

**SAINIK SCHOOL GHORAKHAL**

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Total Pages : 17

No: SSGK/ Stationery / 2021-22

Date _____

Cost of the form Rs. 500 /- paid vide SSGK MR No. / DD No. _____ dated _____

Earnest Money Rs 5000 /- paid vide DD No. _____ dated _____

**TENDER FORM FOR SUPPLY OF ACADEMIC & OFFICE STATIONERY ITEMS
FROM 01 MAY 2021 TO 30 APR 2022****(Any alteration / addition made in the tender form will make it null and void)**

1. Sealed tenders are invited from agencies of good repute having sound financial background and experience, by 12:00 hrs on 16 Feb 2021 for supply of the Stationery items from 01 May 2021 to 30 Apr 2022.

2. Tender forms are available at school office on payment of **Rs 500/-** (non-refundable) through **SBI DEMAND DRAFT** in favour of PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (**CODE NO. 1352**), up to 12:00 hrs on 16 Feb 2021. Earnest money of **Rs 5000/-** is to be paid by SBI Demand Draft, refundable on finalisation of tender, in favour of Principal Sainik School Ghorakhal, as mentioned above, is to be remitted along with filled-in tender form. In case the tender form is downloaded from the Internet, received by post, or by any other means, it shall accompany two separate demand drafts for **Rs 500/-** (non-refundable amount towards the cost of the form) and **Rs 5000 /-** (towards EMD). In case, cost of tender form, and /or EMD is not deposited, the tender will be summarily rejected and the draft accompanying the tender form shall be forfeited. Tenders will be opened at **1230 hrs on 16 Feb 2021** in presence of the bidders / authorised agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders without assigning reasons there of.**

Part I – General Information

- Manner of Depositing the bids:** Sealed Bids should be either dropped in the Tender Box (Para IV) or send by 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 (unless they have been specifically called for by these modes due to urgency) Bidders are requested to quote their e-mail ID on their letter head for expeditious communication post opening for tender/RFP documents. The bid should be packed in envelope before putting in tender Box.
- Time and date for opening of Bids:** 16 Feb 2021 (1230 hrs) (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).

3. **Location of the Tender Box:** Guard Room, Main Gate No 02 ,Sainik School Ghorakhal only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
4. **Place of opening of the Bids:** Reception Room of Sainik School Ghorakhal .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.
5. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing the following details:-
 - (a) Complete postal and e-mail address and Fax/ Telephone No.
 - (b) GST number
 - (c) Bank Branch and address
 - (d) Name as it appears in the Bank Account
 - (e) Detail of Account number, Account Type IFSC, MICR code (Along with one cancelled cheque or photocopy of Bank Pass Book)
 - (f) PAN Number
6. **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 seven (07) 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.
7. **Modifications and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the Written notice of modifications or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail but it should be followed by a signed confirmation and 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.
8. **Rejection of Bids:** 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.
9. **Validity fo Bids:** The Bids should remain valid till 90 days.

PART II- ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Delivery Period** : Delivery period for supply of items would be as per supply order placed. 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, with applicability of LD clause.
2. **Terms of delivery**: It will be sole responsibility of seller's to deliver the items mentioned in FOR at Consignee Address given below within the delivery period as mentioned in the contract.
3. **Consignee Details**: Quarter Master, Sainik School Ghorakhal, Nainital

PART III- STANDARD CONDITION

The Bidder is required to give confirmation of their acceptance of the standards condition of the request for proposal mentioned below which will automatically be considered as part to the Contract concluded with the successful bidder (i.e. Seller in the Contract) as selected by the buyer. Failure to do so may result in rejection of the Bid submitted by the bidder.

1. **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.
2. **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.
3. **Liquidated Damages**: In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, Supply the stores/goods and conduct trials, installation of equipment training 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 SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/ undelivered stores/services 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.
4. **Termination of Contract**: The Buyer shall have the right to terminate this contract in part or in full in any of the following cases:-
 - (i) The delivery of the material is delayed for causes not attributable to Force Majeure for more than (01months) after the scheduled date of delivery.
 - (ii) The Seller is declared bankrupt or becomes insolvent.

- (iii) The delivery of material is delayed due to causes of Force Majeure by more than (two months) provided Force Majeure clause is included in contract.
- (iv) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (v) As per decision of the Arbitration Tribunal.

5. 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 registered pre-paid mail, addressed to the last known address of the party to whom it is sent.

6. 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.

7. Transfer and sub-letting: The seller 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 other part thereof.

8. Taxes and Duties:

(i) **General**

1. 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.
2. 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.
3. 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.
4. 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 charge 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 liveable 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.

5. 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 Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. If any obtained by the Seller.

(iii) Sales Tax/VAT/ GST:

1. If it is desired by the Bidder to ask for Sales tax /VAT/GST and transportation to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of sales tax, transportation and no liability of sales tax will be developed upon the Buyer.
2. 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 seller 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. Seller in the contract) as selected by the buyer. Failure to do so may result in rejection of bid submitted by the bidder

1. **Option clause** : The contract will have an option clause ,wherein the buyer can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms and conditions of the present contract. This will be applicable within the currency of the contract. The bidder is to confirm the

acceptance of the same for inclusion in the contract. It will be entirely the discretion of the buyer to exercise this option or not.

2. **Repeat order clause** : The contract will have a repeat order clause, wherein the buyer can order upto 50 % quantity of the items under the present contract within six months from the date of supply /successful completion of this contract , the cost , terms and conditions remaining the same. The bidder is to confirm acceptance of this clause. It will be entirely the discretion of the buyer to place the repeat order or not.

3. **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 20 % plus /minus increase or decrease the quantity of the required goods upto that limit without any change in the terms and 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.

4. **Fall clause** : **The following fall clause will form part of the contract placed on successful bidder.**

(a) The price charged for the stores supplied under the contract by the contractor shall in no event exceed the lowest prices at which the contractor sells the stores or offer to sell stores of identical description to any persons/ organisation including the purchaser of any department of the Central Government or any Department of State Government of 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 contractor reduces the sale price, sells or offer to sell such stores to any person/organisation including the purchaser or any Deptt., 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 contractor 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 or sale or offer of the sale shall stand correspondingly reduce. The above stipulation will, however, not apply to:-

- (i) Exports by the contractor.
- (ii) Sale of goods as original equipment at price lower than the prices charged for normal replacement.
- (iii) Sale of goods such as drugs which have expiry dates R/C holder cannot reduce rates under pretext of fall clause in Drug and medicine contracts.
- (iv) Sale of goods at lower price on or after the date of completion of sale/placement of the order of goods by the authority concerned under the existing or previous Rate Contracts as also under any previous contracts entered into with the Central or State Govt. Depts., including their undertakings excluding joint sector companies and/or private parties and bodies

(c) The Seller shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate contract- "We certify that there has been no reduction in sale piece of the stores of description identical to the stores supplied to the Government under the contract herein and such stores have not been offered/sold by me/us to any person/organisation including the purchaser or any department of Central Government or any Department of a State Government or any Statutory Undertaking of the Central or state Government as the case may be upto the date of bill/the date of completion of supplies against all supply orders placed during the currency of the Rate contract at price lower than the price charged to the government under the contract except for quantity of stores categories under sub-clauses (a), (b) and (c) of sub-para (ii) above details of which are given below:

5. Risk & Expense clause

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

(b) Should the stores or any installment 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, the 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 SELLER be at liberty to purchase, manufacture, or procure form 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.

(d) Any excess of the purchase price, cost of manufacturer, or value of any stores procured form any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. Such recoveries hall not exceed 10% of the value of the contract."

6. Force Majeure Clause

(a) Neither party shall bear responsibility for the complete or partial non-performance 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 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 preset contract.

(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 ten 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 of the terms provided in the agreement of the goods received.

7. Payment Terms: It will be mandatory for bidder to include their bank account numbers and other relevant e-payment details so that payment could be made through RTGS/NEFT wherever feasible.

8. Paying Authority : Administrative Officer, Sainik School Ghorakhal, Nainital will be the paying authority. The payment of bills will be made on submission of the following documents by the seller to the Paying Authority along with the bill (As applicable)

(i) Ink- signed copy of Commercial Invoice/ Seller's bill

(iii) Documents/ proof of payment such as Excise duty challan, Customs duty clearance certificate, Copy of E way Bill, octroi receipt, proof of payment of EPF /ESIC contribution with nominal roll of beneficiaries, etc as applicable.

(v) Guarantee/ Warranty certificate.

(vi) Details for electronic payment viz Account holder's Name, Bank Name, Branch Name and Address, Account Type, Account Number, IFSC Code, MICR Code (if these details are not incorporated in supply order/ contract)

(vii) User Acceptance.

9. Earliest Acceptable Year of Manufacture: Latest manufactured item will only be accepted and Quality/ Life certificate will need to be enclosed.

10. Transportation: The stores shall be dispatched to the consignee by the supplier on his own arrangement.

11. Quality: The quality of the items delivered according to the present contract shall correspond to the technical conditions and standards valid for the deliveries of the same stores for in Seller's country or specifications enumerated as per RFP and shall also include therein modification to the stores suggested by the Buyer. Such modifications will be mutually agreed to. The seller confirms that the stores to be supplied under this Contract shall be new i.e. not manufactured before (year of contract), and shall incorporate all the latest improvement and modifications thereto and spares of imported and modified equipment are backward integrated and interchangeable with same equipment supplied by the Seller in the past if any. The Seller shall supply and interchange ability certificate along

with the changed part numbers wherein it should be mentioned that items would provide as much life as the original item.

12. Quality Assurance: The seller would be required to provide all test facilities on Buyer's premises during inspection after supplying the equipment. The item should be of the latest manufacture, production conforming to the current production standard and having 100% defined life at the time of delivery.

13. Inspection Authority: Principal /Administrative officer, Sainik school Ghorakhal, Nainital is the inspecting agency.

14. Warranty: The following warranty will form part of the contract placed on successful Bidder-

(a) The seller warrants that the goods supplied under the contract confirm to technical specifications prescribed and shall perform according to the said technical specifications.

(b) The Seller warrants for a period of 12 Months for the date of acceptance of stores by Joint Receipt inspection or date of installation and commissioning, whichever is later, that the goods/stores supplied under the contract and each component used in the manufacture thereof shall be free from all types of defects/ failures.

(c) If within the period of warranty, the goods are reported by the Buyer to have failed to perform as per the specifications, the seller shall either replace or rectify the same free of charge, within a maximum period of 45 days of notification of such defect receive by the seller, provided that the goods are used and maintained by the Buyer as per instructions contained in the Operating Manual. Warranty of the equipment would be extended by such duration of downtime. Record of the down time would be maintained by the user in the logbook. Spares required for warranty repairs shall be provided free of cost by the Seller. The seller also undertakes to diagnose, test, adjust, calibrate and repair/replace the goods/ equipment arising due to accidents by neglect or misuse by the operator or damage due to transpiration of the goods during the warranty period, at the cost mutually agreed to between the Buyer and the Seller.

(d)The seller also warrants that necessary service and repair back up during the warranty period of the equipment shall be provided by the Seller.

Part V – Evaluation criteria & Price Bid Issues

Evaluation Criteria – The broad guidelines for evaluation of Bids will be as follows:

(a) Only those Bids will be evaluated which found to be fulfilling all the eligibility and qualifying requirement of The RFP.

(b) 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.

- (c) 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.
- (d) All taxes and levies including GST must be mentioned with their rates and value. No further correspondence on submitted quotations will be entertained after closing date of tender.

TERMS AND CONDITIONS FOR SUPPLY OF ACADEMIC & OFFICE STATIONERY ITEMS

- (a) The rates quoted should be for the branded items of ISI mark, Grade I quality inclusive of all charges, including GST, for free delivery at the school site on stipulated date & time. The contract shall be for the period from 01 May 2021 to 30 Apr 2022. However, it will come in to effect from the date of actual issue of orders. The firm must compulsorily quote the brand / make of items along with rates.
- (b) The firm must enclose copy of Pan card and copy of GST registration alongwith tender for documentary proof. If the firm does not enclose the copies of the document along with the tender, the tender will be rejected at the time of opening of tender.
- (c) Incomplete, illegible and over written tenders are likely to be rejected by the board of officers. Also, it is not mandatory on the part of Principal, Sainik School Ghorakhal to award contract to the agency / firm quoting the lowest. The decision of the Principal is final in case of acceptance / rejection of any tender depending on merit / quality and the factors in the interest of the school.
- (d) Sample of each items must be submitted with the tender / or during opening of tenders, as applicable. Tender will not be entertained without sample.
- (e) The bidder is to note that once contract is finalised, after due negotiations of rates, has to deposit security amount of **Rs. 10,000/-** in the form of DD, before the indent for supply is placed. In case the approved bidder fails to deposit security money by the due date, the EMD will stand forfeited and he has no further claim of the contract and forfeited amount.
- (f) Items will be supplied as per the indent with in stipulated time mentioned in the indent form. Collection of indent form from the school is the responsibility of the supplier. Inferior and sub-standard quality of items will not be accepted. Substitute items if supplied, will not be accepted. Items supplied must be of latest make and a certificate covering guarantee period.
- (g) Request for enhancement of rates of any items under any circumstances, will not be considered once the rates are finalised. Hence, the bidder is to quote rates accordingly, keeping the market factor in mind. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school, etc., shall be verified before award of the contract.

(h) Payment will be made by crossed cheque only, after submission of the corrected bill, with in a month from the date of the receipt of the corrected bill for the items actually received in good condition. Alternatively, the school would prefer to directly credit the amount to the agency's business account with State Bank of India, through core banking system. **1.5%** of TDS deduction from each payment will be made, as per rules of Income Tax. **No advance payment is permissible.-**

(i) In the event of short supply or failure of supply on the stipulated date and time or rejection of the supply, the school is at liberty to purchase the indented items from the local market without prejudice. The excess cost paid over and above the contract rate of such items locally purchased, inclusive of charges and departmental charges will be recoverable from amount due to be paid to the contractor by way of redemption of monthly bill or from the security deposit. In addition a penalty to the extent of Rs.100/- will be imposed for any day during the month if the Principal, Sainik School Ghorakhal is convinced that the failure in meeting the demand either in part or full is due to the carelessness or negligence of the supplier.

(j) All supplies will be subject to approval by the Principal, Sainik School, Ghorakhal or by a representative appointed by him before they are finally accepted / or any payment made. Supply will be delivered at school premises at the cost of the contractor and when needed and where applicable, will be compared with the brand / sample already obtained, and inspected. Damaged or inferior items will have to be replaced by the contractor at his cost.

(k) Inability on the part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security amount deposited with the school, without any notice and the contract shall be awarded to the next agency, with out any prejudice.

(l) The Principal, Sainik School Ghorakhal reserves the right to or not to demand any item / service, given in the tender.

(m) In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed of with in the Nainital court jurisdiction only.

(n) Rates should be written in figure as well words also.

(o) The sealed envelope of the tender paper of items will be stipulated with the category for which the tender is submitted i.e. **'TENDER FOR SUPPLY OF ACADEMIC & OFFICE STATIONERY ITEMS'** for **2021-2022.**

(p) An agreement bond is to be executed on a non-judicial paper of Rs.100/- value by the approved supplier/ contractor before placement of order.

4. The above mentioned details, terms and conditions from Sl. No 1 to 3 (p) have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the Bidder.

Name: _____

Address _____

Tel : _____

E-mail (if any) : _____

Name of Account Holder _____

Branch of Bank & Place _____

A/c number _____

IFSC code No _____

MICR No. _____

Enclosed cancel cheque/Pass book photo copy

Enclosed Demand Draft for

(a)Rs.500/- towards cost , and / or

**(b) for Rs. 5000/- as EMD along
with this Tender Form .**

(Tick / Strike out as applicable)

**ADM OFFICER
SAINIK SCHOOL GHORAKHAL**

Note: All Pages are to be signed before dropping in Tender

SAINIK SCHOOL GHORAKHAL, NAINITAL
LIST OF OFFICE STATIONERY ITEMS FOR THE SESSION 2021-22

Sl. No	Nomenclature/Name of the items	Brand	A/U Unit	Rate
1	Add Gel Achiever Pen (Blue, Black, Red, Green colour)		Each	
2	Add Gel Refill for Achiever Pen (Blue, Black, Red, Green colour)		Each	
3	Alpin Steel		Per Pkt	
4	Ball Pen Cello Griper (Blue/Red)	Cello	Each	
5	Ball Pen flair ezee click	Flair	Each	
6	Book binding material/cloth		Per mtr	
7	Candle 9"		Each	
8	Card Board		Each	
9	Card Sheet/Chart Paper different colour		Per Sheet	
10	CD Blank	Moser bear	Each	
11	DVD Blank (Moser bear)	Moser bear	Each	
12	CD Mailer Envelopes		Each	
13	CD with plastic case (Moser bear)	Moser bear	Each	
14	Cello Tape 1" Transparent		Roll	
15	Cello Tape 1/2" (Half Inch) Transparent		Roll	
16	Cello Tape 2" (Brown/Transparent)		Roll	
17	Brother T-500W printer cartidge	Brother	Per Set	
18	Leather Conference folder		Per folder	
19	Clip Board Plastic Good Quality		Each	
20	Correction Pen		Each	
21	Dak Folder		Each	
22	Desmat Cartridge 88-A	Desmat	Each	
23	Desmat Computer Cartridge HP 12-A	Desmat	Each	

Sl. No	Nomenclature/Name of the items	Brand	A/U Unit	Rate
24	Duster	Cloth	Each	
25	DVD with Plastic Cover	Moserbear	Each	
26	Examination Copy 12 pages		Each	
27	Examination Copy 16 pages		Each	
28	Examination Copy 20 pages		Each	
29	Examination Copy 4 pages		Each	
30	Examination Copy 8 pages		Each	
31	Examination Copy B Answer Sheet		Each	
32	File Binder		Each	
33	File Binder with Card Board		Each	
34	Flag (Stick) Pad		Each	
35	Flair Cartridge Ink		Each	
36	Flair Technomatic Pen	Flair	Each	
37	Gems/U Clip Steel		Per Pkt.	
38	Glue Stick Camel/Kores Large size		Each	
39	Glue Stick Camel/Kores Small size		Each	
40	Graph Booklet of 100 sheets		Each	
41	Gum Bottle 350 ml	Camel	Each	
42	Gum Bottle 700 ml	Camel	Each	
43	Gum Tube		Each	
44	High Lighter Pen		Each	
45	Ink for Numbering Machine		Each	
46	Leather Binding Cash Book 12 Qrs.		Each	
47	Leather Key Purse Small Size		Each	
48	Ledger Leather Binding 14 Qrs.		Each	
49	Markeen Cloth (Thick & Good Quality)		Per Mtr.	
50	Milky File		Each	
51	Numbering Machine	Numax	Each	
52	Outline Map of Asia (Physical/Political)		Each	
53	Outline Map of India (Physical/Political)		Each	
54	Outline Map of World (Physical/Political)		Each	
55	Paper Cutter/Paper Opener		Each	
56	Parchment Paper Size FS		Ream	
57	Pen Drive 32 GB	HP	Each	
58	Pen Drive 64 GB	HP		

Sl. No	Nomenclature/Name of the items	Brand	A/U Unit	Rate
59	Pencil (HB)	Natraj	Each	
60	Permanent Marker Pen Reynolds	Reynolds	Each	
61	Photo Paper Glossy A 4 size		for 50 sheets	
62	Photo Paper A3 size	Century	Ream	
63	Photostat Paper A4 size	Century	Ream	
64	Photostat Paper FS size	Century	Ream	
65	Pilot Pen Luxer V 5 (Blue/Black/Red/Green/ Magenda colour)		Each	
66	Pin for Stapler Machine No 555	Kangaroo/ Max	Per Pkt.	
67	Plastic Leaf for Spiral Binding		(10 Each Pcs)	
68	Printed Envelope 10"x12" Laminated (Yellow/ White)	1000 pcs	Each	
69	Printed Envelope 16"x12" Cloth Lined/ Laminated (Yellow/ White)	1000 pcs	Each	
70	Printed Envelope Plain 9"X4" White Color	1000 pcs	Each	
71	Printed Envelope Window 9"X4" White Color	1000 pcs	Each	
72	Printed Envelope 11"x5" Laminated (Yellow/ White)	1000 pcs	Each	
73	Printed Wrapping Paper		Per Sheet	
74	Refill for Ball Pen Reynolds 045 / Cello Griper (Blue/Red)	Reynolds/ Cello Griper	Each	
75	Refill for Parker Pen (Roller/ Quick)		Each	
76	Register 192 pages		Each	
77	Register 288 pages		Each	
78	Register 300 pages		Each	
79	Register 384 pages		Each	
80	Register 96 pages		Each	
81	Roll for Lamination 12"		Each	
82	Roll for Lamination 9"		Each	

Sl. No	Nomenclature/Name of the items	Brand	A/U Unit	Rate
83	Rubber (Non Dust)	Natraj	Each	
84	Rubber Band Large size (Good Quality)		Per Kg.	
85	Scale Plastic 12"		Each	
86	Scale Steel 12"		Each	
87	Scissors 8"		Each	
88	Sealing Wax (Good Quality)		Per Kg.	
89	Sketch Pen different colour		Each	
90	Sketch Pen Black colour		Each	
91	Spiral for Spiral Binding		Per Kg.	
92	Stamp Pad		Each	
93	Stamp Pad Ink		Per Bottle	
94	Stapler Machine No 555	Kangaroo/ Max	Each	
95	Stapler Machine No 10	Kangaroo/ Max	Each	
96	Stapler Pin No 10	Kangaroo/ Max	Per Pkt.	
97	Suthli		Per Kg.	
98	Tag Cotton Large size (Good Quality)	8"	Per Bunch	
99	Tag Cotton Small size (Good Quality)	6"	Per Bunch	
100	Thread Ball Big size good quality		Per Ball	
101	Thumb Pin		Per Pkt.	
102	Trimax Pen Reynolds (Blue/Black/Red/ Green)	Reynolds	Each	
103	Uniball Eye Pen (Blue/Black/Red/Green/ Magenda color)		Each	
104	White Board Marker		Each	
105	Whitener Tube		Each	
106	Plastic Leaf for Spiral Binding		Pack of 100 pcs	
107	Table Calendar (New Year)		Per calendar	
108	New Years Diary (19X 25Cms)with printing school logo		Per Diary	
109	File covers with School logo printed(Office use)		Per file	
110	Ink Pouch for Richo Printer		Per pouch	
111	Fax machine roll		Per roll	
112	Ribbon for dot matrix printer		Per roll	
113	Carbon paper		Per pad	
114	Calcalator 12 Digit		Per	

Sl. No	Nomenclature/Name of the items	Brand	A/U Unit	Rate
115	TTR Carbon for fax machine		Per	
116	HP Printer Jet J-3608 cartridge		Per cartridge	
117	Conference folder		Per folder	
118	Conference pad		Per pad	
119	Prescription slip		Per pad	
120	File cover for students with printing		Per file	
121	Scribbling pad		Per pade	
122	Tonner Cartridge for Richo Photostat machine		Per cartridge	
123	Gestnetor CPI Ink-10		per	
124	Attendance Register 36 pages		Per register	
125	Note Book 196 pages		Per Book	
126	Punching Machine	Kangaroo	per	
127	Match box		Per box	
128	Needle		Per	
129	Address level S-10 A4 size		Per ream	
130	Printing of new year greetings with envelops		Per card	
131	Stock Book 8 qrs		Per	
132	Stock Book 12 Qrs		Per	
133	Accounts ledger 12 qrs		per	
134	Laser Jet Printer cartridge 88A		Per cartridge	
135	Cartridge for Richo printer 220LE		Per cartridge	
136	HP laser 1020 plus and Brother DCP-T500W		Per cartridge	
137	Examination Copy 24 Pages		Each	

Signature _____
Name of Firm & address _____

Contact No. _____

Note: All pages are to be signed before dropping in tender box.