



**SAINIK SCHOOL GOPALGANJ
AT HATHWA PO HATHWA, DIST GOPALGANJ, BIHAR 841436**

E-TENDER DOCUMENT

FOR

**ANNUAL CONTRACT FOR SUPPLY OF STATIONERY ITEMS
AND PRINTING OF STATIONERY /SCHOOL MAGAZINE**

Ref No: SSGJ/2001/1/STY/QM/08

DATED 01 SEP 2017

Tele: 06150-231681

Web Site : www.ssgopalganj.in

E-Mail : ssgopalganj@rediffmail.com



Sainik School Gopalganj

PO :- Hathwa

Distt: Gopalganj (Bihar)

Pin – 841 436

INVITATION OF BIDS FOR PROCUREMENT OF STATIONERY ITEMS
AND PRINTING OF STATIONERY /SCHOOL MAGAZINE
FOR SAINIK SCHOOL GOPALGANJ, BIHAR
(Request for proposal (RFP) No : SSGJ/2001/1/STY/QM/08 dt 01 Sep 2017.

1. Online bids are hereby invited under Two Bids system ie Technical Bid and Financial Bid from reputed, experience and financially sound Companies, Firms, Suppliers, Agencies for awards of Annual Rate contract for supply of stationary items and printing of stationary/school magazine as listed in Part II of this RFP to Sainik School Gopalganj, Bihar.

2. The bid will be accepted through e-tender only and intending bidder must be registered with Tenderwizard portal i.e.:- <http://www.tenderwizard.com/SNS>.

3. The address and contact numbers for seeking clarifications regarding this RFP are given below:-

- | | | | |
|-----|------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | Bid Submission website Address | : | http://www.tenderwizard.com/SNS |
| (b) | Bids/queries to be addressed to | : | The Principal
Sainik School Gopalganj
PO: Hathwa
District: Gopalganj (Bihar)
Pin- 841 436 |
| (c) | Postal address for correspondence | : | Same as Para 1(a) above |
| (d) | Name/designation of the contact person | : | Administrative Officer
Sainik School Gopalganj
PO : Hathwa
Dist: Gopalganj (Bihar)
Pin - 841 436 |
| (e) | Telephone number of the contact person | : | 06150-231681/232446 |
| (f) | E-mail id | : | ssgopalganj@rediffmail.com /
ss-gopalganj-bih@nic.in |
| (g) | Online Registration & submission queries | : | twhelpdesk315@gmail.com
twhelpdesk562@gmail.com |

4. This RFP is divided into following five Parts:-

- (a) **Part I** – Contains General Information and Instructions for the bidders about the RFP such as the time, date for submission and opening of tender bids, validity period of tenders, etc.
- (b) **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR). Technical specification , Delivery period, mode of delivery & consignee details
- (c) **Part III** - Contains Standard Conditions applicable to this RFP, which will form part of the contract with the successful Contractor.
- (d) **Part IV** - Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Contractor.
- (e) **Part V**- Contains Evaluation Criteria and Format for Price Bids.

Note:- This RFP is being issued with no financial commitment and the Principal, Sainik School Gopalganj reserves the right to change and vary any part thereof at any stage. Principal, Sainik School Gopalganj also reserves the right to withdraw the RFP, should it become necessary at any stage.

PART I-GENEREAL INFORMATION AND INSTRUCTIONS

5. The important dates pertaining to the contract/tender are given below:-

Ser No	Particulars	Date and Time	Source (Venue)
(a)	Starting Date for Issue of RFP	01Sep 2017	Tender Wizard website: http://www.tenderwizard.com/SNS
(b)	Pre-Bid Meeting	23 Sep 2017 at 1000 hrs	Sainik School Gopalganj, At Hathwa, PO Hathwa, Dist Gopalganj
(c)	Last Date for Submission of Tender Bids	23 Sep 2017 up to 1730 hrs	Online
(d)	Date of Opening of Technical Bids	25 Sep 2017 At 1000 hrs	Online
(e)	Date of Opening of Financial Bids (of only the technically acceptable offers)	26 Sep 2017 At 1000 hrs	Online

INSTRUCTION FOR ONLINE BIDDERS FOR BID SUBMISSION

Instructions for Online Bid Submission:

6. The bidders are required to submit soft copies of their bids electronically on the Tenderwizard Portal, using valid Class III Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tenderwizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the tenderwizard Portal.

7. More information useful for submitting online bids on the Tenderwizard Portal may be obtained at: <http://www.tenderwizard.com/SNS>

REGISTRATION

8. Bidders are required to enrol on the e-Procurement module of the Tenderwizard Portal (URL: <http://www.tenderwizard.com/SNS>) by clicking on the link “Vendor Registration” on the tenderwizard Portal which is chargeable. (Rs-. 3000 + GST).

9. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
10. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the tenderwizard Portal.
11. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
12. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
13. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

14. There are various search options built in the Tenderwizard Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the Tenderwizard Portal.
15. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

16. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
17. Please go through the tender advertisement and the tender 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 content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
18. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
19. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

20. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
21. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

22. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

23. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

24. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

25. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. 7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

26. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

27. Upon the successful and timely submission of bids (i.e after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

28. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

29. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

30. Any queries relating to the process of online bid submission or queries relating to Tenderwizard Portal in general may be directed to the 24x7 Tenderwizard Portal Helpdesk.

31. **Submission of Bids.** Bids should be submitted by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, VAT/CST number, Bank details (account number, IFSC/MICR code and address) for Electronic Fund Transfer, etc and complete postal & e-mail address of their office.

32. **Rejection of Bids.** Canvassing by the Contractors in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of Earnest Money Deposit (EMD). Conditional tenders will be rejected.

33. **Validity of Bids.** The Bids should remain valid for 90 days from the date of submission of bids.

34. **Pre Bid Meeting:** A pre-bid meeting would be held on **23 Sep 2017 at 1000 Hrs.** The tenderers who require any clarifications of the tender documents may attend the meeting.
35. **Earnest Money Deposit:** The tenderers have to deposit a sum of amount **Rs 5,000/- (Rupees five thousand only)** in the form of Demand Draft in favour of The Principal, Sainik School Gopalganj payable at SBI Narainia, Mlrganj (Bank Code No. 9212). EMD of the unsuccessful Contractors will be returned to them without any interest at the earliest or before the 30th day after the award of the contract.
36. EMD is not required to be submitted by those Contractors who are registered with DGS&D, National Small Scale Industries Corporation (NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the Contractor withdraws or amends or impairs or derogates from the tender in any respect within the validity period of their tender.
37. Tender Processing fee 0.1 % of Estimated Cost with Minimum Rs. 750/- and Maximum Rs. 7,500/- + GST As Applicable
38. **Security Deposit.** The successful Contractor has to deposit a sum of **Rs 20,000/- (Rupees Twenty Thousand Only)** as a Security Money within 30 days from the date of award of the contract. Non timely deposit of security money may lead to forfeiture of earnest money deposit and cancellation of contract.
39. Earnest Money deposited by the successful contractor will be adjusted towards the security deposit. The contractor has to deposit the balance amount towards security money within 30 days from the date of award of the contract. The security deposit will be released without any interest after successful completion of the contract.
40. Tax will be deducted at the time of payment as per defined/eligible tax rates and authority will give proper document of depositing the amount to the contractor.
41. It is desirable that the rates quoted should be both in words and figures. The rates quoted in the tender should be inclusive of all freight, royalty, taxes and other incidental charges (i.e. F.O.R. School campus).
42. Every page of the tender should be signed (full signature) and rubber stamped by the tenderer. It should also be signed wherever there is overwriting and cutting.
43. The tenderers shall be solely responsible for any damages or loss in public property due to negligence of their labourers or other staff and the damage shall be made good at their own cost.
44. All supplies/services will be according to specifications as per tender paper or subject to approval by the Principal, Sainik School Gopalganj.
45. All the Appendices of the RFP will be completed neatly in English language only; If Appendices along with the RFP are found incomplete, the tender will not be considered.
46. Tenderers are requested 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 than schedule of items will not be considered.

PART II-ESSENTIAL DETAILS OF ITEMS REQUIRED

47. Schedule of Requirement: - **“Supply of Stationery Items and printing of stationery/School Magazine for period of ONE YEAR.”** A copy of the Schedule is given at Appendix 'B'.
48. **Period.** Delivery period for supply of items would be maximum **three months** from the receipt of supply order by the contractor. The Contract can be cancelled unilaterally by the **Principal, Sainik School Gopalganj** in case 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 **Principal, Sainik School Gopalganj**, with applicability of Late Delivery (LD) clause.

49. **Delivery of items is to be made at Sainik School Gopalganj (Bihar) Pin- 803 115 and rates quoted in the bids should include delivery, transportation, handling, installation charges etc if applicable.**

50. The details of the consignee are given below:-

The Principal
Sainik School Gopalganj
Post: Hathwa,
District: Gopalganj (Bihar)
Pin-841 436
E-mail: ssgopalganj@rediffmail.com

51. Bills for the items supplied by the supplier will be forwarded to the school in duplicate along with the stores. Every Bill must bear a machine print Serial Number, TIN/VAT Number of the firm/company and proprietor's signature with rubber stamp.

PART III – STANDARD CONDITIONS OF RFP

52. The authorized dealers/manufacturers/suppliers/firms are required to give confirmation of their acceptance of the standard conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Contractor (ie Tenderer in the Contract) as selected by the Principal, Sainik School Gopalganj. Failure to do so may result in rejection of the Bid submitted by the Contractors.

53. **Law.** The contract shall be considered and made in accordance with the laws of the Republic of India.

54. **Effective Date of the Contract.** The contract shall come into effect on the date of signing of agreement by both the parties on the contract as the case may be. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

55. **Arbitration.** The Tenderer will not take recourse to legal addressal arising out of any issue related to this contract in any court of law. All disputes or differences arising out of or in connection with this Contract shall be settled by bilateral discussions and decision of the Principal, Sainik School Gopalganj shall be final.

56. **Penalty for use of Undue Influence.** The Tenderer 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 Sainik School Gopalganj or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour 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 Tenderer or anyone employed by him or acting on his behalf (whether with or without the knowledge of the Tenderer) 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 Principal, Sainik School Gopalganj to cancel the contract and all or any other contracts with the Tenderer and recover from the Tenderer the amount of any loss arising from such cancellation. A decision of the Principal, Sainik School Gopalganj or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Tenderer.

57. **Access to Books of Accounts.** In case it is found to the satisfaction of the Principal, Sainik School Gopalganj that the Tenderer 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 Tenderer, on a specific request of the Principal, Sainik School Gopalganj, shall provide necessary information/ inspection of the relevant financial documents/information.

58. **Non-disclosure of Contract documents.** Except with the written consent of the Principal, Sainik School Gopalganj, Tenderer, and other party shall not disclose the contract or any provision, specifications, plan, design, pattern, sample or information thereof to any third party.

59. **Liquidated Damages.** In the event of the Tenderer'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 **Principal, Sainik School Gopalganj** may, at his discretion, withhold any payment until the completion of the contract. The **Principal, Sainik School Gopalganj** may also deduct from the Tenderer 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.

60. **Termination of Contract:** The Principal, Sainik School Gopalganj shall have the right to terminate this contract in part or in full in any of the following cases:-

75 By giving the contractor a fortnight (14 days) notice in advance without assigning any reason whatsoever.

(b) The Tenderer is declared bankrupt or becomes insolvent.

75 If the Tenderer utilising the services of any Indian/Foreign agent in getting this contract paying any commission to such individual/company, etc.

75 As per decision of the Arbitration Tribunal.

75 If the contractor assigns or sublets this contract or if the contractor attempted to do so.

(f) If the contractor 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 officer or persons in employment of the School.

(g) If the contractor 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 Principal, Sainik School Gopalganj shall be entitled to recover from the contractor, on demand, any extra expense he may put to in obtaining supplies/services hereby agreed to be supplied/provisioned from elsewhere in any manner.

61. **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 pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

62. **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.

PART IV – SPECIAL CONDITIONS OF RFP

63. The Contractors shall/upload copies of certificates/documents as given under para 70 of this document. They will also bring original copies of all the relevant documents and produce the same whenever demanded.

64. The contractor's security deposit or any balance thereof remaining at the end of the contract shall not be returned to him until the account has been finally audited and settled and until he has executed the 'NO DEMAND (DUES) CERTIFICATE' to the School.

65. All payments to the contractor shall be made through electronic mode directly into the contractor's valid account, ie NEFT/RTGS, etc.

66. The period of this contract shall be of **ONE YEAR** extendable up to 3 months at the discretion of the Principal, Sainik School Gopalganj.

67. 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 Principal as he may think fit and his decision will be final.

68. All supplies/services will be according to specification as per tender paper or subject to approval of the Principal.

98. **The rates quoted in the tender should be inclusive of all freight, royalty, taxes in vogue and as amended from time to time by the government and other incidental charges (i.e. from or to the School campus).**

70. The tenderers have to quote their rates both in figures and words.

71. List of documents which will be checked/verified during tender opening is given below **(Please upload the following documents along with the Technical Bid):-**

Ser No	Documents to be uploaded
(A)	COST OF RFP IN THE FORM OF DEMAND DRAFT FOR Rs 500/- DRAWN IN FAVOUR OF THE PRINCIPAL, SAINIK SCHOOL GOPALGANJ, PAYABLE AT SBI NARAINIA, BRANCE CODE – 9212. (COST OF RFP IS NON REFUNDABLE).
(B)	EARNEST MONEY DEPOSIT (EMD) – Rs 5,000/- (RUPEES FIVE THOUSAND ONLY) DRAWN IN FAVOUR OF THE PRINCIPAL, SAINIK SCHOOL GOPALGANJ, PAYABLE AT SBI NARAINIA, CODE – 9212.
I	CERTIFICATE OF PROPRIETORSHIP/PARTNERSHIP DEED, ETC IF ANY.
(D)	CERTIFICATE OF REGISTRATION FROM THE STATE/CENTRAL GOVT TO DO PARTICULAR BUSINESS.
(E)	TIN/VAT/GST REGISTRATION CERTIFICATE.
(F)	ITR-V FOR LAST YEAR (TENDERER SHOULD BE A TAX PAYEE).
(G)	PAN CARD.
(H)	AFFIDAVIT BY THE TENDERER (AS PER APPENDIX 'Ç').

72. **Payment Terms for Indigenous Tenderers.** It will be mandatory for the Contractor to indicate their bank account number to which payments are to be made. The payment will be made through Electronic Fund Transfer mode/ crossed Demand Draft /Cheque on fortnightly/monthly basis. **The contractor will be paid his bills on satisfactory completion of services/ supply of items at Sainik School Gopalganj.**

73. The contractor will bear the penalty for violation of any of the above mentioned stipulations as decided by the board of staff detailed by the Principal or his representatives.

74. The contractor 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.

75. The contractor 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 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.

76. The tender bid has to be submitted in two stages. (One will have technical information, documents & Demand Draft (EMD) and another envelope to have schedule of quantities/commercial bid).

77. If any document attached by the tenderer found to be fake / bogus/ tempered, that contractor and his firm/corporation/society will be black listed by the School for a period of 02 years.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

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

75 Bids should be from INDIVIDUALS (UNDER PROPRIETORSHIP)/AUTHORISED DEALERS/MANUFACTURERS/SUPPLIERS/FIRMS/CORPORATIONS/REGISTERED SOCIETIES, ETC.

(b) 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. **The technical information and declaration to be supplied by the Tenderer is given in Appendix ‘A’.**

75 IThe Lowest Bid will be decided upon the lowest price quoted by the particular Contractor as per the Price Format given at **Appendix ‘B’**. The consideration of taxes and duties in evaluation process will be as follows:-

75 All taxes and duties (including those for which exemption certificates are issued) quoted by the Contractors will be considered. The ultimate cost to the Principal, Sainik School Gopalganj would be the deciding factor for ranking of Bids.

(ii) 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.

(iii) The Lowest Acceptable Bid will be considered further for signing the contract, placement of Supply/Service Orders after complete clarification and price negotiations as decided by the Principal, Sainik School Gopalganj. The Principal, Sainik School Gopalganj will have the right to award contracts to different Contractors for being lowest in particular items. The Principal, Sainik School Gopalganj also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Contractors is not in a position to supply full quantity with quality of technical specifications required in stipulated time.

79. **Price Bid Format**: The **Price Bid Format is given at Appendix ‘B’** and Contractors are required to fill up the rates correctly with full details. Bids submitted in format other than given at Appendices ‘A’ and ‘B’ will not be scrutinized by the board constituted by the Principal, Sainik School Gopalganj.

80. The Principal, Sainik School Gopalganj reserve the right to vary the quantity of services demanded as per actual requirement and tenderers will be bound to provide service as demanded on approved rates. The Principal, Sainik School Gopalganj also has all the right to reject / cancel any or all the tenders or distribute the work to more than one contractor without assigning any reason.

DECLARATION

I..... (Proprietor/Partner/Manager) do hereby declare that the entire information given in the technical information form is true to the best of my knowledge and I am accepting all the terms and conditions mentioned above.

TECHNICAL INFORMATION AND DECLARATION TO BE COMPLETED BY THE TENDERER

1. NAME OF THE FIRM : _____.
2. ADDRESS OF HEAD / : _____.
- REGISTERED / : _____.
- HEAD /BRANCH OFFICE : _____.
- : _____.
- : _____.
3. PHONE No : _____.
4. FAX No : _____.
5. MOBILE No : _____.
6. PAN No : _____.
7. SALES/SERVICE TAX No. : _____.
- (Sale /Service Tax Clearance Certificate to be attached)
8. NAME AND ADDRESS OF BANKERS & ACCOUNT No: _____.
9. CATEGORY OF TRADE : _____.
10. ARE YOU ONE OF THE GOVT./ SEMI GOVT. APPROVED CONTRACTOR, IF
SO GIVE DETAILS : _____.
- : _____.
11. NAME(s) OF THE PARTNER(s)/ PROPRIETOR: _____.
- _____.
12. NAME OF THE MANAGER (along with Authority Letter) : _____.
- _____.
13. EXPERIENCE: _____.

14. SINGLE WORK ORDER DURING THE LAST YEAR: _____

15. WORKSHOP AREA (Sqm) : _____
16. MANPOWER : _____
17. MACHINERY : _____
18. DRAFT No: _____ DATE _____ AMOUNT Rs. _____

ISSUING BANK NAME AND BRANCH

19. SUBMISSION a) Speed / Registered Post b) Courier c) By Hand (please tick mark and also mention in writing below).
- _____

CERTIFICATE

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, Principal, Sainik School Gopalganj 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.

DECLARATION

I _____ Proprietor/ Partner/ Manager) do hereby declare that the information / declaration submitted by us in the RFP are true to the best of my knowledge. [NOTE: - If there are any changes in the construction (constitution) of working of firm, the affecting accuracy of the answer now given, should be promptly communicated to the Principal, Sainik School Gopalganj.

PLACE:

SIGNATURE OF THE TENDERER /

DATE:

AUTHORISED SIGNATORY WITH RUBBER STAMP

AFFIDAVIT

(With Rs 10/- Stamp Paper is 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 _____ 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 Gopalganj.
6. I/we acknowledge that I/we have gone through the complete tender document issued for Supply of Stationery Items and printing of stationery/school magazines Contract at Sainik School Gopalganj and I/we agree with all the terms and conditions laid down in the RFP by the Sainik School Gopalganj.

(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)