

SAINIK SCHOOL KORUKONDA

QUOTATIONS FOR NOTE BOOKS FOR THE YEAR 2021-22

1. Interested firms may apply for supply of Note Books for the School.
2. Sealed quotations to be submitted / dropped at the Tender / Quotation box kept at outside of the Principal's Office on or before **27 Mar 2021 at 1615** hrs and to be opened at **1630 hrs on 27 Mar 2021**.

<u>Sl.No.</u>	<u>Name of the Note Book with specification</u>	<u>Brand</u>	<u>Approx. Quantity Required</u>	<u>Quoted Rate (Each)</u>
1	Short Ruled Notebooks -172 Pages	Classmate ITC	2310	
2	Short Unruled Notebooks -172 Pages		1050	
3	Short One Side Ruled Notebooks -172 Pages		450	
4	Long Ruled Notebooks -172 Pages		2520	
5	Long Unruled Notebooks -172 Pages		1190	
6	Long One Side Ruled Notebooks -172 Pages		1260	
7	Graph Book (54 Pages)		650	
8	Long Note Book Laminated Covers (With School Name and Emblem)		9900	
9	Text Book Laminated Covers (With School Name and Emblem)		8100	

NOTE:

- a) **Without samples, the Quotation will not be opened and treated as rejected.**
- b) **Other than the above specifications NO other details will be accepted**

Station : _____

Date : _____

Signature _____

(Name & Address in full and Capacity)

Seal of the firm

Contact No. _____

SAINIK SCHOOL KORUKONDA – VIZIANAGARAM DIST (AP)
(UNDER SAINIK SCHOOLS SOCIETY, MINISTRY OF DEFENCE, GOVT. OF INDIA)
(PHONE No.08922-246119 & 246168)

INVITING SEALED TENDERS

1. Sainik School Korukonda invites Sealed Tenders / Quotations for Annual Contracts for the year 2021-22 for supply Dressed Broiler Chicken, Fresh (Goat) Mutton, Fresh Sea Fish, Plumbing Items, Note Books, Carpentry Items, Shamiana Items(Including Lighting), Dry Grass and Char Coal (Detailed list of items available on school website).

2. The Tender Forms (RFPs) and Quotation forms may be obtained from school on any working day on or before **27 Mar 2021** (upto 1600 hrs) on payment of Rs.500/- or the same may also be downloaded from school website **www.sainikschoolkorukonda.org**. The Tenders / Quotations will be opened on **27 Mar 2021 at 1630h.**

3. Principal, Sainik School Korukonda reserves the right to accept or reject / cancel or postpone any or all Tenders and Quotations without assigning any reason, thereof.

Principal
Sainik School Korukonda

(Published on 07 Mar 2021 in the Hindu and the Andhra Jyothi News Papers)

GENERAL INFORMATION

1. Sale of Quotation Forms will be closed at : 1600 hrs on 27 Mar 2021
2. Quotation Forms to be submitted by : 1615 hrs on 27 Mar 2021
3. Date and time for Opening of Quotations : 1630 hrs on 27 Mar 2021
4. Quotations forms and other details may be downloaded from the school website **www.sainikschoolkorukonda.org**.
5. Sealed Forms should be sent either by Registered Post or may be dropped personally in the Quotation/Tender Box which is kept outside the Principal's Office, Sainik School Korukonda as per the stipulated date and times mentioned above.
6. Interested firms may forward their quotation after superscribing / writing with bold letter –**“FOR SUPPLY OF NOTE BOOKS”** duly marked on the top of the envelope.
7. Contractors or their authorized representative to be present at the time of opening of Quotations at **1630 hrs on 27 Mar 2021.**

8. Interested firms/individuals should mention the GST/Tin No/Aadhaar Card number and Income Tax Pan Number wherever necessary in the Quotations along with photo copies.
9. Interested firms/individuals are requested to contact the school for further details on the working day only.
10. Please note that for each and every item single quotation will only be accepted. In case of receipt of more than one form / rate list / quotation the same will be rejected. The Principal reserves the right to accept or reject/cancel or postpone any or all Quotations / AMC & Public Auction without assigning any reason thereof. Those who had been placed under blacklist by the Government or by the School shall not be entertained.
11. Firms fulfilling the conditions and capable to undertake the supplies may submit their Quotation with the requisite documents.
12. You are required to sign the document, after verifying that it is duly filled up, and put your firm's stamp wherever required. You have to furnish your address, contract details also in the Quotation. You are advised not to make any alternation or addition to any of the documents connected with the Quotations.
13. The address and contact numbers for sending Quotations or seeking any clarifications regarding the supply of the above said item are given below:-
- | | |
|--|--|
| (a) Queries to be addressed to | : The Principal, Sainik School, Korukonda |
| (b) Postal address | : The Principal, Sainik School, Korukonda Vizanagaram District, A.P. 535214 |
| (c) Name/designation of the contact person | : Quarter Master |
| (d) Telephone numbers | : 08922 – 246119 & 246168 |
| (e) e-mail ID | : sainikschoolkorukonda@yahoo.co.in |
| (f) Fax number | : 08922-246150 |
14. **Validity of Bids.** The Bids should remain valid for a period of 90 days from the last date of submission of the Bids.
15. **Standard conditions of Contract (SCOC).** The bidder is required to accept our standard conditions of contract. In addition standard clauses regarding agents/agency commission, penalty for use of undue influence, access to books of accounts, non-disclosure of contract documents, arbitration and laws would be incorporated in the contract. Failure to do so may result in rejection of the bid submitted by the bidder. The same can be obtained from MoD website www.mod.nic.in/DPM.
16. **Submission of Quotes.** Firms are requested to submit quotes on comprehensive basis with requisite technical, financial and statutory specification on scope of work during the contract while meeting specified parameters on original letter pad with TIN/PAN/GST/Registration number of firm.

17. **Parallel Contract.** The contract concluding authority reserves the right to distribute /apportionment of total requirement between the firms in case it is considered that L1 is not able to meet requirement in full with the same terms and conditions and at L1 rate.
18. The Principal, Sainik School, Korukonda shall have the right to accept or reject tender bids without assigning any reason.
19. **Last date and time for depositing.** The last date for depositing of Quotations will be on **27 Mar 2021 at 1615 hrs.** The Sealed Quotations should reach / be deposited by the due date and time as per details mentioned above. The responsibility to ensure this lies with the concerned firm only.
20. **Manner of depositing.** Sealed Quotations should be either dropped in the Quotation / Tender Box at the school or sent by registered post to the address given above so as to reach by the due date and time. When a Quotation is sent by post, this cover will be enclosed in a second strong cover. The outer cover will not bear any indication of the contents. It may be noted that quotation submitted without sealed cover may be summarily rejected. Late receipt of quotations will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Quotation documents. Quotation sent by FAX or e-mail will not be considered.
21. **Place of opening the Quotations.** Quotations will be opened in the Conference Hall in Sainik School, Korukonda. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial / technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.
22. **Forwarding of Quotations.** Quotations should be forwarded by firms under their original memo / letter pad inter alia furnishing details like TIN Number, GST Number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
23. **Clarifications if any by the supplier.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
24. **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 but it should be followed by a signed confirmation copy 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 deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiry of the period of bid validity specified.
25. **Clarification regarding contents of the Bids.** During evaluation and comparison of bids, the Buyer may, at his discretion, ask the bidder for clarification of the bid. The request for clarification will be given in writing and no change in prices or substance of the

bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

26. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and submission of two rates lists / Quotations by the same firm will not be allowed and the concerned firm's quotation will be rejected without assigning any reason.

27. **Past Experience.** Past experience if any, in providing contract to major organizations including Navy is to be substantiated with a certificate issued by the organization.

28. **Contact Person.** Telephone / Cell / FAX numbers are to be clearly endorsed in the application along with the particulars of the Proprietor and Authorized Person to be contacted for official correspondence.

29. The Principal, Sainik School, Korukonda shall have the right to accept or reject Quotation bids without assigning any reason.

30. **Delivery Period.** Delivery period for supply of items would be as per the supply order issued from time to time from the effective date of contract and the penalty will be levied at 0.5% of the order value for each day of delay. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

31. No payment will be made in advance for any supplies/services under this contract.

32. All supplies or items must be laid out properly in front of ration stand or any other specified place within the school premises for inspection before acceptance.

33. The Store items/services should be supplied along with bill as per Govt rules existing from time to time and as per the specifications of Quotation Form in all respects on Free of Transport basis at Sainik School, Korukonda.

34. Income Tax will be deducted at source from all contractors as per rules of Income Tax from time to time. Please note that school will accept no cost escalation attributable to Tax deduction. Contractors themselves will claim refund of TDS, if any from the department of Income Tax. Please enclose xerox copies of GST / Tin number, Aadhaar Card, PAN number, Bank Account Number and other relevant E payment details like IFSC code No, Bank Name with address, Bank code (MICR) etc with Quotation forms.

35. The Adm Officer and persons authorized by the Adm Officer, Sainik School Korukonda will be the authorized representatives for the purpose of receipt, inspection, acceptance and accounting covered by this contract. All indents and supply orders must however, be signed by the Adm Officer, Sainik School Korukonda. The supply should be made to the authorized representative of the Adm Officer, Sainik School Korukonda at the ration stand of the Sainik School Korukonda or any other specified premises within the school campus free of transport and labour charges.

36. Items not tendered in the tender form will not be accepted.

I / We am / are in possession of complete set of Quotation documents/forms issued by you and have understood and agree to abide by the above terms and conditions as well as those contained in the contract forms. The attached Quotation form duly completed and signed is submitted herewith.

Station : _____

Signature _____

(Name & Address in full and Capacity)

Date : _____

Seal of the firm

Contact No. _____

DOCUMENTS TO BE SUBMITTED / CHECKLIST

- (a) Quotation form to be signed by the bidder wherever required with stamp and date.
- (b) A copy of PAN duly self attested (copy attached).
- (c) A copy of GST duly self attested (copy attached).
- (d) A passport photograph of the signatory of the Tenderer duly self attested.
- (e) One Cancelled Original Bill to be submitted along with the tender Form.
- (f) Bank Details for RTGS/NEFT: Cancelled Bank Cheque (OR) Mandate Form issued by Bank with Bank A/c No. & Name of the A/c holder, IFSC Code No, Bank Name & Branch address, MICR Code etc.
- (g) Income Tax Assessment last two years.
- (h) Service Tax Registration Details, if applicable.