

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

From

.....  
.....  
.....  
.....

To

The Principal,  
Sainik School,  
Amaravathinagar – 642 102

I hereby quote the rates for the supply of **“STATIONERY REQUIREMENTS”** as specified in the enclosed **Appendix – “N”** 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 - “N”** is subject to the conditions set forth in the terms and conditions of tendering procedure and tender forms received by me.

Encl: As above.

-----  
(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 14th 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.

- |                 |  |
|-----------------|--|
| 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 642 102**  
**STATIONERY: ANNUAL REQUIREMENT FOR THE YEAR 2020-21**

SL. NO	ITEM	ANTICIPATED DRAWL	RATE PER UNIT (₹)	GST	TOTAL COST (₹)
1	Drawing Pin Brass Head (Large)	50			
2	Drawing Pin Plastic (Large)	50			
3	Ball Pin (Bell Large)	10			
4	Stapler Pin #10 Kangaroo 20 Box Pack	10			
5	Stapler Machine Small Kangaroo #10D	20			
6	Stapler Machine Large HD-45	5			
7	Stapler Pin Large HD-45 20 Box Pack	10			
8	Cello tape – ½”	25			
9	Cello tape – 1”	700			
10	Brown tape – 2”	20			
11	Gum tube 30 ml	700			
12	Glue Stick 8 gms (Fevistick)	50			
13	Fevicol tube (22.5 gms)	700			
14	Eraser Non-dust Apsara Big	2000			
15	Sharpener Apsara	2000			
16	Plastic Long Scale 30 cm Camel	2000			
17	Pencil Apsara Platinum	2000			
18	Sketch Pen Camel	1000			
19	Refill Pen- Reynolds/Rorito	2000			
20	Ink Pen- Flair Geo	1500			
21	Ink Pen- Camel Trinity	1500			
22	Brown Sheet Laminated	6000			
23	Chart Paper assorted colour	300			
24	Correction pen/white fluid pen Camel/Reynolds	25			
25	TNPL Copier A4 80 GSM	300 Rm			
26	TNPL Copier FS 80 GSM	50 Rm			
27	TNPL - Exam Paper Ruled	200 Rm			
28	Single Tag File Thick – School Emblem	500			

29	Double Punch File Thick – Copura Clip	1000			
30	White Board Marker Pen - Temp	100			
31	Twin Thread (Ball) Cotton	100			
32	Sura Clarks Table	400			
33	Cloth Line Cover 12" x 10"	200			
34	Cloth Line Cover 14" x 10"	100			
35	Envelope Small Craft	500			
36	Envelope Large	500			
37	Paper Cutting Knife Natraj Large Cutter	50			
38	Scribbling Pad	10			
39	Black Board dustless chalk - Kores	50 Box			
40	White Rain free sheet (Note book covers)	500 rolls			
41	Carbon Paper	04 Box			
42	Bond Paper	01 Ream			
43	Geometry Box (Class Mate-Inventoplus)	1400 Nos.			
44	Graph sheet (A4)	3000 Nos			
45	Gift Wrapping paper -3D Classic marble	100 Nos			
46	Tag (long) 10 Inches	250 Nos			
47	Tag (Small)05 inches	500 Nos			
48	Ink bottle Brill- 60 ml	2000 Nos			
49	Ink Filler-thick-brill	1500 Nos			
50	A4 Stick File - Thick	50 Nos			
51	Spiral Sheet A4	02 Pkts			
52	Comb for spiral (0 mm)	02 Pkts			
53	Lamination Sheet A4	01 Pkt			
54	White Cover 10' x 4'	500 Nos			
55	Brown cover 10' x 4'	5000 Nos			
56	Paste Gum (Binding paste) ½ kg pkt	12 Kg			
57	Add gel Achiever Pen Blue, Red, Black & Green	200 Nos			
58	Thermocole sheets	100 Nos			
59	Ribbon Tissue Paper	20 Bundles			
60	Gold & Silver paper A4	100 Nos			

61	Satin Ribbon – ½”	25 rolls			
62	Satin Ribbon – 1”	25 rolls			
63	Gum 300 ml camel Paste	10 Nos			
64	Hard Bound Ledger – 1 Qr (stock ledger)	10 Nos			
65	Brown cover 16 cms x 10 cm	500 Nos			
66	White cover 16 cm x 10 cm	500 Nos			
67	Legal size khaki cover	100 Nos			
68	Pelikan correction pen	20 Nos			
69	Jute thread	02 kgs			
70	Urgent/ordinary pad	50 Nos			
71	Hard Bound Ledger – 2 Qr	10 Nos			
72	Trimax Reynold pen	60 Nos			
73	Highlighter camel	75 Nos			
74	Stamp pad Big – camel No. 3	03 Nos			
75	Stamp pad small- camel No. 1	03 Nos			
76	Sealing Wax- Dolphin 400 gm	06 pkts			
77	Double side sticker small deer brand – 5 mtr	100 rolls			
78	Calculator Casio MJ120	02 Nos			
79	Candle Big 300 gram (6nos/pkt)	06 pkts			
80	File Lefe A4 EC-3	10 pads			
81	Black Board Duster (Omega)	200 Nos			
82	Rubber band 1 <sup>st</sup> first quality	05 kgs			
83	Punching machine (Single)	40 nos			
84	Attendance Register	40 Nos			
85	Plastic pouch file with button (folio size)	20 Nos			
86	CD/DVD Marker pen	50 Nos			
87	Bouquet cover	25 Nos			
88	Crayons (Camlin/Faber castle)	100 Pkt			
89	Fabric paint silver	10 Bottles			
90	India- outline map	4000 Nos			
91	India- Political map	1000 Nos			
92	India – River map	300 Nos			



93	World Map	3000 Nos			
94	National flag small	300 Nos			
95	Small Hand Note Book (Table pad)	15 Nos			
96	Sticky file Leave Multi colour	40 pkts			
97	Scrap book	02 Nos			
98	Balloon	20 Pkts			
99	Gloves (use & throw)	250 Nos			
100	Nose mask (use & throw)	250 Nos			
101	Plastic pencil box	150 Nos			
	<b><u>Camlin- series (67) synthetic brush</u></b>				
102	Brush Round -6 No	300 Nos			
103	Brush Round -1 No	300 Nos			
104	Brush Flat -6 No	300 Nos			
105	Unbearable Mixing Tray camlin	300 Nos			
106	Artist water colour cakes 18 shades	300 Nos			
107	Pen Drive 16 GB	05 Nos			

