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Sainik School Jhansi  
Villa - Shankargarh  
Post - Bhagwantpura  
District - Jhansi  
Uttar Pradesh- 284127

SSJH/1008/STATIONERY ITEMS/RC/2020-21

17 Sep 2020

M/S.....

(Name of the Firm)

**REQUEST FOR PROPOSAL FOR  
FINALISATION FOR RATE CONTRACT  
FOR SUPPLY OF STATIONERY ITEMS FOR THE YEAR 2020-21**

The Bids under Open Tender Enquiry are invited by Sainik School Jhansi for and on behalf of the President of India for finalization of Rate Contract for supply of Stationery Items for the year 2020-21. The RFP reference number is SSJH/1008/Stationery Items/RC/2020-21/ dated 17 Sep 2020 which can be downloaded from **website** [www.ssjhansi.nic.in](http://www.ssjhansi.nic.in) or can be obtained from Sainik School Jhansi on payment of tender fee.

1. Bids in sealed cover are invited for finalization of Rate Contract for supply of Stationery Items as listed in Part-II of this RFP for the year 2020-21. Please super scribe the above-mentioned Title and our letter reference on the sealed cover to avoid the Bid being misplaced.

2. **Rate Contract Definition.** A Rate Contract (commonly known as RC) is an agreement between the purchaser and the supplier for supply of specified goods (and allied services if any) at specified price and terms & conditions (as incorporated in the agreement) during the period covered by the Rate Contract. **No quantity is mentioned nor is any minimum drawl guaranteed in the Rate Contract.** The Rate Contract is in the nature of a standing offer from the supplier firm. The firm and/or the purchaser is/are entitled to withdraw/cancel the Rate Contract by serving an appropriate notice on each other, of not less than thirty days. However, once a supply order is placed on the supplier for supply of a definite quantity in terms of the rate contract during the validity period of the rate contract that supply order becomes a valid and binding contract and the supplier is bound to supply the ordered quantity.

3. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –

(a) RFP Collection Address -	The Principal, Sainik School Jhansi, Vill- Shankargarh, Post- Bhagwantpura, Dist – Jhansi, Uttar Pradesh- 284127
(b) Bids/queries to be addressed to -	
(c) Postal address for correspondence -	
(d) Name/designation of the contact person -	
(e) Telephone number of the contact person -	9511118839/9511118837
(f) E-mail id of buyer	<a href="mailto:sainikschoolJhansi@gmail.com">sainikschoolJhansi@gmail.com</a>

3. This RFP is divided into five Parts as follows:

- (a) **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- (b) **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
- (c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



*Saib Singh*

**Administrative Officer**  
For Principal  
Sainik School Jhansi  
For and on behalf of President of India

(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.

4. **This RFP is being issued with no financial commitment. Adm Offr, Sainik School Jhansi, the buyer reserves the right to change and vary any part thereof at any stage. Adm Offr, Sainik School Jhansi also reserves the right to withdraw the RFP without giving any justification and intimation, if it becomes necessary at any stage.**

### **PART I – GENERAL INFORMATION**

1. **Tender Fee.** The RFP may be collected from Sainik School Jhansi on payment of Tender fee of Rs 500/- (Rupees Five Hundred Only). The Tender Fee may be paid by means of a Demand Draft or Banker's Cheque of Rs 500/- drawn in favour of **Principal Sainik School Jhansi** payable at BOB Bank, Medical Collage Jhansi. No cash payment/personal cheque will be accepted. The RFP can also be downloaded from **website [www.ssjhansi.nic.in](http://www.ssjhansi.nic.in)**

2. **Last Date and Time for Depositing the Bids** - **07 Oct 2020 up to 12:00 hrs.**

3. **Manner of Depositing the Bids.** Bids should be submitted by Bidders under their original memo / letter pad inter alia furnishing details like GST, TIN number, VAT/CST number, Bank details (account number, IFSC/MICR code and address) for Electronic Fund Transfer, etc with complete postal & e-mail address of their office. The manual sealed Bids (both technical and Commercial) should be either dropped in the RFP Box kept at the Main Gate of Sainik School Jhansi or sent by registered post/Speed Post to Principal Sainik School Jhansi so as to reach to him by the due date and time. The responsibility to ensure this lies with the Bidder. The bids must be deposited/sent in the following manner:-

(a) Both technical and commercial bids are to be sealed in separate envelopes and both envelopes are to be dropped separately in the tender box or sent separately by registered post/Speed Post to Principal Sainik School Jhansi so as to reach to him by the due date and time. Late bids will not be accepted.

(b) Both the envelopes should be clearly marked as technical or commercial bid with description of items/services.

(c) The responsibility to ensure this lies with the Bidder.

(d) Late bids 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.

(e) The bid envelopes should be clearly marked as **"BIDS FOR FINALISATION OF RATE CONTRACT FOR STATIONERY ITEMS FOR THE YEAR 2020-21 DUE ON 01 OCT 2020."**

4. **Two Bid System.** The bids are to be provided on Two Bid System i.e. Technical bids consisting of all technical details along with commercial terms and conditions in a separate envelope and Financial bid indicating item-wise price for the items mentioned in the technical bid and all other commercial terms and conditions.

(a) The sealed technical bids only will be opened on the time and date mentioned above.

(b) Commercial Bids will be opened after evaluation and acceptance of the Technical Bids.

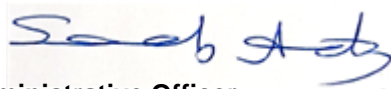
(c) Commercial Bids of only those bidders/firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.

5. **Location of the RFP Box.** **At Main Gate, Sainik School Jhansi.** Only those Bids that are found in the RFP box or received by registered/speed post will be opened. Bids dropped in the wrong RFP Box will be rendered invalid.

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



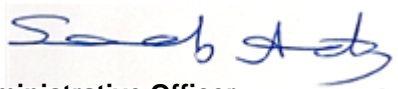
  
**Administrative Officer**  
 For Principal  
 Sainik School Jhansi  
 For and on behalf of President of India

6. **Place of Opening of the Bids.** **Sainik School Jhansi.** The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. The bid opening date will not be postponed on the ground of non-presence of representative of bidders. Representative of bidders attending bid opening should be in possession of authority letter issued on the letter head of the firm duly signed and stamped. In case of non-production of authority letter, they would not be allowed to participate in the bid opening. The bidder/his representative can represent only one firm.
7. **Time and Date for Opening of Bids.** **10 Oct 2020 at 10:00 hrs.**
8. **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 03 (Three) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent only to the bidders who have sought clarification on this RFP.
9. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax/email but it should be followed by a signed confirmation copy, which is to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the last date and time 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.
10. **Clarification Regarding Contents of the Bids.** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be bought, offered or permitted. Post-bid clarification on the initiative of the bidder will not (R) not be entertained.
11. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-bid correction will invoke summary rejection. Conditional bids will not be accepted and rejected without giving any reason.
12. **Unwillingness to Quote.** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
13. **Validity of Bids.** The Bids must remain valid for a period of 90 days from the last date of submission of the Bids.
14. Bidders should take into account any corrigendum published in the newspaper with respect to this RFP before submitting their bids.
15. **Periodicity of RC. The RC will be concluded for a period of one year, which will remain valid from 01 Oct 2020 to 30 Sep 2021. (Dates may be changed at the time of signing of contract)**
16. **Extension of RC.** Adm Offr Sainik School Jhansi has the right to extend the existing rate contracts with same terms, conditions etc. for a maximum period of 03 (R) 03 months, with the consent of the rate contract holders. The notice for extension of RC will be issued 30 days prior to the expiry of RC. The suppliers are to give their consent for willingness/unwillingness for extension of RC within 10 days from the issued to such notice. If any suppliers fail to submit the consent, it will be presumed that he is unwilling for extension of RC. The extension of RC will be communicated to RC holder in writing. Mere issue of notice for seeking RC holders' consent is not to be considered as grant of extension of RC.
17. **Special Conditions Applicable for Rate Contract.** Some conditions of rate contract differ from the usual conditions applicable for other contracts. Some such important special conditions of rate contract are as follows:
- (a) RC is in the nature of standing offer and a legal contract comes into being only when a supply order is placed by the Adm Offr SS Jhansi or his authorized representative.
- (b) In the Schedule of Requirement, no quantity is mentioned; only the anticipated drawal is mentioned without any commitment.

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



  
**Administrative Officer**  
 For Principal  
 Sainik School Jhansi  
 For and on behalf of President of India

- (c) The purchaser reserves the right to conclude more than one rate contract for the same item.
- (d) The purchaser as well as the supplier may withdraw the rate contract by serving suitable notice to each other. The prescribed notice period is thirty days.
- (e) The purchaser has the option to renegotiate the price with the rate contract holders.
- (f) In case of emergency, the purchaser may purchase the same item through ad hoc contract with a new supplier.
- (g) Supply orders, incorporating definite quantity of goods to be supplied along with all other required conditions following the rate contract terms, will be issued for obtaining supplies through the rate contract.
- (h) The purchaser and the authorized users of the rate contract are entitled to place supply orders upto the last day of the validity of the rate contract and, though supplies against such supply orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms and conditions of the rate contract.
- (j) The rate contract will be guided by "Fall Clause".

18. **Acceptance of Part Contract.** During the financial bid evaluation, the situation may arise as to the emergence of different L-1 for different items. The RC will be finalized item wise with the L-1 bidder of each item. Therefore, the bidders are to give their willingness for acceptance of part contract. The bids of bidders not willing to accept the part contract will be rejected.

19. Every page of the RFP should be signed and rubber stamped by the bidder. It should also be signed wherever there is overwriting and cutting.

20. Bidders are to go through the RFP advertisement and the RFP document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and contents of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid(s).

## **PART-II**

### 1. **SCHEDULE OF REQUIREMENT**

Sr No	Item Description	DOQ	Tech Specification
As per the list attached as Appendix A to this RFP.			

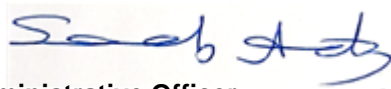
**Note.** Item wise Rates & IGST/CGST & SGST are to be quoted separately as per Price bid format given at Part V of this RFP. L-1 would be determined solely on the basis of basic cost of each item. Freight and other associated costs for delivery of items at the door steps of consignee will not be paid extra. All delivery, transportation, handling, installation charges and any other associated charges if applicable, are to be included in the basic cost of items.

2. **Technical Specifications/ Qualitative Requirements (QR).** Items should be strictly as per the Technical Specifications mentioned against each item in the RFP. The items which have been asked to be as per the sample, the bidders to check the samples kept with Sainik School Jhansi. In case of any doubt, the bidders may seek clarification before last date and time for submission of bids. Queries arising after expiry of last date and time for submission of bids will not be entertained. Bids of bidders not meeting the technical specifications would be rejected without any intimation and justification.

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



  
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3. **Details of Item.** The brand name of the item offered by bidder to supply is to be clearly mentioned in the Technical bid. Whenever, Supply orders are placed against the RC, the supplier is to clearly mention the Date of Manufacturing, Brand, Make, Modal, Warranty of items being supplied in the invoice.
4. **Two-Bid System.** Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specifications, if any. The bidders are to submit the Technical Compliance Statement in the format attached as **Appendix-A** to this RFP along with the technical bids.
5. **Delivery Period.** **The items asked are to be supplied within 30 days from the date of signing of supply order as per the terms and conditions of RC.** The supply order can be cancelled unilaterally by the Adm Offr, Sainik School Jhansi in case of supply / services of items are not satisfactory and are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Adm Offr, Sainik School Jhansi, with applicability of Liquidity Damage (LD) clause.
6. **Terms of Delivery.** Items asked to be supplied against the RC are to be delivered at the door steps of, The Principal, Sainik School Jhansi, Vill - Shankargarh, Post – Bhagwantpura District – Jhansi, Uttar Pradesh- 284127. All transportation and carriage charges associated with the transportation of items to consignee are to be borne by supplier.
7. **Consignee Details:** The Principal, Sainik School Jhansi, Vill - Shankargarh, Post – Bhagwantpura District – Jhansi, Uttar Pradesh- 284127

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

The Bidders are required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. 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 supply order.
3. **Arbitration.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).
4. **Penalty for use of Undue influence.** The Seller 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 dispatch 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 Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the 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 Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



A handwritten signature in blue ink, appearing to read "S. S. S.", written over a light blue rectangular background.

**Administrative Officer**  
For Principal  
Sainik School Jhansi  
For and on behalf of President of India

5. **Agents / Agency Commission.** The Seller confirms and declares to the Buyer that the Seller 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 Seller; 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 Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller 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 Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

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

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

8. **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.

9. **Termination of Contract.** The Buyer (Adm Offr, Sainik School Jhansi) shall have the right to terminate the Contract in part or in full in any of the following cases:

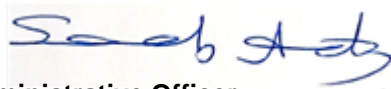
- (a) By giving the supplier a notice 30 days in advance without assigning any reason whatsoever.
- (b) The supplier is declared bankrupt or becomes insolvent.
- (c) The supplier utilizing the services of any Indian/Foreign agent in getting this contract paying any commission to such individual/company, etc.
- (d) As per decision of the Arbitration Tribunal.
- (e) If the supplier assigns or sublets this contract or if the contractor attempted to do so.
- (f) If the supplier or any of his representative or his employees are guilty of fraud in respect of the contract, directly or indirectly give or promise to give or offer any bribe, gift, loan reward or advantage, pecuniary or otherwise to any officers or persons in employment of the School.
- (g) If the supplier declines, neglects or delays to comply with any demand or requisition or in any other way fails to perform or fulfil any condition of the contract.
- (h) In case of recession, the Adm Offr, Sainik School Jhansi shall be entitled to recover from the supplier , on demand, any extra expense he may put to in obtaining supplies/services hereby agreed to be supplied/provisioned from elsewhere in any manner.

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

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



  
**Administrative Officer**  
 For Principal  
 Sainik School Jhansi  
 For and on behalf of President of India

11. **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 part thereof.

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

13. **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.

14. **Taxes and Duties.** As applicable as per GST Act 2017.

#### **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. **Performance Bank Guarantee/Security Deposit.** The Bidder (i.e. Seller in the Contract) will be required to furnish a Performance Bank Guarantee (PBG)/Security Deposit 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 5% - 10% of the estimated contract value i.e. for Rs...../- within 15 days of signing of contract.** Performance Bank Guarantee should be valid up to 60 days beyond the date of validity of contract period. The bidder (i.e. Seller in the Contract) will also be required to extend the performance Bank Guarantee for the suitable corresponding period, if the contract validity period is extended by buyer. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request).

(a) All money or compensation payable by the seller to the Sainik School Jhansi under the terms of the contract may be deducted from his PBG/security deposit or from any sums which may be due or may become due to him by the School under the contract.

(b) The seller's PBG/ security deposit or any balance thereof remaining at the end of the contract shall not be returned to him until his accounts have been finally audited and settled and until he has executed the usual "No Demand Certificate".

2. **Payment Terms.** 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 cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS (as per Form DPM-11) is to be submitted by bidders. A copy of ECS form is placed at **Appendix B to this RFP.**

(a) The payment will be made as per the supply order placed as per the terms and conditions of contract.

(b) 100% payment will be made within 30 days only after 100% delivery of all items asked to be supplied against each supply order as per terms and conditions of contract, inspection by competent authority and acceptance, on production of the requisite documents.

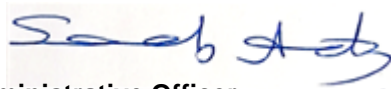
(c) Tax will be deducted at source at the time of payment as per defined/eligible tax rates and authority will provide proper document of depositing the amount to the contractor.

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

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



  
**Administrative Officer**  
 For Principal  
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 For and on behalf of President of India

4. **Paying Authority.** Adm Offr, Sainik School Jhansi. The payment of bills will be made on submission of the following documents by the Seller to the Paying Authority along with the Performa invoice/bill:

- (a) Ink-signed copy of Seller's bill/ Commercial invoice in duplicate.
- (b) Copy of Supply Order.
- (c) Guarantee / Warranty certificate of items supplied.
- (d) **Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code.**
- (e) Any other document / certificate that may be provided for in the Contract/Supply Order.

5. **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 Seller shall in no event exceed the lowest prices at which the Seller sells the stores or offer to sell stores of identical description to any persons/Organisation including the purchaser or any department of the 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 period of the contract the Seller reduces the sale price, sells or offer to sell such stores to any person/organization including the Buyer or 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 seller shall forthwith notify such reduction or sale or offer of sale to the buyer and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

(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 –

"I/We certify that there has been no reduction in sale price 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/organization 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 up to 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".

6. **Risk & Expense clause.**

(a) Should the stores or any instalment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any instalment thereof, the Buyer shall after granting the Seller 30 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the stores or any instalment thereof not perform in accordance with the specifications / 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.

(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 from any other source as he thinks fit, other stores of the same or similar description to make good:

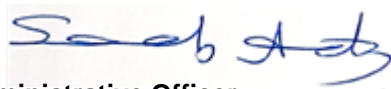
(i) Such default.

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

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



  
**Administrative Officer**  
 For Principal  
 Sainik School Jhansi  
 For and on behalf of President of India



(d) Any excess of the purchase price, cost of manufacturer, 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. Such recoveries shall not exceed 25% of the value of the contract.

7. **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 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 operations, blockade, Acts or actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(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 the cessation of the above circumstances immediately, but in any case, not later than 10 days from the moment of the 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.

8. **Earliest Acceptable Year of Manufacture.** All items to be supplied under this RFP should be Latest manufactured only.

9. **Packing and Marking.** All items should be packed properly by the seller, marked and dispatched to the correct consignee. Any damage caused to the items in the transit and at buyer's premises till they are accepted by buyer will be the responsibility of the seller. The damaged/defective items are to be replaced by the seller at his cost. The buyer will not be held responsible for any damage/defect to items supplied, till they are accepted by him.

10. **Quality.** The stores delivered should be strictly as per the technical specifications mentioned in part-II of this RFP and agreed as part of contract. The bidders are to clearly mention the name of brand/make they are offering. For items required as per the school sample, bidders may visit the school and check the samples before submission of their bids. Any bidder forwarding his/her bid without checking sample will be bound to supply the item as per the school sample. No deviation from the quality offered after submission of bids will be permitted.

11. **Quality Assurance.** The item should be of the latest manufacture, conforming to the current production standard and having 100% defined life at the time of delivery. Quality Certificate should be forwarded along with original invoice.

12. **Inspection Agency.** Adm Offr, Sainik School Jhansi or his representative will be the inspection agency.

(a) The Adm Offr, Sainik School Jhansi or his authorised representative to whom the supplies/services are to be delivered in the contract may reject the supplies/services in whole or in the part, or if the supplies/services are not in respect or in accordance with the contract in their opinion.

(b) The seller shall not charge or be paid for such supplies/services rejected as above and such supplies/services shall be replaced by him at once at his expense.

(c) The seller shall neither claim nor be entitled to payment for any damage that rejected supplies/services may suffer from cutting, tearing or any other harm incidental to a full examinations and tests of such supplies/services.

(d) The Adm Offr, Sainik School Jhansi shall in the event of rejection of supplies/services be entitled to demand replacement at the seller's own cost of such supplies/services of the quantity required or in the event of the latter's failing, declining, neglecting or delaying to comply with any demand or rejection or otherwise not executing the same in accordance with the terms of the contract. The Adm Offr, Sainik School or the officer

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Signature of Bidder with Rubber Stamp



A handwritten signature in blue ink, appearing to read "Sainik School Jhansi".

**Administrative Officer**  
For Principal  
Sainik School Jhansi  
For and on behalf of President of India

operating the contract shall be at liberty (without prejudice or compensation against loss and inconvenience caused by such breach or non compliance of the contract) to arrange the services or purchase the items in lieu or purchase the items locally if available to procure or to arrange from the Government Store, or otherwise at the contractor's own risk and expense supplies/services as may have been rejected or that the contractor may have failed, neglected, declined or delayed to supply such authorized substitutes thereof as are specified in the schedule thereof and excess cost so incurred in purchasing/ procuring/arranging (together with all incidental charges) in excess of the contract price shall be recovered from the seller on demand.

13. **Claims.** The following Claims clause will form part of the contract placed on successful Bidder –

(a) The quality claims for defects or deficiencies in quality noticed during the Pre-Receipt Inspection (PRI) shall be presented within 45 days of completion of PRI and acceptance of goods. Quality claims shall be presented for defects or deficiencies in quality noticed during warranty period earliest but not later than 45 days after expiry of the guarantee period. The quality claims shall be submitted to the Seller as per Form DPM-23 (Available in MoD website and can be given on request).

(b) The description and quantity of the stores are to be furnished to the Seller along with concrete reasons for making the claims. Copies of all the justifying documents shall be enclosed to the presented claim. The Seller will settle the claims within 45 days from the date of the receipt of the claim at the Seller's office, subject to acceptance of the claim by the Seller. In case no response is received during this period the claim will be deemed to have been accepted.

(c) The Seller shall collect the defective or rejected goods from the location nominated by the Buyer and deliver the repaired or replaced goods at the same location under Seller's arrangement.

(d) The quality claims will be raised solely by the Buyer and without any certification /countersignature by the Seller's representative.

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

(a) Except as otherwise provided in the RFP, the Seller hereby declares that the goods, stores articles sold/supplied to the Buyer under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/mentioned in contract. The Seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of **12 months** from the date of delivery of the said goods stores/articles to the Buyer or **15 months** from the date of dispatch from the Seller's works whichever is earlier and that notwithstanding the fact that the Buyer may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of 12/15 months the said goods/stores/articles be discovered not to conform to the description and quality aforesaid not giving satisfactory performance or have deteriorated, and the decision of the Buyer in that behalf shall be final and binding on the Seller and the Buyer shall be entitled to call upon the Seller to rectify the goods/stores/articles or such portion thereof as is found to be defective by the Buyer within a reasonable period, or such specified period as may be allowed by the Buyer in his discretion on application made thereof by the Seller, and in such an event, the above period shall apply to the goods/stores/articles rectified from the date of rectification mentioned in warranty thereof, otherwise the Seller shall pay to the Buyer such compensation as may arise by reason of the breach of the warranty therein contained.

15. It is desirable that the rates quoted should be both in words and figures, strictly as per the price bid format given in Part V of this RFP. The rate of GST should be separately stated. The all-inclusive rates will not be accepted. Bidders are to quote their rates only in the schedule of items given by the school. The rates quoted on the individual firm's letter head or any other paper other than schedule of items will not be considered.

16. Every page of the RFP should be signed (full signature) and rubber stamped by the bidder. It should also be signed wherever there is overwriting and cutting. All the Appendices of the RFP will be completed neatly in English language only; If Appendices along with the RFP are found incomplete, the bid will not be considered.

17. All disputes shall be decided by the mutual consultation and contractor shall not take recourse in any court of law. In extreme circumstances, any dispute or difference of opinion arising in respect of either interpretation, effect or application on terms and conditions of the contract or on agreement or in the process of dealing the contract shall be decided on arbitration by the Adm Offr as he may think fit and his decision will be final.

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



*Saib Singh*

**Administrative Officer**  
For Principal  
Sainik School Jhansi  
For and on behalf of President of India

18. In addition to the certificates/documents stated above, the bidders are also required to furnish and forward one legible copy of each of following documents along with their bids. In case of non-receipt of any of the following document, the bid will be rejected without any intimation and justification: -

- (a) Registration certificate of the firm.
- (b) GST registration number of the firm.
- (c) PAN card of the firm/proprietor
- (d) Affidavit by the bidder as per **Appendix-C** attached with this RFP.
- (e) Certificate of experience for a minimum period of two years issued by Central/State Govt Department/PSU/Sainik School/Military School regarding supply/sale/services of items/range of items mentioned in Part-II of this RFP.
- (f) Last three years ITR of the firm

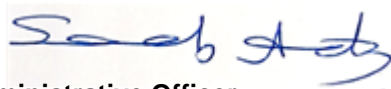
19. The other terms and conditions of the RFP, which will be part of contract agreement, are as follows: -

- (a) The Adm Offr, Sainik School Jhansi may authorize such officer/officers as he may wish to operate the contract on his behalf and the seller and his agent will accept and carry out instructions given by the officers (or his representatives) in connections with the contract as if those were issued by the Adm Offr, Sainik School Jhansi.
- (b) Notwithstanding anything herein before contained, the Adm Offr, Sainik School Jhansi may recover from the seller as compensation, such sums as he considers reasonable, if he fails to observe or perform any condition of the contract.
- (c) The seller agrees to the Sainik School Jhansi authorized representative exploring markets in the area in which the seller may obtain or procure/provide supplies/services to meet demand under this contract either for the purpose of obtaining records or resources or of purchasing any commodity (food items/raw material/rations) for the purpose of building of reserves as may be considered necessary and any control which the Adm Offr, Sainik School Jhansi may wish to introduce during the currency of the contract.
- (d) The seller shall be liable to payment of rent for any building/house, if and when occupied by him in the course of the contract at the rate to be fixed by the Adm Offr, Sainik School Jhansi.
- (e) The seller's will pay a sum of Rs 2,000/- per month if a room is allotted to him for keeping his bulk supplies, he will vacate the accommodation allotted to him in case the contract is terminated or whenever he is asked to do so. The Adm Offr or his representatives will have the sole right to take the possession of the accommodation in case of failure on the part of the seller to vacate the premises so allotted within the stipulated date mentioned by the Adm Offr.
- (f) If during the currency of the contract, specification of any article or articles be changed the contractor shall continue to supply the said article/articles in accordance with the new specifications at the rate(s) to be mutually agreed in writing at the time of such change by the Adm Offr, Sainik School Jhansi.
- (g) The seller shall oblige his servants and agents to conform to any reasonable instructions to ensure their punctuality in attendance or service, cleanliness and respectful behavior that may be given to the Adm Offr, Sainik School Jhansi or his representatives.
- (h) During the term of contract, the Adm Offr, Sainik School at his discretion may cancel, substitute or change any one or more of the items covered by the schedule of the supplies/services and make alternative arrangements for its/their supply/services or procurement without assigning any reason or after giving the supplier seven days' notice thereof.
- (j) By virtue of the seller's position as a contract operating person, he fully understands that he and his employees and representatives are not to divulge any information in respect of this School that may come to

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Signature of Bidder with Rubber Stamp



  
**Administrative Officer**  
 For Principal  
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 For and on behalf of President of India

their knowledge regarding strength, composition, location or rates of supply, etc to any unauthorized person/persons.

20. **Bidders are to submit the RFP Compliance Sheet placed at Appendix-D to this RFP, duly filled and signed with their rubber stamp.** The legible copies of all documents/certificates required as per this RFP are to be submitted along with the RFP compliance sheet. Any case of any doubt, the bidder will be asked to produce original document/certificate for verification. The purchaser has the right to verify the documents/certificate submitted by bidders through concerned authorities. The Financial bid is to be submitted exactly as per the price bid format given at Part-V of this RFP. No other format will be accepted.
21. All questions relating to the execution of the terms of this agreement and all disputes and differences which shall arise during the progress of work under this agreement or any other matter arising out of or relating to this agreement on the work to be done or payment or with regard to construction, meaning and affect of this agreement or any part thereof shall be referred to the sole arbitration of the Adm Offr, Sainik School Jhansi whose decision shall be final, conclusive and binding upon the parties at this agreement.
22. The bidder (seller in the contract) shall be solely responsible for any damages or loss of public property due to negligence of their employees or other staff and the damage shall be made good at his own cost.
23. The bidder acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supply / services required under this contract will have to be made or furnished and with all the terms, clauses conditions, specifications and other details of the contract. He shall not plead ignorant of any of these clauses and conditions as an excuse in case of complaints against or rejection of services /supplies tendered by him or with a view there to making for enhancement of any rates agreed to in the contract or to evade any of the obligations under the contract.
24. If any document attached by the bidder found to be fake / bogus/ tempered, that bidder and his firm/corporation/society will be banned from dealing for minimum one year by the Adm Offr, Sainik School Jhansi.
25. The bidder (seller in contract) will bear the penalty for violation of any of the clause of this RFP as decided by the board of staff detailed by the Adm Offr, Sainik School Jhansi or his representatives.
26. The contract agreement will come into execution once it is signed by both parties i.e. the seller on the one part and the Adm Offr, Sainik School Jhansi on the other part.
27. All the terms and conditions enumerated in this RFP will form part of contract agreement.

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

1. **Evaluation Criteria** – The broad guidelines for evaluation of Bids will be as follows:
- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
- (b) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below. The consideration of taxes and duties in evaluation process will be as follows:
- (i) **The Basic price of each item on FOR terms to consignee EXCLUDING Taxes and Duties levied by Central/State/Local Govt would be the deciding factor for ranking of Bids. Refer Para (13.3.2 as issued vide MOD Finance CoordA-58 dated 10 Nov 15).**
- (c) The Bidders are required to spell out the rates of GST in unambiguous terms. All-inclusive prices will not be accepted. If a Bidder is exempted from payment of GST up to any value of supplies from them, they should clearly state that no GST 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.
- (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.

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



*Saib Singh*  
**Administrative Officer**  
 For Principal  
 Sainik School Jhansi  
 For and on behalf of President of India

2. **Price Bid Format:** The Price Bid Format is given below and Bidders are required to fill up this correctly with full details:

<u>Sr No</u>	<u>Item Description</u>	<u>DOQ</u>	<u>Rate Per Unit</u>	<u>IGST/ CGST&amp;SGST</u>	<u>Total Rate per Unit</u>
	As per Appendix E to this RFP				

**DECLARATION BY BIDDER**

I/We..... (name of authorized representative of the firm) do hereby declare that the entire information given in the Bid is true & correct to the best of my knowledge and I am accepting all the terms and conditions mentioned the RFP. In consideration of us being contractor, we hereby agree that we shall not withdraw, amend or attach any conditions to our tender submitted to the School authorities. In such case, Adm Offr, Sainik School Jhansi shall be entitled to forfeit our Earnest Money Deposit along with the tender and remove us from the school contract without prejudice to any other right or remedy by school for such breach on our part.

PLACE:  
DATE:

**SIGNATURE OF THE BIDDER /  
AUTHORISED SIGNATORY WITH RUBBER STAMP**

**Certified that I hereby accepts all  
terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



*Saadh*

**Administrative Officer**  
For Principal  
Sainik School Jhansi  
For and on behalf of President of India

**SAINIK SCHOOL JHANSI**  
**SCHEDULE OF REQUIREMENT AND**  
**TECHNICAL COMPLAINE SHEET FOR STATIONERY ITEMS**

Sr No	Nomenclature	DOQ	Technical Specification	Technical Compliance by Bidder (Yes/No)	Deviation, if any, with reasons
1.	Exercise Book 192 page ruled	Ea	Crown Size (Century Paper)		
2	Exercise Book 192 page unruled	Ea	Crown Size (Century Paper)		
3	Exercise Book long copy -72 page ruled	Ea	Crown Size (Century Paper)		
4	Exercise Book long copy -72 page unruled	Ea	Crown Size (Century Paper)		
5	Exercise Book 96 page ruled	Ea	Crown Size (Century Paper)		
6	Exercise Book 96 page unruled	Ea	Crown Size (Century Paper)		
7	Exercise Book 48 page ruled	Ea	Crown Size (Century Paper)		
8	Long Register 500 pages	Ea	Millan SFS Size (Century Paper)		
9	Chemistry/ Physics/ Biology Practical Notebook 144 Pages	Ea	Navneet in Crown Size		
10	Chemistry/ Physics/ Biology Practical Notebook, 96 Pages	Ea	Navneet in Crown Size		
11	Chemistry/ Physics/ Biology Practical Notebook, 144 Pages	Ea	Millan in Crown Size		
12	Chemistry/ Physics/ Biology Practical Notebook, 96 Pages	Ea	Navneet in Crown Size		
13	Dissecting Box (Scholar)	Set	Camlin		
14	Brown Paper	Rim	Size 27"X40", 100GSM thickness in a roll of rim		
15	Biology Extra sheets (Ruled/unruled)	Pkt	Minimum 50 sheets in each packet		
16	Demy Paper DFC size	Rim	Orient		
17	Ball Pen (Reynolds) 045	Ea	Reynolds		
18	Reffil long (Reynolds) 045	Ea	Reynolds		
19	Pencil HB	Pkt	Camlin/ Natraj/Apsara, Qty 10 in each packet		
20	Eraser Pencil	Ea	Non Dust type Apsra /Natraj/ Camlin		
21	Scale 12" Plastic	Ea	Camlin/ Kores		
22	Geometry Box Scholar	Set	Camelin		
23	Inkpot Chelpark 60ml	Bottle	Camelin		
24	Inkpen (Camelin)	Ea	No: 04		
25	Duster Plastic (Omega)	Nos	No 1562		
26	Chalk White	Pkt	Kores (Dust Free)		
27	Gum tube 30ml	Tube	Camelin		
28	Chart Paper (Drawing Paper)	Rim	10 Kg in gross		
29	Sketch Pen	Pkt	Ekco, set of minimum 12 Qty		
30	Wrapping Paper (Copy Cover Poly coated)	Roll	6m in each roll		
31	Chalk Coloured	Pkt	Kores		
32	Red Refills (Reynolds)	Ea	Jetter		
33	Pencil Sharpener	Ea	Natraj/Apsara/Cemlin		
34	Map (Political & Geographical of	Ea	Laminated Hard Paper with wall		

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*Sandip Singh*

**Administrative Officer**  
 For Principal  
 Sainik School Jhansi  
 For and on behalf of President of India

	World, Continents, India, Indian States, Districts of Maharashtra state etxc)		hanging provision		
35	All Pin – 100 gm, 250 gm, 400 gm	Pkt	Kores/ Bell/Ever Bright		
36	Jetter Ball Pen	Ea	Reynolds		
37	Board Pin	Pkt	Artman, Minimum 100 in a Pkt		
38	Gem Clip	Pkt	Kores/ Polo Plastic Coated, Minimum 100 in a Pkt		
39	Gem Clip	Pkt	Nickle , Kores minimum 100 in a packet		
40	Correcting Fluid White	Bottle	Kores Erazx		
41	Carbon Paper 330x420mm	Pkt	Kores/ Silva back		
42	Carbon Paper 210x330mm	Pkt	Kores Silva Back		
43	Pencil (Red and Blue)	Pkt	Appolo, Minimum 10 in a Packet		
44	Cello Tape Transparent ½”	Roll	Wonder, 30M Length in each roll		
45	Cello Tape Transparent 1”	Roll	Wonder, 30M Length in each roll		
46	Cello Tape Transparent 3”	Roll	Wonder, 30M Length in each roll		
47	Clip Board Plastic Omega	Ea	SFS Size		
48	Duplicating paper	Rim	Standard Size, Ballarpur Paper		
49	Demy Paper	Rim	¼ Size Orient		
50	Envelope Brown (Small)	Pkt	Size 6”x 3 ½ ” minimum 1000 Qty in a Pkt		
51	Envelope Brown (Large)	Pkt	Size 10”x 4 ½”, minimum 1000 Qty in a Pkt		
52	Envelope Cloth Pasted	Pkt	Size 15 ½ “x 12”, minimum 100 in a Pkt		
53	Temper Proof Polythene Envelops	Pkt	FS Size, Self Adhesive, minimum 100 in a Pkt		
54	Flat File	Ea	Cobra		
55	Fly Leaf	Ea	With cloth Patti in the middle of file		
56	Fly Leaf Coloured	Ea	Colored made of colored board thick quality		
57	F/S Ruled Paper	Rim	Orient / Century		
58	Gum Bottle(700ml)	Bottle	Camelin, 700 ml Capacity		
59	Gum Tube (small)	Bottle	Kores/ Camelin, 100 ml capacity		
60	Dot Pen (Reynolds)	Ea	Jetter		
61	Punching Machine Small	Ea	Kangaroo/ Kores, Double Hole		
62	Staple Machine No 10	Ea	Kangaroo		
63	Staple Pin No 10	Pkt	Kores		
64	File Tag Cotton 8”	Bundle	8” length, minimum 20 in a bundle		
65	Tape White Cotton 1”	Roll	1” width		
66	Silk Ribbon	Roll	1” width in Red, Blue, Green, Yellow colours		
67	Stamp Pad (Medium)	Ea	Kores		
68	Stamp Pad (Ink)	Bottle	Kores, 50ml capacity		
69	Stencil Paper (Gestener Digital Copier)	Ea	Gestener		
70	Candle Stick	Dozen	Standard Size		
71	Sealing Wax Square Size, Red	Pkt	Appolo		
72	Twine Ball	Pkt	Cotton made		
73	Photo Copier Paper A4 Size	Rim	75 GSM, JK/Century		

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



*Saib Singh*

**Administrative Officer**  
For Principal  
Sainik School Jhansi  
For and on behalf of President of India

74	Photo Copier Paper FS Size	Rim	75 GSM, JK/Century		
75	Add Gel Refills	Ea	Red, Blue, Black, Green Colours		
76	Add-Gel Pen Achiever	Ea	Red, Blue, Black, Green Colours		
77	Glossy Paper A4 Size	Pkt	130gms HP		
76	Marker Pen	Ea	Kores		
77	Calculator	Ea	Citizen 12 digit		
78	Computer Paper 80 column with carbon 10x12 with 2 ply	Rim	Citizen		
79	Computer Paper 80 column with out carbon 10x12x1 ply	Rim	Citizen		
80	Computer Paper 132 column with Carbon 15x12x2ply	Rim	Citizen		
81	Computer Paper 132 column without Carbon 15x12x1 ply	Rim	Citizen		
82	Blank CD-R	Ea	Samsung/Sony/Moserbear with school logo printed on it		
83	Blank CD-RW	Ea	Samsung/Sony/Moserbear with school logo printed on it		
84.	CD Cover	Ea	Moserbear/Sony		
85	Attendance Register	Ea	Shipra		
86	Black Chart	Ea	100 GSM thickness		
87	Board Marker	Ea	Luxor		
88	Brown Packing Tape – 2”	Roll	Minimum 30 Mtr in a roll		
89	Call Bell	Ea	Battery operated		
90	Correction Pen (whitener)	Ea	Kores / Omax 10ml capacity		
91	Dak Pad (Folder), Red, Green, Blue	Ea	Superior Quality		
92	Drawing Pen (Plastic Coated)	Ea	Young man / Libra		
93	Envelope (white) 4 1/8" x10"	Ea	Sheeshmahal		
94	Fevistic 10 ml	Ea	Pidlite		
95	Fibre Clip Board	Ea	Omega		
96	File Office (leather) with clip	Ea	Leather type		
97	File Office (plastic) with clip	Ea	Plastic type		
98	Fevicol Tube 30 gm	Ea	Pidlite		
99	Fevicol Tube 250 gm	Ea	Pidlite		
100	Fevicol Tube 500 gm	Ea	Pidlite		
101	Fluorescent Paper – A-4	Pkt	Minimum 50 in a Pkt		
102	Gen U Clip	Pkt	Plastic Coated		
103	Gift Wrapping Paper	Ea	Assorted colours and design		
104	Glue Stick 5ml	Ea	5 MI Capacity		
105	Highlighter (Green, Red, Yellow)	Pkt	Luxor, Faber-Castle, Minimum 5 Qty in a Pkt		
106	Journal 50 Page	Ea	Shipra		
107	Journal 100 Page	Ea	Shipra		
108	Ledger 200 Page	Ea	Shipra		
109	Ledger 300 Page	Ea	Shipra		
110	Ledger 400 Page	Ea	Shipra		
111	Ledger 500 Page	Ea	Shipra		
112	Marker Pen (OHP)	Ea	Luxor		
113	PVC Office Files	Ea	PVC Type		
114	Paper Cutter small (With Blades)	Ea	6" length		
115	Re-stick pads three colour	Pads	04 Colours		
116	Poster Colour	Pkt	Camlin		
117	Quick Fix – 30gm	Ea	30 Gm Capacity		

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



*Sandeep Singh*

**Administrative Officer**  
For Principal  
Sainik School Jhansi  
For and on behalf of President of India



118	Quick Fix 50 gm	Ea	50 Gm Capacity		
119	Scissor– Medium	Ea	Fischer		
120	Scissor Large	Ea	Fischer		
121	Rubber Band	Kg	3", 4", Extra Large		
122	Ruled Register 2Qr (96 Page)	Ea	Classmate		
123	Ruled Register 4Qr (192 Page) 6Qr (384 Page)	Ea	Classmate		
124	Ruled Register 5Qr (288 Page)	Ea	Classmate		
125	Ruled Register 6Qr (384 Page)	Ea	Classmate		
126	Ruled Sheet	Ea	Bilt FS Size		
127	Scale Steel 12"	Ea			
128	Self Stick/Re-Stick Notes (Removable) 3"x2" , 3x3 size	Pad	Premium Oddy		
129	Sketch Pen	Pkt	Luxor/Stick		
130	Sparkle Pen Set	Pkt			
132	Stapler (Big)	Ea	Kangaroo		
133	Stick Colour (STIC) 12pie, 24 pie, 36 pie	Pad	12pie, 24 pie, 36 pie		
134	Tape Coloured 1"	Roll	Wonder/Primer		
135	Thermocol 20"	Sheet	3'X1.5' Size		
136	Transparent Plastic sheet	Ea	A4 Size		
137	Transparent Scale 12"	Ea	(Fibre castle)		
138	Transparent Scale 24"	Ea	(Fibre castle)		
139	Gel Pen (Blue, black, Red & Green)	Ea	Uniball		
140	White Board Marker	Ea	Luxor, Reynold		
141	Writing Pad 4" x 8" 20 sheets	Ea	4" x 8" 20 sheets		
142	Writing Pad 4" x 8" 50 sheets	Ea	4" x 8" 50 sheets		
143	Plastic Files (Transparent)	Ea	Transparent Type		
144	File Binder Cloth	Ea	Cloth made with twine tag		
145	File Card Board	Ea	Card Board type		
146	Thumb Pins Plastic coated	Ea	Plastic coated		
147	Stick Pad Big Size 4"x4"	Pad	Claro		
148	Colour Flags (Five in one)	Pad	File flags 5 colours in one set		
149	Cartridge RISO Ink	Ea	KZ Black		
150	Drum Roll RISO	Ea	KZ Size		
151	Wooden Duster (Black Board)	Ea	For use on black board		
152	Duster (White Board)	Ea	For use on white board		
153	Magnetic Duster	Ea	For use on magnetic board		
154	Dumper Counting Pad	Ea	Paper made		
155	Graph Paper	Pkt	Minimum 500 Qty in a Pkt		
156	Fevicol Tubes	Ea	10 ml capacity		
157	Plastic Leaf Multiple	Ea	Plastic transparent type		
158	Poker with hole	Ea	Sharp on top edge		
159	Paper Cutter Blade	Ea	Set of six pieces		
160	Packing Cloth (White) (In Meters)	Mtr	White cloth		
161	NCERT Books for Class VI	Set	All books in one set, published by NCERT authorized publisher		
162	NCERT Books for Class VII	Set	All books in one set, published by NCERT authorized publisher		

**Signature of Bidder with Rubber Stamp**

**Certified that I hereby accepts all  
terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



*Saib Adb*

**Administrative Officer**  
For Principal  
Sainik School Jhansi  
For and on behalf of President of India

**MODEL ECS MANDATE FORMAT**  
**(FORM DPM-11)**

**Customer's option to receive payments through e-Payment (ECS/ EFT/ DIRECT CREDIT/ RTGS/ NEFT/ Other payment mechanism as approved by RBI.)**

**CREDIT CLEARING MECHANISM**

1. Customer's name .....
2. Particulars of Bank Account .....

  - (a) Bank name .....
  - (b) Branch name .....
  - (c) Address of Bank .....
  - (d) Telephone numbers of Bank .....
  - (e) IFS code of Bank .....
  - (f) 9 Digit code number of Bank and Branch appearing on MICR cheque issued by Bank .....
  - (g) Account Type (S.B. Account / Current Account or Cash) .....
  - (h) Ledger number .....
  - (j) Ledger Folio number .....
  - (k) Account number as appearing on Cheque Book .....

3. Please attach a blank cancelled cheque, or, photocopy of a cheque or front page of your savings bank passbook issued by your bank for verification of the above particulars.
4. Date of Effect .....

"I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under scheme."

(.....)  
Date - Signature of Customer

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp: (.....)  
Date:  
Signature of the Authorized Official from the Bank

**Certified that I hereby accepts all terms and conditions of this RFP.**

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*Saib Aab*

**Administrative Officer**  
For Principal  
Sainik School Jhansi  
For and on behalf of President of India

**FORMAT OF AFFIDAVIT TO BE SUBMITTED BY BIDDER**  
**(With Rs 10/- Stamp Paper and certified by the Notary Public)**

Certified that I/we, \_\_\_\_\_ S/O or D/o  
 \_\_\_\_\_ Age \_\_\_\_\_ is/are residing (Village /Town) \_\_\_\_\_, hereby

declare the following with best of my/our knowledge and belief that: -

1. My/our company/firm whose name is \_\_\_\_\_ located at \_\_\_\_\_.
2. My/our company/firm is not blacklisted by any Government department/agency.
3. TIN of my/our Company/Firm is \_\_\_\_\_.
4. My/our company/firm pays all taxes in time.
5. I/we do not have any relative/kin serving in Sainik School Jhansi.
6. I/we acknowledge that I/we have gone through the complete RFP issued by Sainik School Jhansi and I/we agree with all the terms and conditions laid down in the RFP by the Sainik School Jhansi and accord my/our acceptance for incorporation in the contract.

(Signature of the Deponent)

I/we, certify that on this day \_\_\_\_\_ of \_\_\_\_\_, I/we verify the above mentioned declaration with my/our conscience.

(Signature of Applicant)

**Certified that I hereby accepts all terms and conditions of this RFP.**

Signature of Bidder with Rubber Stamp



*Saeb Singh*

**Administrative Officer**  
 For Principal  
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 For and on behalf of President of India

**RFP COMPLIANCE SHEET**  
**(TO BE SUBMITTED ALONGWITH TECHNICAL BID)**

<b><u>Sr No</u></b>	<b><u>Description</u></b>	<b><u>Compliance by Bidder (Yes/No)</u></b>	<b><u>Deviation, if any</u></b>	<b><u>Justification for Deviation</u></b>
1.	Complete RFP duly signed with rubber stamp on all pages submitted			
2.	Acceptance of all terms and condition of RFP and agreement for incorporation in contract			
3.	Both technical and commercial bids submitted in separate envelops and both these envelops are sealed in single large envelope.			
4.	Acceptance of Bid validity			
5.	Submission of EMD			
6.	Submission of EMD exemption certificate, if applicable			
7.	Confirmation regarding acceptance of all terms and conditions of corrigendum/s published with respect to this RFP, if any.			
8.	Acceptance for Contract Validity			
9.	Acceptance for contract Extension, if any			
10.	Submission of proof of address of the firm			
11.	Acceptance for Part Contract			
12.	Acceptance of Technical Specification of items as per Part –II of RFP.			
13.	The technical specifications/brand/ make of each items of Part-II of RFP clearly mentioned in Technical Bid			
14.	Acceptance for Delivery Period			
15.	Acceptance for Delivery terms			
16.	Acceptance of Standard conditions of RFP as given in Part-III of RFP			
17.	Acceptance of special conditions of RFP as given in Part-IV of RFP			
18.	Submission of Registration certificate of the firm			
19.	Submission of GST registration number of the firm			
20.	Submission of PAN card of Firm/proprietor			
21.	Submission of Affidavit as per Appendix-C to RFP			
22.	Submission of Certificate of experience for a minimum period of two years issued by Central/State Govt Department/PSU/Sainik School/Military School regarding supply/sale/services of items/range of items mentioned in Part-II of this RFP.			
23.	Submission of last three years ITR			
24.	Acceptance of Price Evaluation conditions as per Part-V of RFP			
25.	Submission of Commercial Bid as per Price Bid Format as given in Part-V of RFP			
26.	Acceptance regarding signing of Non-Disclosure Agreement between Sainik School Jhansi and the Seller			

**Signature of Bidder with Rubber Stamp**

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Sainik School Jhansi  
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**SAINIK SCHOOL JHANSI**  
**PRICE BID FORMAT FOR SUPPLY OF STATIONERY ITEMS**  
**(REFER PER PARA-2, PART-V OF RFP)**

Sr No	Nomenclature of Item (Quoted Price are for Items as per Technical Specifications mentioned in Appendix-A to This RFP)	DOQ	Rate Per Unit	IGST/CGST&SGST	Total Rate per Unit
1.	Exercise Book 192 page ruled	Ea			
2	Exercise Book 192 page unruled	Ea			
3	Exercise Book long copy -72 page ruled	Ea			
4	Exercise Book long copy -72 page unruled	Ea			
5	Exercise Book 96 page ruled	Ea			
6	Exercise Book 96 page unruled	Ea			
7	Exercise Book 48 page ruled	Ea			
8	Long Register 500 pages	Ea			
9	Chemistry/ Physics/ Biology Practical Notebook 144 Pages	Ea			
10	Chemistry/ Physics/ Biology Practical Notebook, 96 Pages	Ea			
11	Chemistry/ Physics/ Biology Practical Notebook, 144 Pages	Ea			
12	Chemistry/ Physics/ Biology Practical Notebook, 96 Pages	Ea			
13	Dissecting Box (Scholar)	Set			
14	Brown Paper	Rim			
15	Biology Extra sheets (Ruled/unruled)	Pkt			
16	Demy Paper DFC size	Rim			
17	Ball Pen (Reynolds) 045	Ea			
18	Reffil long (Reynolds) 045	Ea			
19	Pencil HB	Pkt			
20	Eraser Pencil	Ea			
21	Scale 12" Plastic	Ea			
22	Geometry Box Scholar	Set			
23	Inkpot Chelpark 60ml	Bottle			
24	Inkpen (Camelin)	Ea			
25	Duster Plastic (Omega)	Nos			
26	Chalk White	Pkt			
27	Gum tube 30ml	Tube			
28	Chart Paper (Drawing Paper)	Rim			
29	Sketch Pen	Pkt			
30	Wrapping Paper (Copy Cover Poly coated)	Roll			
31	Chalk Coloured	Pkt			
32	Red Refills (Reynolds)	Ea			
33	Pencil Sharpener	Ea			
34	Map (Political & Geographical of World, Continents, India, Indian States, Districts of Maharashtra state etxc)	Ea			
35	All Pin – 100 gm, 250 gm, 400 gm	Pkt			
36	Jetter Ball Pen	Ea			
37	Board Pin	Pkt			
38	Gem Clip	Pkt			
39	Gem Clip	Pkt			
40	Correcting Fluid White	Bottle			
41	Carbon Paper 330x420mm	Pkt			

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42	Carbon Paper 210x330mm	Pkt			
43	Pencil (Red and Blue)	Pkt			
44	Cello Tape Transparent ½"	Roll			
45	Cello Tape Transparent 1"	Roll			
46	Cello Tape Transparent 3"	Roll			
47	Clip Board Plastic Omega	Ea			
48	Duplicating paper	Rim			
49	Demy Paper	Rim			
50	Envelope Brown (Small)	Pkt			
51	Envelope Brown (Large)	Pkt			
52	Envelope Cloth Pasted	Pkt			
53	Temper Proof Polythene Envelops	Pkt			
54	Flat File	Ea			
55	Fly Leaf	Ea			
56	Fly Leaf Coloured	Ea			
57	F/S Ruled Paper	Rim			
58	Gum Bottle(700ml)	Bottle			
59	Gum Tube (small)	Bottle			
60	Dot Pen (Reynolds)	Ea			
61	Punching Machine Small	Ea			
62	Staple Machine No 10	Ea			
63	Staple Pin No 10	Pkt			
64	File Tag Cotton 8"	Bundle			
65	Tape White Cotton 1"	Roll			
66	Silk Ribbon	Roll			
67	Stamp Pad (Medium)	Ea			
68	Stamp Pad (Ink)	Bottle			
69	Stencil Paper (Gestener Digital Copier)	Ea			
70	Candle Stick	Dozen			
71	Sealing Wax Square Size, Red	Pkt			
72	Twine Ball	Pkt			
73	Photo Copier Paper A4 Size	Rim			
74	Photo Copier Paper FS Size	Rim			
75	Add Gel Refills	Ea			
76	Add-Gel Pen Achiever	Ea			
77	Glossy Paper A4 Size	Pkt			
76	Marker Pen	Ea			
77	Calculator	Ea			
78	Computer Paper 80 column with carbon 10x12 with 2 ply	Rim			
79	Computer Paper 80 column without carbon 10x12x1 ply	Rim			
80	Computer Paper 132 column with Carbon 15x12x2ply	Rim			
81	Computer Paper 132 column without Carbon 15x12x1 ply	Rim			
82	Blank CD-R	Ea			
83	Blank CD-RW	Ea			
84.	CD Cover	Ea			
85	Attendance Register	Ea			
86	Black Chart	Ea			
87	Board Marker	Ea			
88	Brown Packing Tape – 2"	Roll			
89	Call Bell	Ea			
90	Correction Pen (whitener)	Ea			
91	Dak Pad (Folder), Red, Green, Blue	Ea			
92	Drawing Pen (Plastic Coated)	Ea			

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93	Envelope (white) 4 1/8" x 10"	Ea			
94	Fevistic 10 ml	Ea			
95	Fibre Clip Board	Ea			
96	File Office (leather) with clip	Ea			
97	File Office (plastic) with clip	Ea			
98	Fevicol Tube 30 gm	Ea			
99	Fevicol Tube 250 gm	Ea			
100	Fevicol Tube 500 gm	Ea			
101	Fluorescent Paper – A-4	Pkt			
102	Gen U Clip	Pkt			
103	Gift Wrapping Paper	Ea			
104	Glue Stick 5ml	Ea			
105	Highlighter (Green, Red, Yellow)	Pkt			
106	Journal 50 Page	Ea			
107	Journal 100 Page	Ea			
108	Ledger 200 Page	Ea			
109	Ledger 300 Page	Ea			
110	Ledger 400 Page	Ea			
111	Ledger 500 Page	Ea			
112	Marker Pen (OHP)	Ea			
113	PVC Office Files	Ea			
114	Paper Cutter small (With Blades)	Ea			
115	Re-stick pads three colour	Pads			
116	Poster Colour	Pkt			
117	Quick Fix – 30gm	Ea			
118	Quick Fix 50 gm	Ea			
119	Scissor– Medium	Ea			
120	Scissor Large	Ea			
121	Rubber Band	Kg			
122	Ruled Register 2Qr (96 Page)	Ea			
123	Ruled Register 4Qr (192 Page) 6Qr (384 Page)	Ea			
124	Ruled Register 5Qr (288 Page)	Ea			
125	Ruled Register 6Qr (384 Page)	Ea			
126	Ruled Sheet	Ea			
127	Scale Steel 12"	Ea			
128	Self Stick/Re-Stick Notes (Removable) 3"x2" , 3x3 size	Pad			
129	Sketch Pen	Pkt			
130	Sparkle Pen Set	Pkt			
132	Stapler (Big)	Ea			
133	Stick Colour (STIC) 12pie, 24 pie, 36 pie	Pad			
134	Tape Coloured 1"	Roll			
135	Thermocol 20"	Sheet			
136	Transparent Plastic sheet	Ea			
137	Transparent Scale 12"	Ea			
138	Transparent Scale 24"	Ea			
139	Gel Pen (Blue, black, Red & Green)	Ea			
140	White Board Marker	Ea			
141	Writing Pad 4" x 8" 20 sheets	Ea			
142	Writing Pad 4" x 8" 50 sheets	Ea			
143	Plastic Files (Transparent)	Ea			
144	File Binder Cloth	Ea			
145	File Card Board	Ea			
146	Thumb Pins Plastic coated	Ea			

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 For and on behalf of President of India

147	Stick Pad Big Size 4"x4"	Pad			
148	Colour Flags (Five in one)	Pad			
149	Cartridge RISO Ink	Ea			
150	Drum Roll RISO	Ea			
151	Wooden Duster (Black Board)	Ea			
152	Duster (White Board)	Ea			
153	Magnetic Duster	Ea			
154	Dumper Counting Pad	Ea			
155	Graph Paper	Pkt			
156	Fevicol Tubes	Ea			
157	Plastic Leaf Multiple	Ea			
158	Poker with hole	Ea			
159	Paper Cutter Blade	Ea			
160	Packing Cloth (White) (In Meters)	Mtr			
161	NCERT Books for Class VI	Set			
162	NCERT Books for Class VII	Set			

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