form and the Manufacturer's price list showing the actual assessable value of the stores as approved by the Excise authorities.

(ii) Bidders should note that in case any refund of excise duty is granted to them by Excise authorities in respect of Stores supplied under the contract, they will pass on the credit to the Buyer immediately along with a certificate that the credit so passed on relates to the Excise Duty, originally paid for the stores supplied under the contract. In case of their failure to do so, within 10 days of the issue of the excise duty refund orders to them by the Excise Authorities the Buyer would be empowered to deduct a sum equivalent to the amount refunded by the Excise Authorities without any further reference to them from any of their outstanding bills against the contract or any other pending Government Contract and that no disputes on this account would be raised by them.

(iii) The Supplier is also required to furnish to the Paying Authority the following certificates:

(aa) Certificate with each bill to the effect that no refund has been obtained in respect of the reimbursement of excise duty made to the Supplier during three months immediately preceding the date of the claim covered by the relevant bill.

(ab) Certificate as to whether refunds have been obtained or applied for by them or not in the preceding financial year after the annual Audit of their accounts also indicating details of such refunds/applications, if any.

(ac) A certificate along with the final payment bills of the Supplier to the effect whether or not they have any pending appeal/protest for refund or partial refund of excise duties already reimbursed to the Supplier by the Government pending with the Excise authorities and if so, the nature, the amount involved, and the position of such appeals.

(ad) An undertaking to the effect that in case it is detected by the Government that any refund from Excise Authority was obtained by the Supplier after obtaining reimbursement from the Paying Authority, and if the same is not immediately refunded by the Supplier to the Paying Authority giving details and particulars of the transactions, Paying Authority will have full authority to recover such amounts from the Supplier's outstanding bills against that particular contract or any other pending Government contracts and that no dispute on this account would be raised by the Supplier.

For and on behalf of  
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(Signature of the Tenderer(s))

(iv) Unless otherwise specifically agreed to in terms of the contract, the Buyer shall not be liable for any claim on account of fresh imposition and/or increase of Excise Duty on raw materials and/or components used directly in the manufacture of the contracted stores taking place during the pendency of the contract.

(c) **Sales Tax / VAT/GST.**

(i) If it is desired by the Bidder to ask for Sales tax / VAT /GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of sales tax and no liability of sales tax will be developed upon the Buyer.

(ii) On the Bids quoting sales tax extra, the rate and the nature of Sales Tax applicable at the time of supply should be shown separately. Sales tax will be paid to the Supplier at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax and the same is payable as per the terms of the contract.

**Part IV – SPECIAL CONDITIONS OF RFP**

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Supplier in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

42. **Terms of Payment.**

(a) Payment through RTGS/ Cheque will be made in arrears. Payment shall be made on completion of the complete order as 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.

(b) 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.

43. **Penalty.** If the delivery is not carried out on a certain time or in a certain area, a penalty will be imposed proportionate to the amount worked as per contract terms and conditions plus 10% of penalty over and above the amount will be levied. If the goods / items / uniform received do not match with the quality of samples / mentioned in the Supply Order specification, the entire supply order will be liable to rejected.

**Instructions to Supplier**

44. The Principal, Sainik School Kapurthala shall not be responsible for any injury or loss of life that may take place while on such job. Compensation or expenditure towards treatment for such injury or loss of life shall be wholly the responsibility of the Supplier.

45. Personal bag and baggage of the contract personnel of the Supplier shall be liable for physical check both at the time of entry and exit from the establishment.

46. In case of any theft or breakage of unit property by the Supplier's personnel, the cost will be borne by the Supplier. Any breakage found prior to the date of the contract work shall be brought to the notice of **The Principal, Sainik School Kapurthala.**

For and on behalf of  
The Principal Sainik Kapurthala

(Signature of the Tenderer(s))

47. The Supplier shall not allow or permit his workers to participate in any trade union activities or agitation in the premises of the establishment.

48. The contract shall remain valid for a period of one year from the effective date of contract. On expiry of the term, the contract may be renewed on mutual consultation by both parties, on the terms and conditions as mutually agreed to.

49. In case of any pandemic situations, if the school is closed, the items supplied will be taken back within two days by the vendor. The items supplied should have appropriate expiry period.

50. Further to the above, all terms and conditions mentioned in the contract agreement deed will have to be accepted, to the selected contractor.

51. **Advance Payments:** No advance payment(s) will be made.

52. **Risk & Expense Clause.**

(a) Should the item or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the item mentioned above or any installment thereof, the Buyer shall after granting the Supplier 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the item mentioned in this contract or any installment thereof not perform in accordance with the specifications / parameters provided by the SUPPLIER during the check proof tests to be done in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c) In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SUPPLIER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-

(d) Such default.

(e) In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.

(f) Any excess of the purchase price, cost of manufacturer, or value of any item mentioned in this contract from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SUPPLIER. Such recoveries shall not exceed 25 % of the value of the contract."

53. **Force Majeure clause**

(a) Neither party shall bear responsibility for the complete or partial nonperformance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Pandemic, Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

For and on behalf of  
The Principal Sainik Kapurthala

(Signature of the Tenderer(s))

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

### **PART V – EVALUATION CRITERIA & PRICE BID ISSUES**

54. **Evaluation Criteria.** The broad guidelines for evaluation of Bids will be as follows:-

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially will be considered for award of the contract, **after price negotiations.**

(b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the goods as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Commercial Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

(c) The Bidders are required to spell out the rates of Customs duty, Excise duty, VAT, Service Tax, etc in unambiguous terms, otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of Customs duty / Excise Duty / VAT/ GST is intended as extra, over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entailed after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of Customs duty / Excise Duty / VAT/GST duty upto any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of Customs duty / Excise Duty / VAT/GST, it should be brought out clearly. Stipulations like, excise duty was presently not applicable but the same will be charged if it becomes livable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that excise duty will not be charged by him even if the same becomes applicable later on. In respect of the Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of excise duty which is normally applicable

on the item in question for the purpose of comparing their prices with other Bidders. The same logic applies to Customs duty and VAT also.

(e) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(f) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The composite tender will be given to the L-1 vendor. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

**55. The consolidated Lowest rates of all the services / items in totality in tender will be considered as L-1.**

56. The final decision of who is to be awarded the contract is left completely to The Principal, Sainik School Kapurthala.

For and on behalf of  
The Principal Sainik Kapurthala

(Signature of the Tenderer(s))  
Date :

**(To be given on E Stamp Paper only)**

**To**

The Principal  
Sainik School Kapurthala  
Punjab-144601

**Subject: NON-BLACKLISTING CERTIFICATE**

Dear Sir,

This is to certify that M/s \_\_\_\_\_ has not been blacklisted and no criminal case is pending in any Government Organization. Non-Government or Public Sector organization in India before submission of this bid document.

Yours faithfully,

Date:

(Signature of the bidder, with official seal)

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**TENDER ACCEPTANCE LETTER (To be given on E Stamp Paper only)**

Date :

To,  
The Principal  
Sainik School Kapurthala  
Punjab- 144601.

Subject: **Acceptance of Terms and Conditions of Tender.**

Tender Reference No.:

Name of Tender/Work:

Dear Sir,

1. I/We have downloaded/obtain the tender documents(s) from the above mentioned Tender/Work from the website(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We had read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your organization too have also been taken into consideration, while submitting the acceptance letter.

4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality/entirety.

5. In case any provision of this tender are found violated, then your organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the bidder, with official seal)



**BID SECURITY DECLARATION FORM (To be given on E Stamp Paper only)**

Date\_\_\_\_\_

Tender No

To (insert complete name and address of the purchase) I/We, the undersigned, declare that I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

**I/We accept that I/We may be disqualified from bidding for any contract with you for a period for one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions , because I/We**

- (a) have withdrawn/modified/amended , impairs or derogates from the tender, my /our bid during the period of bid validity specified in the form of Bid or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract , if required or (ii) fail or re-use to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed : (Insert signature of person whose name capacity are **shown**)

In the capacity of (Insert legal capacity of person signing the Bid Securing Declaration)

Name : (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for a n on half of insert complete name of Bidder) Dated on\_\_\_\_days of \_\_\_\_\_(insert date of signing)

Corporate Seal (Where appropriate)

(Note : In case of joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.)

Certified that I hereby accepts all terms and Conditions of this RFP

**(to be submitted in separate as a commercial bid)**

**SAINIK SCHOOL, KAPURTHALA TENDERFORMBOY STATIONERY, OFFICE  
STATIONERY AND PRINTING OF ITEMS 2025-26**

<p><b>Name of the Tender (Firm Name)</b> : .....</p> <p>(Photo Copy of following documents are to be Attached) Registration No: .....</p> <p>GST No: .....</p> <p>PAN CARD No: .....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
--	---

**Complete postal address with PIN Code  
and Telephone No. and Email**

<p><b>Bank Details:</b></p> <p>Name of Beneficiary: _____</p> <p>Saving Bank Account Number: _____</p> <p>IFSC Code of Bank _____</p>	<p><b>Bank Name and address of Beneficiary:</b></p> <p>_____</p>
---	--

**Earnest Money details**

: Bank Draft No. \_\_\_\_\_

\_\_\_\_\_

dated \_\_\_\_\_ for Rs. \_\_\_\_\_

\_ payable in favour of "Principal, Sainik  
School, Kapurthala" payable at  
"Kapurthala" drawn on (Bank)

\_\_\_\_\_

**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. I have to provide the sample of each item during the opening of the tender.

\_\_\_\_\_

Name (in Block Letters):

Date : \_\_\_\_\_ Signature of Tenderer with Office Seal, If any

**Note:** - Non blacklisting Certificate, is to be submitted.  
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 along with tender form.  
Acceptance of Terms and Conditions of Tender, letter Vendor is to submit along with tender form

**REQUIRED DETAILS OF "BOY STATIONERY, OFFICE STATIONERY AND PRINTING OF ITEMS"  
(SESSION 2022-23)" AS PER APPENDIX 'I' TO 'III' ATTACHED**

Signature of Tenderer with Office Seal, If Any

**LIST OF BOYS STATIONARY**

<b><u>S.No</u></b>	<b><u>Stationary Items</u></b>	<b><u>A/U</u></b>	<b><u>Rate in Rs</u></b>	<b><u>GST Rate</u></b>	<b><u>Rate including GST</u></b>	<b><u>Remarks</u></b>
1	Chalk Non Dust (Kores, Box of 144 pcs)	Pkt				
2	Xerox paper ((A4 Size) (75 GSM) (BILT)	Ream				
3	Ball Pen (Red, Green & Black) (Reynolds)	Nos				
4	Staple Pins- No 10 (Kangaro)	Pkt				
5	Duster for Black Board (Omega Light, No 1561)	Nos				
6	Drawing Pins , size 13 mm (Brass), (Galaxy)	Pkt				
7	Chart Paper (White), (GSM 130), (7 kg- 144 sheets), (Century)	Nos				
8	Coloured Tape ½" width, (Wonder)	Nos				
9	Sketch pen (Different color), (Luxor)	Pkt				
10	Marker for White Board (Blue), (Camlin)	Nos				
11	FS Size Paper (GSM-75), (BILT)	Ream				
12	Ruled Register (3QR), (Galaxy / Class mate)	Nos				
13	Envelopes 18" Height x 12" width with Thick cloth	Nos				
14	Brown Tape Roll (2" width)	Nos				
15	Plastic thread Roll (1 Kg)	Nos				
16	Ruled paper (A3 Size, 40" X 32")	Nos				
17	Graph Copies (20 page)	Nos				
18	Fevistic (super, 22 gm)	Nos				
19	White correction Pen (Camlin)	Nos				
20	School Diary (Approx 50-60 Pages)	Nos				
21	Magazine(Approx 125 - 140 Pages)	Nos				
22	Teacher Diary (75 Pages)	Nos				
23	Class Diary (120 Pages)	Nos				
24	Answer Sheets (8 page)	Nos				
25	Answer Sheets (12 page)	Nos				
26	Answer Sheets (16 page)	Nos				
27	Answer Sheets (20 page)	Nos				
28	Progress Folder (For Cadets) (20 Pages)	Nos				
29	Attendance Register (Double)	Nos				
30	Out Pass Slip Pads (150 Pages)	Nos				
31	Arrangement Pad (150 Pages)	Nos				
32	White Board Marker Ink	Bottle				

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

**Terms & Conditions, if any:-**

1. Rate of all the items are compulsory to quote, otherwise, the bid will rejected.
2. Tenderers/Bidders will put their stamps and signatures at the end of each page of their tender form

Signature of Tenderer with Office Seal, If Any

**LIST OF OFFICE STATIONERY**

<b>S No</b>	<b>Item Name</b>	<b>A/U</b>	<b>Rate</b>	<b>GST Rate</b>	<b>Rate Including GST</b>	<b>Remarks</b>
1.	A4 25 MM PVC Ring Binder box	Box				
2.	Accounts Ledger 155 pages	Nos				
3.	Accounts Ledger 442 pages	Nos				
4.	Accounts Ledger 45 pages	Nos				
5.	Ad Gel Pen Achiever	Nos				
6.	Admission Register Students	Nos				
7.	Attendance register 100 pages	Nos				
8.	Attendance register 24 pages students	Nos				
9.	Ball pen (Win Guide)	Pkt				
10.	Binder clip 19 MM	Box				
11.	Binder clip 32 MM	Box				
12.	Binding Plastic Sheet (A4)	Nos				
13.	Binding Plastic Sheet (Legal)	Nos				
14.	Box Files	Nos				
15.	Brown Sheet Roll	Nos				
16.	Brown tape Roll 2" width	Nos				
17.	Calculator 12 Digit Casio MJ120	Nos				
18.	Calculator Citizen Big size	Nos				
19.	Calling bell	Nos				
20.	CD Marker Pen Permanent (Luxor) (Multi Colour)	Nos				
21.	CD without cover Sony	Nos				
22.	Cello tape big 1" width	Nos				
23.	Cello tape 2" Width	Nos				
24.	Clip pad Fiber	Nos				
25.	Cloth envelope big	Nos				
26.	Conference File Folder with School Logo and name	Nos				
27.	Correction pen Kores	Nos				
28.	Dak Pad Folder Red, Green, Black& Blue	Nos				
29.	Dak Receipt Register Standard	Nos				
30.	Damper	Nos				

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Signature of Tenderer with Office Seal, If Any

**LIST OF OFFICE STATIONARY**

<b><u>S No</u></b>	<b><u>Item Name</u></b>	<b><u>A/U</u></b>	<b><u>Rate</u></b>	<b><u>GST Rate</u></b>	<b><u>Rate Including GST</u></b>	<b><u>Remarks</u></b>
31.	Dispatch register 200 Pages	Nos				
32.	DOMS use and throw Ball Pen (Pkt of 20 Pens)	Pkt				
33.	Drawing pins (Brass, Size 30 mm, Galaxy)	Pkt				
34.	DVD with cover Sony	Nos				
35.	Envelopes 10 x 8" Book size	Pkt				
36.	Envelopes 12 x 10 laminated	Pkt				
37.	Envelopes 12 x 10 normal	Pkt				
38.	Envelopes 9.5 x 12 "	Pkt				
39.	Envelopes 9x4" Taj Mahal without window (Pkt with 250 Nos)	Pkt				
40.	Envelopes 9x4" window TajMahal (250 Nos in one pkt)	Pkt				
41.	Envelopes file size normal	Nos				
42.	Fevi stick 22 g	Nos				
43.	Fevicol Medium size	Nos				
44.	File Flapper	Pkt				
45.	Fountain Pen Ink (Parker)	Nos				
46.	GEM Clips	Pkt				
47.	Highlighter (Luxor)	Pkt				
48.	Hi-Tecpoint 0.7 Pen	Nos				
49.	Label Stickers 1x1/2inch, Fine quality	Pkt				
50.	Laser Pointer (Generic)	Nos				
51.	Index File	Nos				
52.	My Clear Bag Button Type folder (Solo) School Name & Logo	Nos				
53.	Note Pad (100 Pages)	Pads				
54.	Offimart 8 inch File Tags/Paper Tags (800 Pcs) Good Quality	Nos				
55.	OHP Marker Pen	Nos				
56.	Packing cover for two CD with bubbles inside	Nos				

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

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1. Rate of all the items are compulsory to quote, otherwise, the bid will rejected.
2. Tenderers/Bidders will put their stamps and signatures at the end of each page of their tender form

Signature of Tenderer with Office Seal, If Any

**LIST OF OFFICE STATIONARY**

<b><u>S No</u></b>	<b><u>Item Name</u></b>	<b><u>A/U</u></b>	<b><u>Rate</u></b>	<b><u>GST Rate</u></b>	<b><u>Rate Including GST</u></b>	<b><u>Remarks</u></b>
57.	Packing Thread	Nos				
58.	Page markers / Prompts of multi-colour (Luxor )	Pkt				
59.	Paper cutter Natraj	Nos				
60.	Paper Punching Machine Single –Kangaroo	Nos				
61.	Pen Stand Acrylic	Nos				
62.	Pen Stand Leather	Nos				
63.	Pen Stand Wooden	Nos				
64.	Pen Drive (128GB) HP Metallic	Nos				
65.	Pen Drive (64GB) HP Metallic	Nos				
66.	Pencil rubber Natrajpkt of 20 rubbers	Pkt				
67.	Pencil Sharpener (Natraj)	Pkt				
68.	Pencils Natraj Black (Pkt of 10 Nos)	Pkt				
69.	Pilot Pen (Luxor)	Nos				
70.	Printer Cartridge 12A -Tone HP 1020	Nos				
71.	Punching Machine 480 (Kangaroo)	Nos				
72.	Ruled Register 06 Quire	Nos				
73.	Ruled Register 02 Quire	Nos				
74.	Ruled Register 03 Quire	Nos				
75.	Ruled Register 04 Quire	Nos				
76.	Ruled Register 06 Quire	Nos				
77.	Scissor (Small)	Nos				
78.	Scissor Corporate 100sg/1301	Nos				
79.	Scissors Medium	Nos				
80.	Spiral Binding Machine	Nos				
81.	Spiral Binding Spring	Nos				
82.	Spiral Pad (Neelgagan) 66	Nos				
83.	Staff ID Cards	Nos				
84.	Staff Service Books	Nos				
85.	Stamp Pad (Kores)	Nos				
86.	Stamp Pad Faber Castell 88*54 mm	Nos				

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

**Terms & Conditions, if any:-**

1. Rate of all the items are compulsory to quote, otherwise, the bid will rejected.
2. Tenderers/Bidders will put their stamps and signatures at the end of each page of their tender form

Signature of Tenderer with Office Seal, If Any

**LIST OF OFFICE STATIONARY**

<b><u>S No</u></b>	<b><u>Item Name</u></b>	<b><u>A/U</u></b>	<b><u>Rate</u></b>	<b><u>GST Rate</u></b>	<b><u>Rate Including GST</u></b>	<b><u>Remarks</u></b>
87.	Stamp Pad Ink	Nos				
88.	Stapler 10 No - Kangaroo	Nos				
89.	Stapler 10D (Kangaroo)	Nos				
90.	Stapler machine Kangaroo HP- 10 small	Nos				
91.	Stapler pin 10 Kangaroo	Pkt				
92.	Stapler Remover SR 300	Nos				
93.	Staples Kangaro 24/6	Nos				
94.	Staples Pins Kangaro 24/6	Pkt				
95.	Stick File FS	Nos				
96.	Stick File Plastic	Nos				
97.	Sticky pad medium size (Prompts)	Pad				
98.	Students ID Cards	Nos				
99.	Swami's Hand Books (Govt Rules)	Nos				
100.	Tags small good quality (Bundle of 100 Nos)	Nos				
101.	Tape Dispenser-Small Premier	Nos				
102.	Transparent Plastic Sheet	Roll				
103.	Transparent tape roll 2" width	Nos				
104.	Visiting Card Holder	Nos				
105.	Weekly Planner	Nos				
106.	White Board Pen Camlin	Nos				
107.	Xerox paper ((A4 Size) (75 GSM) BILT	Ream				
108.	Xerox paper ((A4 Size) (75 GSM) Century	Ream				
109.	Xerox paper ((A4 Size) (75 GSM) Image	Ream				
110.	Xerox paper ((A4 Size) (75 GSM) JK Copier	Ream				
111.	Xerox paper ((A4 Size) (75 GSM) Spectra	Ream				
112.	Xerox paper ((Legal Size) (75 GSM) BILT	Ream				
113.	Xerox paper ((Legal Size) (75 GSM) Century	Ream				
114.	Xerox paper ((Legal Size) (75 GSM) Image	Ream				
115.	Xerox paper ((Legal Size) (75 GSM) JK Copier	Ream				
116.	Xerox paper ((Legal Size) (75 GSM) Spectra	Ream				
117.	Rubber Band Big	Pkt				
118.	Pin for notice board (IU-1003A)	Pkt				
119.	Battery (Long Lasts) Pencil size AA Pair	Pkt				
120.	Battery Long Last size AAA Alkaline 1.5 Pair	Pkt				
121.	Notice board (Medium Size)	Nos				
122.	Temporary Marker	Nos				

**LIST OF OFFICE STATIONARY**

<b><u>S No</u></b>	<b><u>Item Name</u></b>	<b><u>A/U</u></b>	<b><u>Rate</u></b>	<b><u>GST Rate</u></b>	<b><u>Rate Including GST</u></b>	<b><u>Remarks</u></b>
123.	Bond Paper	Pkt				
124.	Carbon Paper	Pkt				
125.	'L' Shaped Folder A/4 Size (Solo)	Pkt				
126.	Cell Tape Dispenser	Nos				
127.	Numbering Machine	Nos				
128.	Glossy Paper (Photo Paper)	Nos				
129.	Desk Organiser	Nos				
130.	Office Paper Pin	Box				
131.	Paper Pin Magnetic Box	Box				
132.	Paper T-pins	Box				
133.	Poker	Nos				
134.	Ruler Plastic	Nos				
135.	Slip Box	Nos				

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

**Terms & Conditions, if any:-**

1. Rate of all the items are compulsory to quote, otherwise, the bid will rejected.
2. Tenderers/Bidders will put their stamps and signatures at the end of each page of their tender form

Signature of Tenderer with Office Seal, If Any



**PRINTING OF ITEMS (As per Samples only)**

<b>S No</b>	<b>Items</b>	<b>Qty</b>	<b>Rate</b>	<b>GST Rate</b>	<b>Rate with GST</b>	<b>Remarks</b>
1.	Advance Slip (Pad of 100 sheets)	Pad				
2.	Appreciation Certificate	Nos				
3.	Binding Charges	Nos				
4.	Birthday Card with envelope (Small) with School Name and Logo	Nos				
5.	Certificate (North Zone)	Nos				
6.	Certificate (Pad of 100 sheets)	Nos				
7.	Daily ration indent (Pad of 100 sheets)	Pad				
8.	Daily Sick Report Register	Nos				
9.	Dak Folder, best quality (School Name Printed)	Nos				
10.	DO Letter Pads A4 Size with embossing	Pad				
11.	DO Letter Pads Small Size with embossing	Pad				
12.	Drivers Car diary (40 Pages)	Pad				
13.	Entrance Exam Pamphlets ¼ both side	Nos				
14.	File covers with insignia of school	Nos				
15.	Food Testing Ledger	Nos				
16.	Gate pass Register	Nos				
17.	GPF withdraw Forms (100 Sheets)	Pad				
18.	Greeting Card with envelope	Nos				
19.	Invitation Cards (One Side Thick Cards) with envelop	Nos				
20.	Issue of Draft Slip (Pad of 100 sheets)	Pad				
21.	Journal Register(150 Sheets)	Pad				
22.	Journal Voucher (Pad of 100 sheets)	Pad				
23.	Leave form 100 pages Staff	Pad				
24.	Leave Forms (Student's)	Pad				
25.	Medical & Growth Cards	Nos				
26.	Medical Forms (Doctor Slip)	Pad				
27.	Monthly Expense Voucher	Pad				
28.	News Letter (Quarterly) for 200 Nos (a) Small (b) Big	Nos				
29.	Payment Voucher (Pad of 100 sheets)	Pad				
30.	Per capita expenditure (Pad of 100 sheets)	Pad				
31.	Prescription form (Pad of 100 sheets)	Pad				
32.	Printed Envelops Size 10 x 04	Nos				
33.	Printed Envelops Size 10 x 08	Nos				
34.	Printed Envelops Size 11 x 05	Nos				
35.	Rubber Stamps	Nos				
36.	RVs / IVs Control Register 4 Quire	Nos				
37.	Sanctions Books (in duplicate with serial no 100 x 2 )	Pad				
38.	School Letter Head Big (A4 size)	Pad				
39.	School Letter Head Medium Size	Pad				

**PRINTING OF ITEMS (As per Samples only)**

<b>S No</b>	<b>Items</b>	<b>Qty</b>	<b>Rate</b>	<b>GST Rate</b>	<b>Rate with GST</b>	<b>Remarks</b>
40.	Service Books	Nos				
41.	Slip Pad (School Name)	Nos				
42.	Staff IN/OUT Register 4 Quire	Nos				
43.	Stock ledgers 200 pages with School name printed with index serially number with leather binding	Nos				
44.	TA/DA form	Pad				
45.	Transport sanction books (in duplicate with serial no 100 x 2 )	Nos				
46.	Uniform accessories issue indent(200 Sheets)	Pad				
47.	Vehicles IN/OUT Register 4 Quire	Nos				
48.	Vehicles log book (200 Pages)	Nos				
49.	Visiting Cards with envelop	Nos				
50.	Visitors Pass	Nos				
51.	White File (School Name Printed)	Nos				
52.	Cash Book (200 pages) with leather binding	Nos				
53.	Petty Cash Book (100 Pages) with leather binding	Nos				
54.	Carry Bag with School Name and Logo (Medium Size)	Nos				
55.	Carry Bag with School Name and Logo (Large Size)	Nos				
56.	Table Calendar designing & Printing (As per sample)	Nos				
57.	Diaries with School Name and Logo	Nos				
58.	Receipt / Issue Voucher Pad	Nos				
59.	File movement register	Nos				
60.	GPF Register	Nos				

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

**Terms & Conditions, if any:-**

1. Rate of all the items are compulsory to quote, otherwise, the bid will rejected.
2. Tenderers/Bidders will put their stamps and signatures at the end of each page of their tender form.

Signature of Tenderer with Office Seal, If Any