

Tender Notice

Sealed tenders are invited from all eligible bidders latest by 24 Aug. 2022 for the supply of Examination stationery and printing of question papers of Shivalik Public School, Rupnagar for session 2022-23. The detail of the material, its specifications and eligibility criteria of bidder may be obtained from the school office on any working day from 8 a.m. to 2 p.m. or from the school website www.spsrupnagar.com.

The tenders will be opened on 26.08.2022 at 10.00 a.m. in the office of Principal.

sd/-

Principal

Shivalik Public School, Rupnagar

Shivalik Public School,

Rupnagar (Ph)-140001

Phone - 1881-220215

Phone: 01881-220215

220036

E-mail: spsrupnagar@gmail.com

SHIWALIK PUBLIC SCHOOL, RUPNAGAR

Co-Educational English Medium Senior Secondary School
(Affiliated to C.B.S.E., New Delhi Vide No. 1630019)

Sub: Inviting Quotation for the supply of Question Papers, Report Card and Stationery for session 2022-23.

Sir/Madam

Sealed competitive quotations are invited on or before **24th August 2022** by the Undersigned on behalf of the Shivalik Public School for the supply of Question Papers, Report Card and Stationery for session 2022-23.

Terms & Conditions-

1. There should not be any over writing or corrections in the tenders. If the figure is required to be amended, it should be neatly scored out, the revised figure written above and the same attested with signature and date; otherwise their tender will be liable for summarily rejection.
2. The rates quoted by the contractor shall hold good up to 31-03-2023. No amendment in the rate except changes in the rates of GST during the period of execution of the contract will be accepted.
3. In the event of acceptance of the tender and placing of the order for the supply, the items ordered for would be subjected to an inspection by the Engineer/Committee along with the undersigned or my representative and are liable to be rejected if the materials are found not according to the description of the items and not of the quoted brand names.
4. A bid security/Earnest money of Rs 10,000 is to be submitted with the tender form through a Demand Draft in favour of Principal Shiwalik Public School Rupnagar, payable at Rupnagar. The same will be refunded to the unsuccessful bidders.
5. The delivery time should not be more than 1 week from the date of supply order for stationery and for question papers supply should be one week before the start of examination.
6. The vendor should have minimum experience of three years dealing in similar items.
7. TDS and other taxes will be deducted as applicable.
8. Prices are firm FOR Rupnagar.

Enclosures/Documents to be submitted with the tender document-

- Terms & Conditions duly signed, in token of accepting them all unconditionally.
- The technical bid which will be opened before financial bid is at Annexure I
- Price Bidding document in Annex-II (financial bid) duly filled in with the rates and duly signed with full name and seal of the firm. The financial bid of only those bidders, who are found eligible in technical evaluation, will be considered for financial evaluation.
- The interested bidder shall submit technical and financial bid in two separate envelopes and both these sealed envelopes are to be put in a big envelopes which should also be sealed and duly superscribed” confidential – bids for examination stationery and question papers”
- Latest IT Return of the firm, GST Registration, License No. etc are to be enclosed.
- Certificate/proof of rendering services in the same field.

Note:- All the documents will be evaluated by a committee and if the documents submitted are found suitable as per tender conditions, the financial bid of the tenderer will be opened.

Award of Contract-

- The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive accepting all terms and conditions.
- The bidder whose bid is accepted will be notified of the award of the contract by the office prior to expiration of the quotation validity period.
- Payment shall be made within 30 days after the delivery of goods.

Unresponsive tenders

The following kind of tenders will be treated as unresponsive tenders:

- i. Unsigned tender document/terms & conditions /pricing bid document.
- ii. The tenderer not agreeing to any of the terms & conditions so listed.
- iii. Tenders submitted without the necessary enclosures/documents

Last Date and time of receipt of Quotation:

You are requested to submit the sealed quotations send by Speed Post or courier superscribed on the envelop as "Quotation for the supply of Question Papers, Report Card and Stationery ". The last date for receipt of Quotation is **24th August 2022** latest by 2:00 p.m. The quotation will be opened at **10:00 a.m. on 26th August 2022** . The bidders or their representatives who choose to be present at the time of opening of quotation are invited to be present.

Annexure I

Technical Bid Form 1

1. PERFORMA FOR INFORMATION OF ANNUAL TURNOVER

1.1 Name of the Firm & GST Number: _____

1.2 Annual turnover for the last three years _____

Assessment Year	Turnover (in Rs.)	Trading A/C, Profit & Loss A/C, Balance Sheet Authenticated by CA
2018-19		Attached / Not Attached Page No.
2019-20		Attached / Not Attached Page No.
2020-21		Attached / Not Attached Page No.

Signature of Authorized Signatory: _____

Place : _____

Date : _____

Annexure I

Technical Bid Form – 2

2. UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER

Name of the Firm & GST Number: _____

I/We hereby undertake that all the technical & financial tender conditions and other terms & conditions mentioned in this document or any changed conditions prior to the dead line for submission of bids shall be accepted to us and I/We shall abide by the same fully.

Signature of Authorized Signatory : _____

Place : _____

Date : _____

Annexure I

Technical Bid Form – 3

2. DECLARATION REGARDING SUPPLY OF QUESTION PAPERS AS PER SPECIFICATION AND SCHEDULE

Name of the Firm & GST Number : _____

I/We declare that supplies shall be made in accordance with the specifications and time schedule mentioned in the tender, if any order is placed with them.

Signature of Authorized Signatory : _____

Place : _____

Date : _____

Annexure I

Technical Bid Form – 4

2. DETAIL OF EARNEST MONEY

Name of the Firm & GST Number: _____

S.No.	Name of the Bank	Amount	DD No.

Signature of Authorized Signatory: _____

Place: _____

Date: _____

Annexure-II

Financial Bid (Exam Stationery & Printing of Question Papers)

S.No.	Item with detail	Qty.	Rate	GST%(if any)	Total Amount
1	4 pages Answer Sheet on size 8.5x11 inch on 60 gsm good quality paper without printing	5000			
2.	4 pages Answer Sheet on size 8.5x11 inch on 60 gsm good quality paper with printing	10000			
3.	8 pages Answer Sheet on size 8.5x11 inch on 60 gsm good quality paper with printing	5000			
4.	16 pages Answer Sheet on size 8.5x11 inch on 60 gsm good quality paper with printing	5000			
5.	2 pages Answer Sheet on size 8.5x11 inch on 60 gsm good quality paper with printing	5000			
6.	English Ruled Paper on 60 gsm good quality paper of size 16x13 inch (500 sheets packing)	10			
7.	Maths Ruled Paper on 60 gsm good quality paper of size 16x13 inch (500 sheets packing)	10			
8.	Hindi Ruled Paper on 60 gsm good quality paper of size 16x13 inch (500 sheets packing)	10			
9.	Envelop 16x12 inch Yellow duly good quality lamination on 120 gsm paper	100			
10.	Red Ball Pen Butter flo / Mega Top	100			
11.	Red Ball Pen Refill Butter flo / Mega Top	100			
12.	Nursery / KG Report Card on 15x20 inch paper size inner 4 pages on 100 gsm paper and cover on 300 gsm multi colour printing with both side printing	200			
13.	Class 1 to 9 Report Card on size 14x11 inch with multi colour printing on both sides on 300 gsm paper	1000			
14.	Class XI Report Card on size 14x11 inch with multi colour printing on both sides on 300 gsm paper	200			
15.	Class X and XII Report Card on size 14x11 inch with multi colour printing on both sides on 300 gsm paper	350			

16.	Questions Paper for class Nursery to 1st (Working Paper). On A4 size paper (21cm x 29.7 cm) Font "Times New Roman (English)- 14 Kundli (Hindi) - 18 Asess (Punjabi) – 14 Paper Quality 70 gsm (White) Rate of Typing - Rate of Printing -				
17.	Questions Paper for class II to XII. On A4 size paper (21cm x 29.7 cm) Font "Times New Roman(English) – 14 Kundli (Hindi) - 18 Asess (Punjabi) – 14 Paper Quality 70 gsm (White) Rate of Typing - Rate of Printing -				

Correspondence Address for sending the Bid documents-

Baljit Singh Attri
Principal
Shivalik Public School
Near Session House
Rupnagar (Pb.) 140001