



No SSBJ/936/QM/AT

18 Feb 2025

**REQUEST FOR PROPOSAL (RFP) FOR  
SUPPLY OF OFFICE STATIONERY ITEMS**

**INSTRUCTIONS TO BIDDERS**

Sir/Madam,

1. On behalf of the President of India, the sealed tenders (**Two Bid**) are invited from the reputed and experienced firms for **Supply of Office Stationery Items.**
2. This RFP is to be submitted for Technical Bid duly every page signed & stamped by the vendor as token of acceptance of terms and conditions mentioned in the RFP.
3. The address and contact numbers for seeking clarifications regarding this are RFP given below:
  - (a) **Bids/ queries to be address to** : Principal, Sainik School Bijapur
  - (b) **Name/designation of the Contact personnel** : Administrative Officer  
Sainik School Bijapur
  - (c) **Telephone Nos of the contact Personnel** : 08352-270638
  - (d) **E-mail IDs of contact personnel** : [ssbijapur@saininikschoolsociety.in](mailto:ssbijapur@saininikschoolsociety.in)
4. This RFP divided into five parts following:
  - (a) **Part-I** Contains General information and instructions for the bidders about the RFP such as the time, place of submission & opening of tenders, validity period of tenders etc.,
  - (b) **Part-II** Contains essential details of items/ services required, such as the schedule of requirements (SOR), Technical Spec, Delivery period, Mode of Delivery & consignee Details.
  - (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** Contains evaluation criteria and format for price bids.
5. This RFP is being issued with no financial commitment and the Buyer reserves the right to change any part thereof at any stage. **The buyer also reserves the right to withdraw the RFP and reject any tender,** should it become necessary at any stage.
6. Please return this letter along with the complete RFP duly signed as attached

Sd/x-x-x-x  
Administrative Officer  
Sainik School Bijapur

7. I/We am/are in possession of a complete set of RFP issued by you, and have understood 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.

Signature of Contractor

Date:

Name of the Contractor

## PART I – GENERAL INFORMATION

1. Important date and time for depositing the Bids. Critical data sheet of dates in respect of tender is as follows

Sr	Event	Tentative Date	Date
(a)	Published Date	19 Feb 2025	Please Refer Karnataka Public Procurement Portal (KPPP)
(b)	Clarification end date	01 Mar 2025	
(c)	Bid submission start date	19 Feb 2025	
(d)	Bid submission end date	05 Mar 2025	
(e)	Technical Bid Opening Date Online	07 Mar 2025	

**Note:** (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

2. **MANNER OF DEPOSITING THE BIDS:** The details of manner of depositing the bids are as follows (Online Submission: Bidding should be done through e-procurement):

(a) **Technical Bid:** Documents as mentioned in Appendix-A should be uploaded in the technical bid format as in e-procurement portal. The original documents must be produced in person for verification on the day of opening the tech bid.

(b) **Financial Bid:** The rate quoted in the price schedule shall be inclusive of all the costs such as cost of food materials, procuring, packaging, transportation, delivering, loading and unloading including service tax levied by the State/ Central Govt., GST applicable etc., complete inclusive of all charges to the destination to Principal, Sainik School Bijapur.

3. **Two-Bid System.** Two-Bid system has been adopted and only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/ suitable after technical evaluation is done by the Buyer.

4. **Modification and Withdrawal of Bids:** As per e-procurement portal.

5. **Clarification regarding contents of the Bids:** During evaluation and Comparison of bids, the Customer 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.

6. **Rejection of Bids:**

(a) Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

(b) Prices quoted unreasonably higher or lower from LPP/ prevailing market rates will be rejected out rightly.

7. **Validity of Bids:** The Bids should remain valid till **90 Days** from the last date of submission of the Bids.

8. **Tender Form Fees:** As per e-procurement portal.

9. **Earnest Money Deposit** Bidders are required to submit 02% Earnest Money Deposit (EMD) As per e-procurement portal.

10. The Bid Security of the successful bidder would be returned, without any interest what so ever, after the receipt of performance security. Performance Security will be 05% of the total cost of the contract value. EMD is not required to be submitted by those Bidders who are registered with the National Small Industries Corporation (NSIC) and MSME. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. **Bids shall not be considered, in case, the EMD is not submitted along with the Technical Bid.**

11. The approval or rejection to tenders(s) rests with Competent Financial Authority (CFA) as applicable, who reserves to himself the right of rejecting any tender in whole or in part of any item in whole or in part in respect of any or all the delivery points shown in the schedule of requirements in Part II or RFP without cause assigned.
12. The Officer(s) operating the contract will be indicated in the supply order.
13. These instruction on "Invitation of Bid" are to be signed by you & returned along with your bids.
14. **Contact Person:** Telephone /Cell/Fax numbers are to clearly endorsed in the application along with the particulars of the Proprietor and authorized person to be contacted for official correspondence.

## **PART-II DETAILS OF ITEMS/ SERVICES REQUIRED**

15. **Schedule of Requirements** The contract is for a period of one year which may be extended by the competent authority as per the provisions enshrined in DPM/GFR. List of items required placed as **Appendix 'B'** to this RFP.
16. Vendors are required to submit essential details in respect of their firms/company as per **Appendix 'A'** of this RFP for technical evaluation.
17. **Delivery / Completion Period:** Delivery period for supply of items would be **Weekly/Monthly at Site** from the effective date of contract. Please note that Contract can be cancelled unilaterally by the Buyer or risk purchase initiated (refer para 9 of Part-IV of Tender document) 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.
18. **Supply will be made over the period of one year in staggered form as per staggered supply order.**
19. **Consignee Premises Details:** Sainik School Bijapur Premises at Cadets Mess.
20. **The total quantity required in the schedule (Appendix 'B')** is an approximation only. Certain items may not be required at all in case of non-availability of funds or the requirement. No claim for any compensation on this account will be admissible.

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

21. Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned in succeeding paragraphs which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of the Bid submitted by the Bidder.
22. **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.
23. **Effective Date of the Contract:** The contract shall come into effect from **01 Apr 2025** or 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 two days prior from the effective date of the contract.
24. **Arbitration:** That in the event of any dispute or differences arising under the contract so executed and which could not be resolved through mutual discussions. In such circumstances, the customer and contractor may agree for arbitration. Principal Sainik School Bijapur will appoint arbitrator or a cell of arbitration on his behalf to resolve the disputes. The decision of arbitrator taken after due consideration of factors brought out by both parties shall be final and binding. The venue of the arbitration shall be at the discretion of the arbitrator, Subject as aforesaid, the Arbitration Act and the rules there-under, the statutory modification thereof, for the time being in force, shall be deemed to apply to the arbitration proceedings under this condition.

25. **Penalty for use of Undue influence:** The Contractor 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 favour 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 Contractor or any one employed by him or acting on his behalf (*whether with or without the knowledge of the Contractor*) or the commission of any offers by the Contractor 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 Customer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Customer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Customer or to any other person in a position to influence any officer/employee of the Customer for showing any favour in relation to this or any other contract, shall render the Contractor to such liability/penalty as the Customer 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.

26. **Agents/Agency Commission:** The contractor confirms and declares to the Customer that the Contractor 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 Contractor; 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 Contractor agrees that if it is established at any time to the satisfaction of the Customer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Customer that the Contractor 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 Contractor will be liable to refund that amount to the Customer. The Contractor will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Customer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Contractor who shall in such an event be liable to refund all payments made by the Customer 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.

27. **Access to Books of Accounts:** In case it is found to the satisfaction of the Customer that the Contractor 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 Contractor, on a specific request of the Customer, shall provide necessary information/inspection of the relevant financial documents/ information.

28. **Non-Disclosure of Contract Documents:** Except with the written consent of the Customer/Contractor, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

29. **Liquidated Damages:** In the event of the Contractor failure to submit the stores, supply the stores/ goods as specified in this contract, the Customer may, at his discretion, withhold any payment until the completion of the contract. The Customer may also deduct from the Contractor as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/ undelivered stores/ services mentioned above for every day of delay or part of a day, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

30. **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 of the material is delayed for causes not attributable to Force Majeure for more than one week beyond stipulated time.
- (b) The Seller is declared bankrupt or becomes insolvent.

- (c) The delivery of material is delayed due to causes of Force Majeure for more than one week after the schedule date of delivery.
  - (d) The Buyer has noticed that the Contractor has utilized the services\any Indian/ Foreign agent in getting this contract and paid any commission to such individual/ company etc.
  - (e) As per decision of the Arbitration Tribunal.
  - (f) The contractor fails to supply the desired standard of item/items even after three written reminders.
  - (g) If the Contractor fails to deliver the items as per approved specification/ quality and tries to supply substitute/substandard items.
  - (h) The Contractor uses illegal means to influence or bribe the staff dealing with the contractor.
31. **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/e-mail or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
32. **Transfer and Sub-letting:** The Contractor 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.
33. **Amendments:** No provision of present Contract shall be changed or Modified in any way (including this provision) either in whole or in part except Present Contract 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.
34. **Taxes and Duties:** -
- (a) If Bidder desires to ask for 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.
  - (b) If reimbursement of 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 duty/tax will be entertained after the opening of tenders.
  - (c) If a Bidder chooses to quote a price inclusive of GST and does not confirm inclusive of GST so included is firm and final, he should clearly indicate the rate of GST and quantum of GST included in the price. Failure to do so may result ignoring of such offers summarily.
  - (d) If a Bidder is exempted from payment of GST up to any value of supplies from them, he should clearly state that no GST 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 GST, it should be brought out clearly. Stipulations like, the said GST 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 GST 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 GST which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.
  - (e) Any change in GST 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 GST paid by the supplier. Similarly, in case of downward revision in GST, the actual quantum of reduction of GST shall be reimbursed to the Customer by the Contractor. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

#### **PART IV – SPECIAL CONDITIONS OF RFP**

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

36. **Performance Guarantee.** The Bidder will be required a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd) for a sum equal to **05%** of the contract value within 30 days award of contract. Performance Bank Guarantee should be valid upto to 60 days beyond the date of completion of contract. The specimen of PGB is given in form DPM-15 (Available in MoD website and can be provided on request).

37. **Option Clause:** NA

38. **Tolerance Clause:** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to 25% plus/ minus increase or decrease the quantity of the required goods upto that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the Buyer within this tolerance limit.

39. **Payment Terms for Indigenous Sellers:** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism instead of payment through cheque wherever feasible. The payment will be made as per the following terms, on production of the requisite documents: -

- (a) The items will be delivered on a Delivery Challan & Bills/ invoices submitted in duplicate.
- (b) Upon receipt of the items and producing of all supported documents by the contractor, payment will be made by the School by cheque.
- (c) It is mandatory to the supplier/ vendor to submit their PAN details, Canceled Cheque and NEFT details for making of payments through ECS/EFT mechanism instead of payment through cheque by The Principal Sainik School Bijapur.

40. **Advance Payment. No Advance payments will be made.**

41. **Paying Authority.** The process of bills of successful tender will be made by the Principal Sainik School Bijapur and payment will be made by Budget head of Dietary Charges of Sainik School Bijapur. Bills to be submitted by the vendor within seven days of supply.

42. **Payment Terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payment could be made through ECS/NEFT mechanism instead of payment through cheque whenever feasible. The payment of bills will be made on submission of the following documents by the service provider to the Paying Authority along with the bill:-

- (a) Ink signed copy of Service provider's bill.
- (b) Ink signed copy of Commercial invoice/Service provider's bill.
- (c) Copy of Supply Order/Contract/Contract with U.O number and date of IFA's concurrence where required delegation of power's.
- (d) Details for electronic payment viz Account holder's name Bank name, Branch name address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract)
- (e) Any other document/Certificate that may be provided for in the Supply Order/ Contract.
- (f) **Payment will be made against each staggered supply order within 15 days of supply of items as per actual supply received and against invoice submitted by the supplier.**

43. **Fall Clause:** The following fall clause will form part of the contract placed on successful Bidder:-

(a) The price charged for services under the contract by the Customer shall in no event exceed the lowest prices at which the Customer sells the services or offer to sell stores of identical description to any persons/ Organisation including the purchaser or any department of Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed.

(b) If at any time, during the said period the Customer reduces the price, sells or offer to sell such services to any person/organization including the Contractor, any Dept, of central

Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to the Director general of Supplies & Disposals and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

44. **Risk & Expense Clause:** Should the stores thereof not be delivered/carried out within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores, the Buyer shall after granting the Seller 2 (Two) hours 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 canceled either wholly or to the extent of such default.

(a) Should the stores thereof not perform in accordance with the specifications / parameters provided by the SELLER 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.

(b) In case of a material breach that was not remedied within 2 (Two) hours, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase or procure from any other source as he thinks fit, other stores of the same or similar description to make good: -

(i) Such default.

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

(c) Any excess of the purchase price or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. 100% recovery will be made from SELLER.

45. **Force Majeure:** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 07 days of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this contract.

46. **Specification:** The seller guarantees to meet the specification as per Part-IV of RFP

47. **Warning Clause:** In case any complaint is received from users, the following penalty will be imposed in addition to deduction of amount equivalent to deficiency in manpower deployment/ material supplied: -

(a) First Complaint - Verbal Warning

(b) Second & Third complaint - Written Warning

(c) Fourth & Fifth Complaint - Issue of show cause notice & deduction of ¼ amount of the monthly bill.

(d) Sixth Complaint - Issue of show Cause notice and right of Termination of Contract after hearing the concerned party

48. **Transportation:** The contractor is responsible for transport for the delivery of goods to the Consignee's premises as mentioned in Part II under their own arrangement. The term Contract means acquiring all types of goods, such as stores as well as all types of services including packing, unpacking, preservation, transportation, loading, unloading, insurance, delivery, special services if any, consultancy and systems. Any claims arising out the accident of transport, damage to public or private property or any injury or death shall be the responsibility of the supplier and the Sainik School Bijapur as such shall not be a party to it.

49. **Quality:** Quality of items supplied to be best available in the market and also as per laid down ASC specification.

50. **Quality Assurance:** The goods supplied under the contract should conform to the standards, quality and specifications as mentioned in Part-II of this RFP. The item should be of the fresh, conforming to the current production standard and having 100% defined life at the time of delivery.

51. **Inspection Authority:** The Inspection will be carried out by **Principal, Sainik School Bijapur, or any officer designated by Principal, Sainik School Bijapur**. The mode of Inspection will be Departmental Inspection / User Inspection / Joint Inspection /Self-certification.

52. **Claim:** The following claims clause will form part of the contract placed on successful bidder: - The claims may be presented either on quantity of the stores, where the quantity does not correspond to the quantity shown in the Packing List/Insufficiency in packing, or on quality of the stores, where quality does not correspond to the quality mentioned in the contract.

(a) The quantity claims for deficiency of quantity (if any), shall be delivered at consignee premises within 2 hours of the days under own arrangement of the contractor.

(b) The quality claims for defects/damages or deficiencies in quality noticed during inspection shall be presented within 2 hours of completion of inspection and acceptance of goods and will be submitted to the Contractor.

(c) The Contractor is to settle the claims for defected/damaged quantity and deficiency in quality of the stores within 2 hours.

(d) The Contractor shall collect the defective/damaged or rejected items from the location nominated by the Buyer and deliver the replaced goods at the same location under Contractor's own arrangement.

(e) The quality claims will be raised solely by the Buyer and without any certification/countersignature by the Contractor's representative stationed in India.

(f) Any claims arising out the accident of transport, damage to public or private property or any injury or death shall be the responsibility of the supplier and **Sainik School Bijapur** as such shall not be a party to it.

53. Items are required to be delivered at **Sainik School Bijapur**, premises at Cadet's Mess, Sainik School Bijapur in full quantity, as requested on supply order along with items bill/ challan in triplicate duly affixed with revenue stamp. Items are to be delivered by the time mentioned in supply order on the required dates on receipt of confirmed order.

54. **Any communication from buyer through SMS/ e-mail from authorized mobile/ e-mail id will also be treated as an official communication (details will be intimated through supply order)**

55. Supply will be made over the period of one year in staggered form as per staggered supply order.

56. **Renewal and Extension of Rate Contract:** The rate contracts may be extended, for a period of **twelve months** with same terms and conditions with the consent of the rate contract holders. The period of such extension generally will not be more than six months. Also, while extending the existing rate contracts, it will be ensured that the price trend is not lower.

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

57. **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.

(b) Determination of L-1 will be done on total price of individual item **OR** collective items (i.e., **Supply of Office Stationery Items** as per the rate (including levies, taxes and duties levied by Central / State / Local governments such as excise duty, GST, Service Tax, Octroi /entry tax, etc., on final product of all items / requirements as mentioned in Appendix-B).

(c) The Bidders are required to spell out the rates of GST etc in unambiguous terms only while submission of bills at the time of delivery. If a Bidder is exempted from payment of GST duty up to 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 GST, it should be brought out clearly. No GST should be included while submission of commercial bids.

(d) 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.

(e) 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 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.

(f) L1 Will be decided on the total rate arrived by multiplying the individual rate quoted for each item by the approximate unit required as mentioned in Appendix B. The price arrived so will be the total bid amount for the entire Package. However, the Tender accepting authority reserves right to decide on the methodology of evaluation. Eligibility criteria strictly observed.

(g) **Price Bid Format:** Bidders are required to fill Price Bid Format (**Appendix B**) correctly with full details, sign with firms stamp on all pages of commercial bid.

58. **L1 has to get the sample cleared for the items as specified by the buyer.**

59. Vendors are requested to carry out calculations in commercial bid form carefully. The Principal Sainik School Bijapur reserves the right to amend/correct any wrongly calculated totals.

60. It is mandatory to fill the cost of each and every item in price bid format. If the rates of any item remain unfilled then the price bid will be rejected.

61. The Principal Sainik School Bijapur reserves to reject any applications without assigning any reason for following reasons: -

- (a) If bids found calculated grossly wrong.
- (b) Over writings/cuttings or unclear figures/words.
- (c) Commercial bids without firm representative's signature.

Sd/x-x-x-x  
Administrative Officer  
Sainik School Bijapur

**BIDDERS INFORMATION**  
**(THE ENTIRE FIELDS ARE MANDATORY)**

1.	Name and Complete Office Address of the Firm			
2.	Name & Designation of Authorized Person			
3.	Phone/ Mobile No:		Email:	
4.	Nature of the Firm (Proprietary/ Partnership)			
5.	GST No		PAN No	
6.	Nature of Business (Trader/ Dealer/ Supplier/ Processor or authorized agent)			
7.	Details of Registration Certificate		(MSME /NSIC/ any other Govt Dept)	
	(a) Name of the Department registered with			
	(b) Date of Registration & Validity			
8.	<del>FSSAI Certificate (For Fresh/ Dry Ration)</del>			
9.	Bank Detail/ Bank Name		(b) Bank Address	
	(c) Account Number		(d) IFSC Code	
10.	(a) EMD Amt Rs		(b) DD/BG No	
	(c) DD/BG Date		(d) Issuing Bank/ Branch	
11.	Bidder Turnover Certificate			
12.	Latest IT returns of previous years			
13.	GST Return for last one year having minimum returned filed of Rs 05 Lakhs (as applicable)			

14. Past Performance / Experience Details

Sl. No	Period		Organization	Details of Services provided	Contract Amt (Rs)
	From	To			
(a)					
(c)					
(d)					
(e)					
(f)					

**Note:** Enclose photocopy of all the above said documents, duly self-attested required for Technical Bid.

**DECLARATION**

1. I hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. I understand that in case any deviation is found in the above statement at any stage, I /we will be blacklisted and will not have any dealing with the Department in future.

2. This is to certify that \_\_\_\_\_ and \_\_\_\_\_ is my official mobile number & my official e-mail id. Any communication done by the buyer on these above said mobile number /e-mail through buyer official mobile/e- mail will be treated as an official communication. Buyer reserves the rights to produce these communications during legal proceedings as a form of legal communication from buyer.

Date : \_\_\_\_\_

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

**COMMERCIAL BIDS FOR**  
**SUPPLY OF OFFICE STATIONERY ITEMS**  
**FOR PERIOD OF ONE YEAR AT SAINIK SCHOOL BIJAPUR**

1. I, hereby submit the quote **Supply of Office Stationery items**, for the period one year as specified in the underwritten schedule in the manner in which and within the same prescribed at the rates given below. The quotation furnished in the schedule is subject to the condition set forth in the tender note and tender form received by me.
2. In case of my tender being accepted, and I/ We coming into an agreement with Adm Officer, Sainik School, Bijapur. I/ We hereby agree and promise to pay an amount of 05% of total value as Security Deposit in the form of nationalized bank demand draft/ Performance Bank Guarantee drawn in favour of the Principal, Sainik School, Bijapur within first 10 days of the contract agreement for the purpose of faithful performance of the contract agreement. I/ We also agree to have our Security Deposit forfeited to Sainik School, Bijapur in case of:
- (a) My/ Our failure to undertake the contract for the items accepted by Adm Officer, Sainik School, Bijapur.
- (b) For unfaithful performance of the contract agreement under any clause as specified in the contract agreement.
3. I/We also agree to the fact that my/our Security Deposit shall be returned to me/ us without any interest only after the end of the contract agreement period subject to faithfully performing the agreement by me/ us and subject to submission of No Demand Certificate (NDC).

**SUPPLY OF OFFICE STATIONERY ITEMS**

<b>SI No</b>	<b>Item</b>	<b>Unit</b>	<b>Appx Qty Req Yearly</b>
1	Note Book Ruled 192 Pages Long	Nos	100
2	80 pages ruled notebook	Nos	100
3	A4 coloured papers 50 sheets of packet	Nos	10
4	Acrylic Artist Color set	Nos	25
5	Add Gel Pen	Nos	490
6	Add Gel Refills	Nos	143
7	Attendance Register ( 72/ 96 Pages)	Nos	86
8	Ball Point Pen (good quality) Blue-139,red-90	Nos	859
9	Binder clips smalls-box of 12 pieces	Nos	25
10	Box Files (Good quality)	Nos	270
11	Brown Tape 1 inch	Nos	40
12	Brown Tape 2inch	Nos	35
13	Brown Papers	Nos	530
14	Canvas 2 ftx21/2 ft with frame cut	Nos	20
15	cardboard sheets	Nos	85
16	Chalk Boxes (Colours)-boxes of 144 pieces each length 78mm length x 9.7mm dia	Boxes	50
17	Chalk Boxes (Dustless) white-boxes of 144 pieces each length 78 mm length x 9.7 mm dia	Boxes	30
18	Calculator Good Quality Citizen / Casio	Nos	12
19	Colour ribbon rolls Silk packets of 10 half inch wide	Pack	194
20	Correcting Whitener Pen	Nos	76
21	Correction tape	Nos	48
22	Damper (sponge) cup superior quality	Nos	22
23	Double punch Kangaroo DP 500	Nos	4
24	Double sided tape- 1 inch	Nos	22
25	Drawing pen-Uchida Marvy drawing pen 0.4	Nos	5
26	Drawing Pin box Diamond-boxes metal	Nos	174
27	Drawing Pin box Diamond-small diff colours	Nos	55
28	Drawing sheets coloured	Nos	400
29	Dusters Export quality or Trendy	Nos	0
30	Envelope clothes lined size 12 inch x 10 inch A4	Nos	770
31	Envelope clothes lined size 14 inch x 10 inch	Nos	500
32	Envelope clothes lined size 14 inch x 10 inch	Nos	500

33	Envelope clothes lined size 16 inch x 12 inch	Nos	850
34	Brown Envelope size 6 x 4	Nos	500
35	Brown Envelope size 9 x 4	Nos	500
36	Brown Envelope size 9 x 4 with Window	Nos	500
37	Brown Envelope size 11 x 5 with window	Nos	500
38	Brown Envelope size 11 x 5	Nos	300
39	Envelope Cloth Line size 11 x 5	Nos	200
40	Envelope Cloth Line size 11 x 15	Nos	200
41	Envelopes 10 inch x 12 brown	Nos	700
42	Fevicol 1/2 Kg Jar	Nos	43
43	Fevicol bottles 200gm	Nos	26
44	Feviquick	Nos	79
45	Flat Brush Set (Camel)	Nos	0
46	Glitter Pens, (different Colours)	Nos	20
47	Glue Stick Tube	Nos	20
48	High lighter colors( orange-14, pink-10,blue-10)	Nos	89
49	Ice ceam Stick- pack of 100	Nos	0
50	India outline Map	Nos	100
51	Ivory Card Sheet White	Nos	60
52	File tags -long one bundles ishooe lace)	Nos	15
53	luxor marker 1236 CD/DVD-blue	Nos	25
54	luxor marker 1236 CD/DVD-black	Nos	20
55	Marble paper glazing (Prize Packing) (blue,pink,maroon,red,green) eachcolour-30	Nos	180
56	Metallic Scales-30 cms Long	Nos	57
57	Narway paper	Nos	60
58	Office flags 25mmx75mm(arrow flags)	Nos	97
59	office pins-boxes	Nos	100
60	Paper Cutting Knife / Stainless Steel Cutter	Nos	62
61	Pencil Apsara Platinum-boxes of 10 pencils	Boxes	65
62	pencil cells AAA	Nos	95
63	pencil cells AA	Nos	25
64	pencil cells HW 9V	Nos	45
65	Pendrive 32 GB	Nos	11
66	Permanent Marker Pen- Blue-21,black-16	Nos	64
67	Pick pens different colours pkt of 12	Pack	35
68	Plaster of Paris	Kg	10
69	Rubber Band boxes of 5 inch long size 100g pkts	Pack	30
70	Scissors large size	Nos	29
71	Sealing wax box	Nos	3
72	shaving blades-box of 10 blades	Nos	22
73	Sketch Pen Set packets	Pack	72
74	stamp pad ink Bottle (Blue/Black/Red)	Nos	38
75	Stamp Pad big size	Nos	13
76	Stapler (Big Size) HP 45	Nos	22
77	Stapler Max No.10 (Kangaroo)	Nos	101
78	Staples pins max No-3 1m-big-Box	Nos	31
79	straw-bent-a pack of 50 pieces	Nos	0
80	straw-straight-a pack of 50 pieces	Nos	0
81	Tags Cotton	Nos	10
82	Talk sheet-10M	Nos	0
83	Tape dispensar	Nos	2
84	Thermocol Sheets-1 inch	Nos	100
85	Tixo Tape Wonder tape 1 inch	Nos	88
86	Tixo Tape - Wonder tape half inch	Nos	74
87	Tixo Tape - Wonder tape 2 inch	Nos	65
88	tixxo PVC Electrical insulation tape	Nos	4
89	Transparent exam pads / Clip Board Good Quality	Nos	18
90	U pins/jump clips-boxes of 50 pieces	Boxes	155
91	White Board Marker Pen blue-450, black-435,red-25,green-25	Nos	530
92	White Board Marker Pen Ink Bottle	Nos	225
93	White board duster	Nos	40
94	Xerox Paper A3 Good Brand GSM 70 GSM	Ream	37
95	Xerox Paper A4 Good Brand like B2B GSM70	Ream	640

96	Xerox Paper Legal Good Brand like B2B 70 GSM	Ream	155
97	OEM NPG-67/88 Toner Cartridges Black and Colour – 9+12	Nos	21
98	L Folder PP A4 / Transparent Plastic Folders	Nos	95
99	Pin Holder	Nos	20
100	Ruled paper Bundles – Answer sheets cut size reams 500 Pgs	Pack	35
101	Ruled paper Bundles – Answer sheets Full size reams 500 Pgs	Pack	65
102	Graph Sheet A4	Nos	1000
103	Conference Pad / Spiral Pad 40 Pages	Nos	66
104	Cello Ball Pens	Nos	170
105	Refills for Cello Ball Pens	Nos	134
106	CD Mailer	Nos	100
107	CD/DVD	Nos	100
108	Trimax Refils	Nos	100
109	Lace Files	Nos	100
110	Pilot V-5 Ink Cartridge	Nos	68
111	Stapler Pins (Max 10 Small)	Nos	61
112	Trimax Pen	Nos	60
113	A4 Spiral Sheet	Nos	60
114	Spiral Sheet - Legal	Nos	15
115	Spiral Rings	Nos	60
116	Pen Box Normal	Nos	60
117	Register Ruled 3QR	Nos	72
118	Register Ruled 3QR	Nos	96
119	Register Ruled 2QR	Nos	102
120	Pilot Pen V-5	Nos	58
121	Uniball Eye Fine Pen	Nos	50
122	Gum Bottle 150 MI	Nos	29
123	Gum Bottle 700 MI	Nos	4
124	Wax Candle Normal	Boxes	30
125	VIP Folders (LBA Meetin)	Nos	24
126	Sharpner	Nos	17
127	Pencil Eraser	Nos	14
128	Pencil Carbon Box	Nos	8
129	Stamp Pad (Small)	Nos	8
130	Temporary Marker Pen	Nos	8
131	Brow/ White Tape 1 and half inch	Nos	7
132	Jute Thread (Sutali)	Kgs	6
133	Scissors Small Size	Nos	3
134	Poker	Nos	3
135	Brown/ White Tape 1 and half inch	Nos	7
	<b>Computer Stationery</b>		
01	OEM Consumables for Laser Jet Printers Hp LJ-1007, HP LJ P-1108 (88A), Canon LBP LJ-2900 (12 A) Cartridge for Brother DPC -2520D	Nos	18
02	Consumables for Ink Jet Printers Ink Bottles Colours (CMY) Epson all in one inkjet L-3110 / Canon G-6070	Nos	08
03	Wi-Fi Routers TP-Link/Dlink 1000 Gigabyte	Nos	04
04	Switches 24 Port Dlink Gigabyte	Nos	02
05	Switches 16 Port Dlink Gigabyte	Nos	02
06	Switches 08 Port Dlink Gigabyte	Nos	02
07	Cat-6 cable Dlink	Box	02
08	Rj45 connector Dlink make	Box	03
09	USB MALE TO FEMALE CABLE Standard Make	Nos	05
10	SSD 256 GB SATA /M.02NVME(30Nos/10Nos) Kingston make	Nos	40
11	WIRELESS COMBO KEYBOARD AND MOUSE HP/Lenovo/Dell	Nos	02
12	CMOS BATTERY Standard Nake	Nos	100
13	HDMI TO VGA CONNECTOR (1o M/15M/20M) (02+02+01) Dlink	Nos	05
14	VGA TO HDMI CONNECTOR Dlink	Nos	02
15	USB TO LAN CONNECTOR Dlink	Nos	04
16	BLOWER Standard Make	Nos	01
17	CRIMPING TOOL WITH WIRE TRACKER AND LAN TESTER Dlink	Nos	01
18	RAM DDR4 4GB Crucial /Atata	Nos	04
19	Pen drive (Hp Steel Body) 32 GB-04 Nos /64GB -08 Nos	Nos	12

**Note :**

1. Vendor Should quote the price of each items considering the good quality only.
2. The above mentioned requirements are anticipatory and no minimum drawl is guaranteed.
3. Any Technical clarifications contact : 08352-270638 or 9480054977 or 8123650955.

Place: \_\_\_\_\_

Signature of Contractor

Date: \_\_\_\_\_ 2025

Name of the Contractor \_\_\_\_\_