

## **INSTRUCTIONS FOR SUBMITTING THE BIDS**

The bids will be submitted in two separate envelopes, which will clearly specify name of the tenderer / vendor and type of Bid (Technical / Commercial).

### **Envelope I (Technical Bid) :**

- (i) Tender application form duly filled up in all respect along with passport sized photograph pasted on the space provided
- (ii) Proof of valid firm / company registration or renewal of registration
- (iii) License for essential commodities (if applicable)
- (iv) PAN no GST/VAT/TIN (photocopy)
- (v) Tender form fee (Demand draft amounting to Rs. 100/- prepared in favour of the Principal Sainik School Balachadi payable at Jamnagar Or Cash receipt issued by the school)
- (vi) Earnest Money deposit (Demand Draft amounting to **Rs. 30,000/-** prepared in favour of the Principal Sainik School Balachadi payable at Jamnagar Or Cash receipt issued by the school) as applicable

**Envelope II (Commercial Bid) :** Envelope II will consist of the rates quoted by the tenderer. Envelope II (commercial bid) will only be opened if all documents of Envelope I / technical bid are found in order.

**APPLICATION FOR TENDER FORM**  
**(Tender form fees Rs. 100/- non-refundable)**

(To be filled up by the Tenderer for issue of the Tender Form)

Tenderer's  
Photo

The Principal  
Sainik School, Balachadi ( Jamnagar)

Sir,

1. One copy of the tender form **for the supply of Fresh ration** tenderer may kindly be given to me on payment of Rs. 100/- (Non-Refundable). My particulars are as under:-

- (a) Name of the applicant: \_\_\_\_\_  
(in Capital Letters)
- (b) Address of the Applicant: \_\_\_\_\_
- (c) Police Station: \_\_\_\_\_
- (d) Name of the Owner: \_\_\_\_\_
- (e) Tele. No, if any: \_\_\_\_\_
- (f) In case of particulars, details of partner with partnership deeds : \_\_\_\_\_
- (g) Name & Address of the Bankers with A/C No. \_\_\_\_\_
- (h) Financial Solvency:-  
(i) Value of movable property: \_\_\_\_\_  
(ii) Value of immovable property: \_\_\_\_\_  
(iii) Capital investment in the business: \_\_\_\_\_
- (j) Particulars of Experience:-  
(i) Length in the trade: \_\_\_\_\_  
(ii) Full particulars of the Contract: \_\_\_\_\_
- (k) **GST** No. and Sale Tax clearance certificate for the last 5 years:- \_\_\_\_\_
- (l) Copy of the Income Tax Certificate:- \_\_\_\_\_
- (m) Whether holding license for essential commodities: \_\_\_\_\_
- (n) Were/are you involved in any police case: \_\_\_\_\_
- (o) Tender form fees paid vide DD/School receipt No \_\_\_\_\_ dtd \_\_\_\_\_ for Rs. \_\_\_\_\_
- (p) EMD paid vide DD/School receipt No \_\_\_\_\_ dtd \_\_\_\_\_ for Rs. \_\_\_\_\_

2. I hereby declare that the above particulars are true to the best of my knowledge and belief and in case any of the above information is found false at a later stage, my tender may be rejected.

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

(Signature of the tenderer /applicant)

**Note :-**

- (i) The information as stated above, furnished by the tenderer must have the copies of the documentary evidence enclosed.
- (ii) Demand draft for tender form fees amounting to Rs. 100/- (non-refundable) and Demand Draft for Earnest Money Deposit (refundable) amounting to Rs. 30,000/- (Rupees Thirty Thousand Only) prepared in favour of the Principal Sainik School Balachadi , payable at Jamnagar are to be submitted along with tender documents.
- (iii) Rates are to be quoted inclusive all taxes and material /services are to be provided/ delivered at Sainik School Balachadi. Available warranty and guarantee are to be mentioned separately.

## SUPPLY OF FRESH RATION ITEMS FOR THE YEAR 2018-2019

### PART - I

1. Full name of the tenderer : \_\_\_\_\_
2. Full address of the tenderer with telephone No : \_\_\_\_\_  
\_\_\_\_\_

3. **CONDITIONS**

(a) The rates will be quoted for all the items listed in part II of this tender will be operative for the period year 2018-2019. The stores shall be supplied by the contractor at his own expenses in Cadets Mess between the time fixed by the Principal.

(b) The quality of stores supplied should not be inferior to that of the samples approved by the Principal (which are available with the school for perusal) and the Principal reserves the right whether to accept the stores of the inferior quality with proportionate reduction in rates or totally reject them. Decision of the Principal in this matter will be final and binding. In case of total rejection of the items the same will be deemed to have not been supplied and procedure of clause (h) will come into force.

(c) Supplies will be made on the date and time as specified in the order. Minimum 24 hours notice will be given for the supply.

(d) The decision of the Principal on all matters regarding the quality and quantity of the articles supplied will be final.

(e) The Principal reserves the right to purchase the tendered items from the Govt/Semi Govt/ other sources. The contractor will also bid to provide the items at the reduced rates if the market rates are reduced by 20 % and also agrees to provide better quality items.

(f) No payment will be made to the contractor in advance.

(g) The security deposit is liable to be forfeited if any of the conditions stipulated in the contract is not satisfied. In case of any doubt or dispute as to the implementation of any of the clause or conditions included in the contract, the decision of the Principal will be final.

(h) If the contractor fails to supply the articles in time or less in quantity or of substandard quality these will be brought from the local market by the Principal at contractor's risk and expense.

(i) The tenderer must compulsorily be an income tax payee and produces last three year income tax returns. There should be no police case pending against the tenderer and a certificate to be produced at the time of opening of tender.

(j) The contractor will have to deposit "contract Security" with the Principal in cash or by demand draft at the following rates being the value of all the items of anticipated supply as shown in part II of the monthly anticipated requirement.

Value up to ₹ 10,000/-	20% of the value
Value above ₹ 10,000/- to ₹ 30,000/-	10% of the value
Value above ₹ 30,000 to ₹ 1,20,000/-	05% of the value
Value above ₹ 1,20,000/-	03% of the value

(k) The tender will accompany with the earnest money a sum of ₹. 30,000/- (Rupees thirty thousand only) in cash or by demand draft on the name of the Principal Sainik School Balachadi which will be refunded in case the tender is not accepted or rejected. Receipt Number is to be quoted in this tender form.

- (l) Sublet of the contract is NOT permissible.
- (m) The rates quoted will be exclusive of packing material. The articles supplied will be clean and devoid of **any** impurities.
- (n) The contract will be terminated if the contractor or any of his agents or his servants directly or indirectly give or promise to give or offer any bribe, gift, loan, reward or advantage, pecuniary or otherwise to any officer or persons in employment of the school.
- (o) During the currency of the contract, if any specification or any article/articles are changed, the contractor will continue to supply the said article/articles in accordance with the new specifications at rate mutually agreed to in writing at the time of such changed by the Registrar, Sainik School Balachadi.
- (p) The contractor or his employees or representatives will NOT divulge any information in respect of the school that may come to their knowledge to any unauthorised person/persons.
- (q) The period of contract may be extended to 3 months at the discretion of the Principal.
- (r) The contractor will be responsible to bring stamp paper ₹ 100/- (Rupees one hundred only) for contract agreement.
- (s) The items supplied will be completely clean and devoid of impurities. The sample must be in sufficient quantity in order to ascertain the quality. All samples supplied are not returnable and samples need to be replaced at every month.
- (t) Contractor's security or any balance remaining at the end of the contract will NOT be returned to the contractor until his account finally audited and settled and he executes the usual NO DEMAND certificate.
- (u) In the event of the security deposit being reduced by reasons of any non compliance of the contract, the contractor shall within 10 days from the date of being called to do so make good the amount required to complete the security deposit.
- (v) The contractor shall be responsible for supply of in time as per demanded quantity and as per approved quality. Failing in doing so will invoke risk purchase.

**OR**

A penalty of ₹. 1000/- will be imposed which ever is more.

- (w) The contractor will not interact with any of the school staff during or after working hours except Principal/Registrar or any person specified by them. Any lapse on this aspect will result in termination of contract.
- (x) The tenders will be opened by the 'Tender Board Committee' appointed by the Principal. The Tender Board Committee has the right to reject the tender if there is any error and not satisfied. The tender board committee has also the right for negotiations if necessary.
- (y) If the tenderer refuse to supply the items at the rates quoted in the tender form. His earnest money will be forfeited.
- (z) Payment of bills will be made once in a month within 15 days of submission of the bills, if submitted correctly.

Note: The Principal reserves the right to reject the tender and may call the fresh tenders if necessary.

I have deposited a sum of Rs 30,000/- (Rupees Thirty thousand only) as tender deposit money vide Receipt No \_\_\_\_\_ dated \_\_\_\_\_.

Date:

Signature of tenderer \_\_\_\_\_

**LIST OF FRESH RATION TENDER ITEMS FOR THE YEAR 2018-19****VEG-ITEMS**

Srl. No.	Nomenclature	A/U	Approximate monthly required qty	Tender Rates
1	Anar	KG	50	
2	Apple	KG	3000	
3	Banana	KG	3300	
4	Bean	KG	100	
5	Beet Root	KG	50	
6	Brinjal	KG	500	
7	Cabbage	KG	500	
8	Capsicum/Simla Mirch	KG	100	
9	Carrot	KG	500	
10	Cauli Flower	KG	500	
11	Chickkoo	KG	100	
12	Cucumber	KG	500	
13	Dhania (Green)	KG	100	
14	French Beans	KG	100	
15	Fresh Yeast	KG	15	
16	Fresh Dates (Kharek)	KG	200	
17	Garlic	KG	100	
18	Ginger	KG	60	
19	Grapes Big	KG	200	
20	Grapes Small	KG	200	
21	Green Chilly	KG	100	
22	Green Peas Frozen 1 Kg Bag	KG	100	
23	Green Peas Fresh Peeled	KG	100	
24	Green Peas Fresh Whole beans	KG	100	
25	Guava (Jamfal)	KG	300	
26	Guvar Beans	KG	500	
27	Karala	KG	100	
28	Lady Finger	KG	500	
29	Leaves (Rose )	KG	10	
30	Lemon	KG	50	
31	Locky	KG	500	
32	Maize (Bhutta)	KG	20	
33	Malta	KG	100	
34	Mango Hafus	KG	500	
35	Mango Kesar	KG	500	
36	Mash Melon	KG	100	
37	Mango (Totapuri)	KG	200	
38	Methi	KG	100	
39	Mausambi	KG	100	
40	Musk Melon	KG	100	
41	Naspati Fruit	KG	50	
42	Onion	KG	900	

Srl. No.	Nomenclature	A/U	Approximate monthly required qty	Tender Rates
43	Orange	KG	100	
44	Palak	KG	500	
45	Papaya (Raw)	KG	200	
46	Papaya (Ripen)	KG	100	
47	Bore	KG	10	
48	Pineapple	KG	100	
49	Plum	KG	50	
50	Potato	KG	3000	
51	Pudina	KG	50	
52	Pumpkin	KG	500	
53	Radish	KG	100	
54	Shakkar Kand	KG	100	
55	Sitaphal	KG	50	
56	Spring Onion	KG	200	
57	Strawberry	KG	70	
58	Suran	KG	100	
59	Tanzariya leaves	KG	25	
60	Tender Coconut	KG	20	
61	Coconut	KG	10	
62	Tindora	KG	400	
63	Tomato	KG	1100	
64	Turries	KG	400	
65	Valor	KG	100	
66	Water Melon	KG	500	

**NON-VEG-ITEMS**

Srl. No.	Nomenclature	A/U	Approximate monthly required qty	Tender Rates
1	Egg	Nos	8000	
2	Chicken Dressed	KG	400	
3	Fish	KG	50	
4	Mutton	KG	50	
5	Mutton Boneless	KG	50	

**BAKERY ITEMS**

Srl. No.	Nomenclature	A/U	Approximate monthly required qty	Tender Rates
1	Whipped Cream 01 Ltr	Ltr	15	
2	Mava (Khoya)	KG	2	
3	Mayonnaise "Fun Foods" 1KG	Pouch	5	
4	Cheese Slice "Britannia"	KG	2	
5	Cheese Mozzerella "Amul"	KG	2	
6	Button Mushroom Tin	KG	5	
7	Amul Fresh Cream 1 Ltr	Pkts	5	

Srl. No.	Nomenclature	A/U	Approximate monthly required qty	Tender Rates
8	Amul Fresh Cream 200MI	Pkts	20	
9	Cherry Tin 800g	Tin	5	
10	Mayonnaise Veg "Best Food" 1 Kg HUL	Pouch	5	
11	Salad Dressing 01 Ltr "1000 ISLAND"	Bottle	1	
12	Salad Dressing 1 Ltr French	Bottle	1	
13	Fresh Cream "Amul 200g"	Pouch	2	

<b>MILK PRODUCTS AND SWEETS</b>				
Srl. No.	Nomenclature	A/U	Approximate monthly required qty	Tender Rates
1	Kaju Katali "Ambika Dairy / jain Vijay"	KG		
2	Anjeer Roll Ambika Dairy/Jain Vijay"	KG		
3	Chocolate Barfi	KG		
4	Dry Fruit Kachory " HJ VYAS"	KG		
5	Khandvi "Jain Vijay"	KG		
6	Peda Brown	KG		
7	Peda White	KG		
8	Rasmalai Sweet	KG		
9	Mukhwass Varyali	KG		
10	Mukhwass Jamnagri	KG		
11	Amul Paneer 200 gms	pkts		
12	Amul Milk 1 Ltr	Ltr		
13	Amul Butter 100 G	Pkt		
14	Amul Butter 500 G	Pkt		
15	Sweet Pan	Nos		

**Notes**

(i) Demand draft for tender form fees amounting to Rs. 100/- (non-refundable) and Demand Draft for Earnest Money Deposit (refundable) amounting to Rs. 30,000/- (Rupees Thirty Thousand Only) prepared in favour of the Principal Sainik School Balachadi , payable at Jamnagar are to be submitted along with tender documents.

(ii) Rates are to be quoted inclusive all taxes and material /services are to be provided/ delivered at Sainik School Balachadi.

(Signature of the tenderer /applicant)