

**TENDER FORM FOR THE SUPPLY OF NOTE BOOKS REQUIREMENTS**  
**FOR THE YEAR 2020-21**

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To

The Principal,  
Sainik School,  
Amaravathinagar – 642 102

I hereby quote the rates for the supply of **NOTE BOOKS REQUIREMENTS** as specified in the enclosed **Appendix – “O”** in the manner in which and within the time specified as set forth in the terms of agreement. The rate furnished in the enclosed **Appendix - “O”** is subject to the conditions set forth in the terms and conditions of tendering procedure and tender forms received by me.

Encl: As above.

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(Signature of the tenderer and name in Capital letters)  
If Companies or firm, The Managing Director / Partner  
should sign with seal )

## **TERMS AND CONDITIONS OF TENDERING PROCEDURE**

1. Tender document is not transferable.
2. The amount of ₹.500/- (Rupees Five hundred only) collected towards tender document (terms and conditions and specifications, if any) is not refundable.
3. Payment:
  - (a) Payment will be made to the party by **online transaction** only, after receipt of the items/products/materials/equipment service at the school and after satisfactory installation by the company representative / completion of work. The successful bidder should furnish the necessary bank particulars to the school.
  - (b) No advance payment will be made on any account.
4. The firm should bring the items/equipment/product/materials to the school as sample at their cost to confirm quality. **Samples / documents / brochures / catalogues are mandatory to confirm the technical bid prior to financial bid.**
5. The literature submitted by the firm should be self – explanatory.
6. The firm should be ready to execute the supply within 7 to 15 days from the date of the order as per the requirement. Grocery/fresh/meat/chicken/egg to be supplied in **24** hours of demand. The firm is liable to compensate damages/financial losses to the school, in case they fail to execute the order after getting the supply order. The party is bound to pay double the amount of the product cost if they fail to supply the item for whatsoever reasons. The demand after the finalisation of supplier can be in the form of written, SMS, e-mail or verbal, in case of necessity based situations. The reason of ignorance by the supplier for the failure to execute an order shall not be entertained or accepted. The bills of grocery/fresh / meat / chicken / egg will be paid in next month.
7. Date of manufacturing /packing date and its life span is to be mentioned clearly on packages. Warranty/guarantee period is to be mentioned.
8. All packaged items must be '**fssai**' certified.
9. The 'Annual Maintenance Contract' scheme of the firm should clearly be spelt out.
10. Terms and conditions for up gradation in future, if required, are to be mentioned in the offer.
11. Maximum '**Educational Discount**' admissible is to be mentioned in the Offer.

12. The Income-Tax & GST laws as applicable with Central/State Government policies will be taken into account. In case, the policies at the time of payment are different from the one stated in the Tender Document, the policy in force will be followed.

13. If required, negotiation may be made during finalization of the contract and the date will be intimated later.

14. The Principal, Sainik School reserves the right to reject any or all tenders without assigning any reason thereof.

15. If any certificate, enclosed by firm are found to be fake/bogus/tampered, that agency shall be black listed for a period of 10 years and the contract will be terminated with immediate effect.

**16. Each firm has to submit a copy of GST Registration certificate/Registration number from the concerned authority wherever applicable.**

17. Tenders by Fax/E-mail will not be accepted.

18. Post tender correspondences shall not be entertained.

**19. Last two year's list of clients is to be enclosed along with CA certified copy of firm turnover.**

20. Separate tender papers should be obtained for different items.

21. For other details, terms and conditions, the firms are advised to refer to the tender document.

22. It is hereby brought to the notice of all prospective bidders that if any change/additions/alterations are found to be made by them in the copies of the quotation, proof documents etc., 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, forfeiting of EMD and stoppage of payment would be taken. In addition the bidders shall be liable to be prosecuted under law for any malpractice found.

23. This advertisement does not constitute, and will not be deemed to constitute any commitment on the part of the school with respect to exact demand quantity.

24. The tender forms are required to be submitted prior to tender opening procedure. Late and incomplete tender forms shall be summarily rejected. No correspondences in this regard will be entertained.

25. The Principal, Sainik School reserves the right not to issue the document and/or to accept or reject any or all the offers at any stage of the process and or modify the process without assigning any

reason whatsoever, and his decision in this matter is deemed as final and binding. The firm will not be entitled for any compensation for rejection of his application. However, demand draft will be returned to the bidder in case tender documents are not issued.

26. Lowest rates do not guarantee the purchase order, rather the quality, after sales service, continued response, guarantee/warranty amongst others will also be taken into consideration. Brand name and Model Nos. should invariably be quoted for all the items. Items of poor quality will not be considered for procurement.

27. If any firm has authorized dealership certificate, the same may also be enclosed. The authorized dealership shall be considered subject to other conditions.

28. Sainik School does not bind itself to accept only lowest tender. It reserves the right to select the bidders on other essential count also.

29. The last date for submission of `Tender Document' is **12th Sep 2020 at 1700h**. Tenders received after the due date will not be considered.

30. **Tenders will be opened on 14 Sep 2020 at 1100h** at the school premises by the Tender opening committee **(TOC)**.

31. Legal jurisdiction will be restricted to only Udumalpet Taluk.

32. **PRINCIPAL'S DECISION WILL BE FINAL ON ALL MATTERS.**

33. All correspondence should be addressed to the following address:-

The Principal,  
Sainik School, Amaravathi Nagar,  
Udumalpet – Taluk  
Tiruppur – District  
PIN – 642102 (TN)

34. Tax Deducted at Source (TDS) @ 1% will be deducted at source subject to changes if any by Govt of India. GST @ 2% will be deducted as per the norms of Govt. of India. ( on taxable goods & services as per Section 51 of GST Act)

**35. No information shall be given with respect to the various board proceedings, supply order, total quantity, brand selection, tender forms of other parties, quotations of other parties, contact details / addresses of other parties, etc., even under RTI Act. Your attention is brought to RTI section 8 for reference.**

36. Security Deposit, minimum 5% of the estimated value of goods to be procured, will be collected from the successful bidder at the time of awarding the contract.

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| a) Grocery      | ₹.1,00,000/- (- approximate purchase will be ₹.20 lakhs) |
| b) Veg & Fruits | ₹. 50,000/- (- approximate purchase will be ₹.10 lakhs)  |
| c) Chicken      | ₹. 25,000/- (- approximate purchase will be ₹.5 lakhs)   |
| d) Egg          | ₹. 15,000/- (- approximate purchase will be ₹.3 Lakhs )  |

The Security Deposit will be accepted in the form of A/C Payee Cheque / Demand Draft / Bank Guarantee from any of the commercial Bank.

**Note: If the date of receipt and opening of tenders happen to be declared as Holiday, the same will be observed on the next working day at the same time. The successful bidder, should submit their documents duly signed in all pages at the time of signing the contract.**



**SAINIK SCHOOL AMARAVATHINAGAR**  
**NOTE BOOKS: ANNUAL REQUIREMENT FOR THE YEAR 2020-21**

SL. NO	ITEM	ANTICIPATED DRAWL	RATE PER UNIT (₹)	GST	TOTAL COST (₹)
1	180 P King Size Rules	3000			
2	180 P King Size Maths	3000			
3	Drawing Note (40 Pages)	1000			
4	Graph Note (40 Pages)	1000			
5	92 P Long Rules Note	1000			
6	92 P Long Un-ruled Note	1000			
7	180 P Long Ruled Note	2000			
8	180 P Practical Record Note	1500			
9	120 P Four Ruled Note	600			
10	180 P Four Ruled Note	300			
11	120 P Two Ruled Note	600			
12	180 P Two Ruled Note	400			
13	120 P Maths square Note Big Box	200			
14	180 P Maths square Note Big Box	100			
15	120 P Maths square Note Small Box	200			
16	180 P Maths Ruled Note	300			
17	120 P Maths Ruled Note	400			
18	120 P Single Ruled Note	400			
19	120 P Single Ruled Note	400			
20	180 P Three-in-one Note	200			
21	40 P Unruled Note	100			