

## **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 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. 4,000/-** 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)

The Principal  
 Sainik School, Balachadi ( Jamnagar)

Tenderer's  
 Photo

Sir,

1. One copy of the tender form for **supply of stationery items** 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. 4,000/- (Rupees Four 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.

## Envelope II Commercial Bid

<b>SAINIK SCHOOL BALACHADI</b>					
<b>TENDER FOR STATIONERY ITEMS SUPPLY 2018</b>					
<b>Ser No</b>	<b>Nomenclature</b>	<b>A/U</b>	<b>Requirement of stationery items</b>	<b>Rate</b>	<b>Remarks</b>
1	A-4 Photocopier Paper (Red)	Ream	<b>298</b>		
2	Binder Clip Medium Bambalio Ltd	No	<b>83</b>		
3	Box File (Hardik)	No	<b>42</b>		
4	Brown Cover 12 x5'	No	<b>3100</b>		
5	Brown Sheet Laminated	Sheet	<b>390</b>		
6	Calculator Cashio	No	<b>5</b>		
7	Call Bell Fort	No	<b>2</b>		
8	CD	No	<b>50</b>		
9	CD Mailer	No	<b>50</b>		
10	CD Marker Pen(Different Colour)	No	<b>33</b>		
11	Cello Tape Colour 0.5 inch	Roll	<b>180</b>		
12	Cello Tape Transp 1.5 inch	Roll	<b>40</b>		
13	Cello Tape Transparent 0.5 inch	Roll	<b>40</b>		
14	Cello Tape Transparent 1"	Roll	<b>72</b>		
15	Cello Tape Transparent 2"	Roll	<b>32</b>		
16	Chart Paper (50 each of 6 colour)	Sheet	<b>300</b>		
17	China Thread	Roll	<b>100</b>		
18	Cloth Cover A-4	No	<b>150</b>		
19	Cloth Cover F/S (16x12)	No	<b>250</b>		
20	Cloth Cover Legal	No	<b>200</b>		
21	Colour Flag	Pkt	<b>24</b>		
22	Colour Paper A-4 (100 Sheet)	Pkt	<b>1</b>		
23	Dak Inward Register 6 Qr Standard	No	<b>1</b>		
24	Eraser Omega	No	<b>54</b>		
25	Executive Spring File	No	<b>200</b>		
26	F/S Photocopier Paper (Red)	Ream	<b>199</b>		
27	Fevi Gum Bottle 200 ml	Bottle	<b>13</b>		
28	Fevicol Tube Camlin 50 ml	Tube	<b>40</b>		
29	File Tag White	Bumdh	<b>13</b>		
30	Gel Pen Blue	No	<b>100</b>		
31	Gel Pen Red	No	<b>100</b>		
32	Gel Pen Refile Blue	No	<b>200</b>		
33	Gel Pen Refile Red	No	<b>300</b>		
34	Glossy Paper	Pkt	<b>2</b>		
35	Glue Stick (L)	No	<b>60</b>		
36	Graph Paper	No	<b>2000</b>		
37	Gum Tube	Tube	<b>30</b>		
38	Highlighter Pen	No	<b>29</b>		
39	Iron Scale (Khyati)	No	<b>9</b>		
40	Kores Dusters Chalk (Colour)	Pkt	<b>108</b>		
41	Kores Dusters Chalk (White)	Pkt	<b>108</b>		
42	Maharaj Cloth Cover File	No	<b>49</b>		
43	Normal File	No	<b>185</b>		
44	Note Ped Yellow Medium	Pkt	<b>20</b>		
45	Nylon Rubber Band 2 inch 1 Kg	Pkt	<b>1</b>		
46	Nylon Rubber Band 3 inch 1 Kg	Pkt	<b>1</b>		
47	Paper Cutter	No	<b>24</b>		

Ser No	Nomenclature	A/U	Requirement of stationery items	Rate	Remarks
48	Paper Pin 70 gm Super Easy	Pkt	19		
49	Pencil Apasra	No	141		
50	Permanent Marker Pen HD (Rorito)	No	25		
51	Plastic Cover (Plastic Folder FS)	No	300		
52	Plastic File A-4 Keny Classic Cobra Clip	No	10		
53	Plastic File Folder Maroon -05, Sky Blue-10 (F/S) Kenny Classic Cobra Clip No 821 F/S)	No	23		
54	Punch Machine Kangaroo (Large)	No	12		
55	Push Pin(Thumb) Colour Plastic	Pkt	76		
56	Refile of Uni Ball Signo	No	25		
57	Register 2 Quare Classic Delux	No	7		
58	Register 3 Quare Classic Delux	No	4		
59	Register 4 Quare Classic Delux	No	9		
60	Register 6 Quare Classic Delux	No	4		
61	Reynolds Ball Pen Black	No	18		
62	Reynolds Ball Pen Blue	No	102		
63	Reynolds Ball Pen Red	No	64		
64	Ribbon 0.5 inch colour (50 each of 6 colour No black)	Roll	300		
65	Ribbon 1 inch colour (50 each of 6 colour No black)	Roll	300		
66	Scissor Med Standard	No	5		
67	Sketch Pen Camlin	No	7		
68	Sketch Pen Set Camlin	Set	40		
69	Stapler Kangaroo (Large)	No	2		
70	Stapler Pin (L)	Pkt	54		
71	Stapler Pin (S)	Pkt	91		
72	Stapler Pin Opener	No	4		
73	Steplar Small Kangaroo	No	2		
74	Sticker Label A-4	Pkt	3		
75	Strip File Plastic	No	30		
76	Thumb Pin Metal	Pkt	250		
77	U Pin 35 mm (Music 555)	Pkt	24		
78	Uni Ball Signo Pen Blue	No	12		
79	Uni Ball Signo Pen Red	No	12		
80	V-7 Pilot Pen Black	No	4		
81	V-7 Pilot Pen Blue	No	24		
82	V-7 Pilot Pen Red	No	9		
83	Water Colour 6 Colour Camlin	Box	40		
84	White Board Marker Pen Camlin	No	46		
85	Whitener Pen Camlin	No	21		
86	Cloth cover file	No	80		

**Notes :**

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(ii) 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.

Official seal and  
Signature of tenderer/  
applicant