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**Sainik School Punglwa**

सैनिक स्कूल पुंगलवा

**Punglwa BPO/ पुंगलवा बीपीओ**

**Medziphema SO/ मेडजिफेमा एसओ**

**Dist – Peren, Nagaland**

जिला – रेनपे, नागालैंड

**PIN/ पिन – 797106**

**SSPN/QM/311/TDR/2026-27 Apr 26**

To,  
The Vendor

**REQUEST FOR PROPOSAL (RFP)/ INVITATION OF BIDS (IOB) FOR**  
**SERVICES OF PRINTING**  
**AT SAINIK SCHOOL PUNGLWA (NAGALAND)**

1. The Principal, Sainik School Punglwa hereinafter referred to as customer, is interested in 'Services of Printing works' for Sainik School Punglwa for the FY 2026-27.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below:-

- |   |   |  |
|---|---|--|
| (a) <u>Bids/queries to be addressed to</u>            | : | Principal, Sainik School Punglwa.<br>Punglwa BPO, Medziphema SO,<br>Dist – Peren; Nagaland<br>Pin - 797106 |
| (b) <u>Name/designation of the contact personnel</u>  | : | Adm Officer<br>Sainik School Punglwa   |
| (c) <u>Telephone numbers of the contact personnel</u> | : | 9402988732/9402988737  |
| E-mail ids  | : | <a href="mailto:sspunglwa@sainikschoolsociety.in">sspunglwa@sainikschoolsociety.in</a>                     |

3. This RFP is divided into five Parts as follows:

- (a) Part I - Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- (b) Part II - Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
- (c) Part III - Contains Standard Conditions of invitation of Bids(IOB), which

will form part of the Contract with the successful Bidder.

(d) Part IV - Contains Special Conditions applicable to this IOB and which will also form part of the contract with the successful Bidder.

(d) Part V - Contains Evaluation Criteria and Format for Price Bids.

4. This IOB is being issued with no financial commitment and the Principal, Sainik School Punglwa reserves the right to change or vary any part thereof at any stage. Principal, Sainik School Punglwa also reserves the right to withdraw the IOB, should it become necessary at any stage.

5. The approval and rejection of tenders rests with the principal Sainik School Punglwa who reserves the right of rejecting any Tender in whole or in part without cause assigned. The highest bidder will not necessarily be accepted.

6. Please return this letter duly signed along with the complete Tender Documents.

II

I/We/am/are in possession of complete set of tender 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 tender form duly completed and signed is submitted herewith.

Station: \_\_\_\_\_

Signature of Tenderer(s) \_\_\_\_\_  
(Name & Address in full and Capacity)  
(i.e. Proprietor/ Partner/ Authorised Attorney etc.)

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

Telephone No. (Rubber Stamp)

## PART I - GENERAL INFORMATION

1. Critical Date. The critical dates with respect to the tender are as follows:-

CRITICAL DATE SHEET			
Ser	Item	Date	Time
(a)	Published Date	29 Apr 2026, (P day)	0900 hrs
(b)	Bid Documents Download	'P' day	0900 hrs
(c)	Clarification Start	'P' day	0900 hrs
(d)	Bid Submission Start	'P' day	0900 hrs
(e)	Clarification End Date	'P' day + 15, 20 May 2026	1700 hrs
(f)	Bid Submission End	'P' day + 20, 23 May 2026	1600 hrs
(g)	Bid Opening Start	'P' day + 21, 25 May 2026	1100hrs
Note :- 'P' Day is Date of Publishing (P Day – 29 Apr 2026)			

2. Manner of Depositing the Bids. Sealed Bid should be dropped in the Tender Box kept at the office of the Administrative Officer prior to bid submission end date, duly marked with Tender ID along with a covering letter under company letter head. Late Tenders will not be considered.

3. Time and Date for Opening of Bids. 1100 hrs on 'P' day + 21, i.e. 25 May 2026 (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/ time, as intimated by Sainik School Punglwa.

4. Location of the Tender Box. Adm Block, Sainik School Punglwa, Nagaland. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. Place of Opening of the Bids. Adm Block, Sainik School Punglwa. The Bidders may depute their representatives, duly authorised 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.

6. Forwarding of Bids. Bids should be forwarded by Bidders 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.

7. Clarification regarding Contents of the RFP. A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Sainik School Punglwa 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 uploaded as corrigendum for all prospective bidders who have received the bidding documents.

8. 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 School 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 expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security/ EMD.

9. Clarification regarding contents of the Bids. The detailed instructions, Terms and Conditions, for bidders are placed at Appendix B. During evaluation and comparison of bids, the School may, at its discretion, ask the bidder for clarification of his 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.

10. Rejection of Bids. Canvassing by you in any form, unsolicited letter and post-tender correction may invoke summary rejection and forfeiture of EMD. Conditional tenders will not be accepted.

11. Unwillingness to Quote. Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

12. Validity of bids. The Bids should remain valid for 120 days from the date of opening of tenders from the last date of submission of the Bids.

13. Earnest Money Deposit. Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs 5,000.00/- (Rupees Five Thousand only) in favour of Principal, Sainik school Punglwa along with their technical bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee as per (Appendix C) from any of the public sector banks or a private sector bank authorized to conduct government business (viz SBI only) as per Form DPM-16. (Available in MoD website and can be provided on request). Demand draft & Banker's cheque should be drawn in favour of "Principal, Sainik School Punglwa". EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organisation (e.g. DGS&D), National Small Industries Corporation (NSIC), DGQA or similar procurement organisations of Ministries of the Government of India for the same item/range of products, goods or services for which the tenders have been issued. Firms registered with Units/Establishments of Army, Air Force, Navy or DRDO Labs which do not qualify to be part of Central Purchase Organisations will not be exempted from EMD. The bidder is required to attach the copy of proof for exemption of EMD with their technical offer. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

14. Manner for obtaining the Tender Set. The tender documents are available for download at [www.sainikpunglwa.nic.in](http://www.sainikpunglwa.nic.in) and Central Public Procurement Portal [eprocure.gov.in](http://eprocure.gov.in). Interested firms may download the documents and submit the same along with required tender fees.

15. The Principal, Sainik School, Punglwa shall have the right to accept or reject tender bids without assigning any reason.

Station: \_\_\_\_\_

Signature of Tenderer(s) \_\_\_\_\_  
(Name & Address in full and Capacity)  
(i.e. Proprietor/ Partner/ Authorised Attorney etc.)

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

Telephone No. (Rubber Stamp)

## PART II - ESSENTIAL DETAILS OF ITEMS/ SERVICES REQUIRED

1. Schedule of Requirements. List of items / services required is as per Appendix 'A'.
2. Terms and Conditions. Terms and Conditions as placed at Appendix 'B'.
3. Requirement of pre-site/ equipment inspection. Bidders are advised to visit the site at Sainik School Punglwa, Nagaland before submitting the bid.
4. The Bidders are required to attach the following documents along with the Bids and also details of Firm in the attached form Appendix 'E':-
  - (a) Certificate of firm's registration for GST, sale tax, service tax, excise, TIN and GSTN Registration Certificate.
  - (b) PAN No (Enclosed copy of PAN card duly stamped).
  - (c) Existing infrastructure for execution (Attach details and references).
  - (d) Vendor to specify broad description of each item quoted for and furnishes relevant documents of the same.
  - (e) NEFT/ ECS form.

Station: \_\_\_\_\_

Signature of Tenderer(s) \_\_\_\_\_  
(Name & Address in full and Capacity)  
(i.e. Proprietor/Partner/Authorised Attorney etc.)

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

Telephone No. (Rubber Stamp)

## PART III - STANDARD CONDITIONS OF RFP

THE BIDDER IS REQUIRED TO GIVE CONFIRMATION OF THEIR ACCEPTANCE OF THE STANDARD CONDITIONS OF THE REQUEST FOR PROPOSAL MENTIONED BELOW WHICH WILL AUTOMATICALLY BE CONSIDERED AS PART OF THE CONTRACT CONCLUDED WITH THE SUCCESSFUL BIDDER (I.E. LESSEE IN THE CONTRACT) AS SELECTED BY THE SAINIK SCHOOL PUNGLWA. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE BID SUBMITTED BY THE BIDDER.

1. Law. The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. Effective Date of the Contract. The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. Arbitration. All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website).
4. Penalty for use of Undue Influence. The Lessee 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 Lessor or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do "any act in relation to the 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 Lessee or any one employed by him or acting on his behalf (whether with or without the knowledge of the Lessee) or the commission of any offence by the Lessee or anyone employed by him or acting on his behalf, 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 Lessor to cancel the contract and all or any other contracts with the Lessee and recover from the Lessee the amount of any loss arising from such cancellation. A decision of the Lessor or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Lessee. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Lessee towards any officer/employee of the Lessor or to any other person in a position to Influence any officer/ employee of the Lessor for showing any favour in relation to this or any other contract, shall render the Lessee to such liability/ penalty as the Lessor may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Lessor.
5. Agents / Agency Commission. The Lessee confirms and declares to the Lessor that the Lessee is the original manufacturer of the stores/ provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Lessee; nor has any amount been paid, promised or intended to be paid to

any such individual or firm in respect of any such intercession, facilitation or recommendation. The Lessee agrees that if it is established at any time to the satisfaction of the Lessor that the present declaration is in any way incorrect or if at a later stage it is discovered by the Lessor that the Lessee has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Lessee will be liable to refund that amount to the Lessor. The Lessee will also be debarred from entering into any Work Contract with the Government of India for a minimum period of five years. The Lessor will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Lessee who shall in such an event be liable to refund all payments made by the Lessor in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Lessor will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. Access to Books of Accounts. In case it is found to the satisfaction of the Lessor that the Lessee 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 Lessee, on a specific request of the Lessor, shall provide necessary Information/ inspection of the relevant financial documents/Information.

7. Non-Disclosure of Contract Documents. Except with the written consent of the Lessor/ Lessee, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or Information thereof to any third party. The vendor will certify that all military Information and data available to him as a part of the project will remain the exclusive property of Principal, Sainik School Punglwa and will not be disclosed to any person not authorized by Principal, Sainik School Punglwa. Failure to comply with this clause will make the vendor liable to action as per law. Non Disclosure agreement is attached as Appendix 'D'.

8. Liquidated Damages. In the event of the Lessee'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 Lessor may, at his discretion, withhold payment until the completion of the contract.

9. Method of Payment of Liquidated Damages. The amount charged as liquidated damages would be deducted from the amount due for payment. If the amount of such LD exceeds the payments due, the Lessee shall within 30 (thirty) days make payment to the Lessor in FULL & FINAL settlement of claims less the value of the bank guarantee if encashed.

10. Termination of Contract. The Lessor shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) The delivery of the material is delayed for causes not attributable to Force Majeure for more than three months after the scheduled date of delivery.
- (b) The Lessee is declared bankrupt or becomes insolvent.
- (c) The delivery of material is delayed due to causes of Force Majeure by more than six months provided Force Majeure clause is included in contract.
- (d) The Lessor has noticed that the Lessee has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

(e) As-per decision of the Arbitration Tribunal.

11. 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.

12. Transfer and Sub-letting. The Lessee has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

13. Patents-and other Industrial Property Rights. The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Lessee shall indemnify the Lessor against all claims from a third party at any time on account of the Infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Lessee shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of Infringement of the supplies, irrespective of the fact of Infringement of any or all the rights mentioned above.

14. 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.

15. Taxes and Duties

(a) If Bidder desires to ask for GST, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(b) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entreated after the opening of tenders.

(c) If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

(d) If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement,

their quoted prices shall be loaded with the quantum of such duty/ tax of comparing their prices with other Bidders.

(e) Any change in any duty/ tax upward/ downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/ tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Lessor by the Lessee. All such adjustments shall include all relieves, exemptions, rebates, concession etc. if any obtained by the Lessee.

Station: \_\_\_\_\_

Signature of Tenderer(s) \_\_\_\_\_  
(Name & Address in full and Capacity)  
(i.e. Proprietor/ Partner/ Authorised Attorney etc.)

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

Telephone No. (Rubber Stamp)

## PART IV - SPECIAL CONDITIONS OF RFP

THE BIDDER IS REQUIRED TO GIVE CONFIRMATION OF THEIR ACCEPTANCE OF SPECIAL CONDITIONS OF THE RFP MENTIONED BELOW WHICH WILL AUTOMATICALLY BE CONSIDERED AS PART OF THE CONTRACT CONCLUDED WITH THE SUCCESSFUL BIDDER (I.E. LESSEE IN THE CONTRACT) AS SELECTED BY THE LESSOR. FAILURE TO DO SO MAY RESULT IN REJECTION OF BID SUBMITTED BY THE BIDDER.

1. Security Deposit. Successful bidder is required to deposit an amount of 5% of the total work order in the form of Demand Draft obtained in favour of the Principal, Sainik School Punglwa from any Nationalised / Scheduled Bank towards Performance Security. The Security Deposit shall remain valid for a period 60 days beyond the date of completion of all the obligations of Work as per the contract. The deposit will be liable to be forfeited at the time of the breach or nonperformance of the contract by the contractor of any clauses thereof on the part of the contractor.

2. Risk & Expense clause.

(a) Should the stores or any installment thereof not be delivered, within the time, or times specified in the contract documents, or if defective delivery is made in respect of the stores or any installment thereof, the Lessor shall after granting the Lessee 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract cancelled either wholly or to the extent of such default.

(b) Should the stores or any installment thereof not perform in accordance with the specifications / parameters provided by the LESSEE during, the check proof .tests, to be done in the LESSOR'S country, the LESSOR shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract .wholly or to the extent of such default.

(c) In case of a material breach that was not remedied within 45 days, the. LESSOR shall, having given the right of first refusal to the LESSEE be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar-description to make good:-

(i) Such default.

(ii) In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.

(d) Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the LESSEE. Such recoveries shall not exceed 10% of the value of the contract."

Station: \_\_\_\_\_

Signature of Tenderer(s) \_\_\_\_\_  
(Name & Address in full and Capacity)  
(i.e. Proprietor/ Partner/Authorised Attorney etc.)

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

Telephone No. (Rubber Stamp)

## PART V - EVALUATION CRITERIA & PRICE BID ISSUES

1. Evaluation Criteria. The broad guidelines for evaluation of Bids will be as follows:-
  - (a) 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.
  - (b) The Highest Bid will be decided upon the highest price quoted by the particular Bidder as per the Commercial-Bid format given at Appendix 'A' to this tender enquiry / RFP.
  - (c) No document is required to be attached with the commercial bid. Bidders are advised to quote the prices keeping the bye-laws in vogue concerning with the present tender. Cutting/alteration made in the tender shall render it invalid. The Principal Sainik School Punglwa reserves the absolute right to reject the tender without assigning reason whatsoever it may be.
  - (d) If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
  - (f) The Lowest Acceptable Bid will be considered further for placement of contract after complete clarification and price negotiations as decided by the Lessor.
2. Price Bid Format. The Commercial bid format is provided at Appendix 'A' along with this tender document at [www.sainikschoolpunglwa.nic.in](http://www.sainikschoolpunglwa.nic.in). Bidders are advised to quote their offer in the permitted column.

Note:

- (a) Please confirm that the store offered by you is exactly as required under tender enquiry description specification/ drawing.
  - (b) In case there is any deviation, the same shall be specifically stated.
3. Please ensure that this is your best and final offer.

Your faithfully,

Enclosures: As above

**SAINIK SCHOOL PUNGLWA (NAGALAND)**  
**TENDER SCHEDULE: SERVICES OF PRINTING WORKS**

<b>Ser No</b>	<b>Particulars</b>	<b>QTY</b>	<b>RATE</b>
1	File Covers (Blue/yellow/Green/White) Specifications:- 400 GSM Card Paper of desired colors with Eyelet on top left corner & printed on the front face in single color and with central cloth strip on inner side	1000	
2	School Magazine Specifications:- Multi color printing (100% print area coverage) on both sides on 130 GSM Art Paper (including designing, layout & typesetting)	700	
3	Clothing cards (10" x 7") foldable 4 leafs with School logo and design(As per School sample)	1200	
4	Medical cards for cards (size) 9" x 6" Cover 130gsm with school logo and design, inside pages with 70gsm pages 24 pages	1200	
5	Carry bags (size) 15" x 11" x 3" Glossy with School Logo and design on both sides	100	
6	Carry bags (size) 10" X 08" X 3" Glossy with School Logo and design on both sides	200	
7	Envelops Specifications:- White/off white color 75 GSM paper with Sender's Name & Logo printed on front face in single color (9"x4")	1000	
8	Envelops Specifications:- Off White color 75 GSM paper with Sender's Name & Logo printed on front face in single color A4 size	200	
9	Cadets parade state register (hard cover) 400 pages 65 gsm (inside design and printing as per School Sample)	100	
10	Cadets Counseling register (Hard cover) 200 pages, 65gsm (inside design and printing as per School Sample)	100	
11	Teacher's Diary (Hard cover) 150pages (inside design and printing as per School Sample)	100	
12	Receipt/Issue/Conversion Voucher (100 pages 60gsm) Size: 11" x 8"	100	
13	Handouts Specifications:- Multi color printing (100% print area coverage) on both sides on 90 GSM Art Paper of reputed brand Brand 3.1 A4 Size	1000	
14	Pamphlets Specifications:- Multi color printing (100% print area coverage) on both sides on 170 GSM Art Paper of reputed Brand 5.1 21cm X 55cm Size (Five Fold)	1000	

15	Handouts leaflets Specifications:- Black & White printing (100% print area coverage) one side on 50 GSM size) Size 6" x 8 "	2000	
16	Banners printing of 180 GSM with minimum 6 eyelids in sq ft	2000	
17	Banners printing of 200 GSM with minimum 6 eyelids in sq ft	2000	
18	Calendar Specifications:- Multi color printing (100% print area coverage) on both sides on 170 GSM Art Paper of Ballarpur Brand	1000	
19	Visiting Cards Specifications:- Multi color single side printing on 300 GSM Art Card Paper / Ivory Sheet	200	
20	Answer sheet Booklet 6 pages with eyelet and stapled Size A4 Ruled (Portrait/Landscape) and Names, Roll No with underlined option and school logo print	20000	
21	Answer sheet extra sheet 4 pages same size as above in ser 20	20000	
22	Car diary, 9" x 8 " 16 leaflets 75GSM with yellow 80GSM art paper cover (as per School sample)	50	
23	Vehicle Log Book Hard cover register 200 pages,75gsm pages (Design inside as per School sample)	20	
24	Accounts receipt Booklet 7" x 5", 100 pages, coloured pages and duplicates in plain white	20	
25	Fee receipt Booklet 4 " x 6 1/2 " 4 pages tearable from 1 main page of size 8 1/2 " x 12 1/2 " Booklet of 50 pages serially numbered (Inside design as per School sample)	20	
26	Cadets Individual ledger Book Register Hard cover with inside 75gsm 200 pages	10	
27	Cash Book size 12" x 16 " 200 pages 75 GSM (Inside design as per School sample)	10	

**Note:** - 1. All items above are to be pre-approved sample as per School requirements. Any new items required will be as per the approval of both parties and samples required

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_

Date:

Mobile No: \_\_\_\_\_

TERMS & CONDITIONS

1. The contract will be valid for the period commencing from 01 May 2026 to 30 Apr 2026 from the date of commencement of Agreement. If required the period of contract can be extended at the same rates to a maximum of three months duration by Adm Officer, Sainik School Punglwa.

(a) The contractor shall provide Services at their own expenses without any advance from the school in such time and place and /or at the School Campus as per the price negotiated in the contract.

(b) The Administrative Officer, Sainik School Punglwa may authorise such Officer/ Officers as he may wish to operate the contract on his behalf and the contractor and his agents will accept and carry out instructions given by the Officer or representatives in connection with the contract as if those were issued by the Administrative Officer, Sainik School Punglwa.

(c) The Administrative Officer, Sainik School Punglwa or their authorised representative may reject the Services in whole or in part thereof if the supplies are not in respect or in accordance with the contract in their opinion.

(d) not applicable hence deleted.

(e) not applicable hence deleted.

(f) The Administrative Officer, Sainik School, Punglwa shall in the event of rejection of supplies be entitled to demand replacement at the contractor's own cost of such supplies of the quantity required or in the event of the latter's failing, declining, neglecting or delaying to comply with any demand or rejection or otherwise not executing the same in accordance with the terms of the contract. The Administrative Officer, Sainik School, Punglwa or the officer operating the contract shall be at liberty (without Prejudice or compensation against loss and inconvenience caused by such breach or non-compliance of the contract) to purchase the items locally if available to procure or to arrange from Govt stores or otherwise at the contractor's own risk and expenses. supplies as may have been rejected or that the contractor may have failed, neglected, declined or delayed to such authorised substitutes thereof as are specified in the schedule thereof and excess cost so incurred in purchasing, procuring (together with all incidental charges) in excess of the contract price shall be recovered from him on demand.

(g) All money or compensation payable by the contractor to Sainik School Punglwa under the terms of the contract may be deducted from his security deposit or from any sums, which may be due or may become due to him by the school under the contract.

4. In the event of the security deposit / Bank guarantee being reduced by reasons of any non-compliance of the contract, the Contractor shall within ten days from the date of being called upon to do so, make good the amount required to complete the security deposit.

5. The Administrative Officer, Sainik School Punglwa may rescind the contract for the

following reasons:-

- (a) If the Contractor assigns or sublets this contract without the Administrative Officer's written approval or if the Contractor attempted to do so.
- (b) If the contractor or any of his agents or his servants is 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.
- (c) If the Contractor declines, neglects or delays to comply with any demand or requisition or in any other way fails to perform or serve any condition of the contract.
- (d) In case of recession, the Administrative Officer, Sainik School, Punglwa shall be entitled to recover from the contractor on demand any extra expense he may put to in obtaining supplies hereby agreed to be supplied from elsewhere in any manner mentioned in clause 3(f) hereof for the remainder of the period for which this contract was entered into without prejudice to any other remedy he may have.
- (e) If the Supplies are not as per the specification given in the schedule to this contract.

6. Notwithstanding anything herein before contained, the Administrative Officer, Sainik School Punglwa may recover from the Contractor as compensation, such sums as he considers reasonable, if he fails to observe or perform any condition of the contract.

7. The contractor agrees to the Sainik School, Punglwa or his authorised representative exploring markets in the area in which Contractor may obtain or procure supplies to meet demand under this contract either for the purpose of obtaining records or resources or of purchasing any commodity for the purpose of building up reserves as may be considered necessary and any control which the Administrative Officer, Sainik School Punglwa may wish to introduce during the currency of contract.

8. The contractor shall be liable to payment of rent for any building/house, if and when occupies by him in the course of contract at the rate to be fixed by the Administrative Officer, Sainik School Punglwa.

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

10. If during the currency of the contract, specification or quantity of any article or articles were changed, the contractor shall continue to supply the said article/ articles in accordance with the new specifications / quantity at the rate to be mutually agreed to in writing at the time of such change by the Administrative Officer, Sainik School Punglwa.

11. The contractor shall submit Bills to the Administrative Officer, Sainik School Punglwa in Triplicate in English for all Supplies/Services accepted during the previous month within the first week of current month. Charges for these Bills will always be entered at the same rates as are shown in the schedule attached as Appendix of the contract pertaining to it.

12. The contractor's Security or any balance thereof remaining at the end of the contract shall not be returned to him until his accounts have been finally audited and settled and until he has executed the "No Demand certificate".

13. In the event of any decrease/increase in the school strength and consequently in

demand or supplies, the contractor shall comply with the demand at the same rate as per rate schedule attached as Appendix of this contract and shall not be entitled to any compensation.

14 All payments due to the contractor under this contract will be made by cheque/ ECR credit to \_\_\_\_\_ represented by \_\_\_\_\_ after receipt of items and submission of bills after deducting the applicable Income Tax per Govt rules.

15. Notwithstanding anything to the contrary herein contained, the contract may be terminated by the Administrative Officer, Sainik School, Punglwa by giving the contractor any notice in advance without assigning any reason and without the contractor being entitled for any compensation on this account.

16. By virtue of the Contractor's position as a Contractor, he fully understands that he and his employees and representatives are not to divulge any information in respect of this School that may come to their knowledge regarding strength, composition, location or rates of etc to any unauthorised person/persons.

17. The contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supplies 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 and he shall not plead ignorance of any of these as an excuse in case of complaints against or rejection of supplies delivered by him or with a view whether to asking for enhancement of any rates agreed to in the contract or to evading any of the obligation under the contract.

18. All queries relating to the execution of the terms of this agreement and all disputes and differences which shall arise during the progress of work under this agreement or any other matter arising out of or relating to this agreement on the work to be done , or payment or with regard to construction, meaning and effect of this agreement or any part thereof shall be referred to the sole arbitration of the Principal , Sainik School Punglwa whose decision shall be final, conclusive and binding upon the parties at this agreement.

19. The period of contract will be from 01 May 2026 – 30 Apr 2026, extendable in case the need arises by the School upto a period of three months at the discretion of the Administrative Officer, and due approval of the Principal, Sainik School, Punglwa.

20. For any emergent requirement of items on any particular day and at particular time apart from normal, the contractor will have to provide the same at contracted rates.

21. Service tax will be either paid by the contractor and receipt of the same deposited to the Administrative Officer Sainik School, Punglwa or deducted at source.

22. The successful tenderer will execute an agreement in favour of Principal, Sainik School Punglwa on court fee non judicial stamp of appropriate denomination incorporating the above and such other terms and may be prescribed by Adm Officer, Sainik School Punglwa. Income tax deductions will be made as per Govt. rules from the contractor's bills.

23. As per Govt Policy, the suppliers/ Vendors should submit the information like Bank A/c No. and other E-Payment details like IFSC Code No. Bank Name, Address, Bank Code (MICR), copy of PAN Number etc., while applying the tender.

BG FORM FOR EARNEST MONEY DEPOSIT

To,

\_\_\_\_\_  
\_\_\_\_\_

WHEREAS \_\_\_\_\_(Name of Bidder) (hereinafter called "the Bidder" has submitted its Bid dated \_\_\_\_\_ (Date) for the execution of (Name of Contract) \_\_\_\_\_ (hereinafter called "the Bid") in favour of \_\_\_\_\_ hereinafter called the "Lessor";

KNOW ALL MEN by these presents that we, \_\_\_\_\_(name of the issuing Bank), a body corporate constituted under the \_\_\_\_\_ having its Head Office at \_\_\_\_\_ amongst others a branch/office at \_\_\_\_\_ (hereinafter called "the Bank" are bound unto the employer for the sum of Rs \_\_\_\_\_(Rupees \_\_\_\_\_ only) for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents;

THE CONDITION of this obligation is:

If the bidder withdraws or amends their offer of empanelment before finalization of empanelment by the employer, We undertake to pay to the Employer up to the above amount upon receipt of his first written demand without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence the above condition.

Notwithstanding anything contained herein

- (a) Our liability under this Bank Guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)
- (b) This Bank Guarantee is valid up to \_\_\_\_\_ and
- (c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_ (mention period of guarantee as found under clause (b) above plus claim period)

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

(Signature of the authorized officer of the Bank)  
Name and designation of the officer Seal,  
Name & address of the Bank and address of the Branch

NON DISCLOSURE OF CONTRACT DOCUMENTS  
(Article 22 of DPM 2009)

Except with the written consent of the LESSOR/ LESSEE, other party shall not disclose the contract or any, specification, plan, design, pattern, sample or information thereof to any third party.

Company Seal

Date: 2026

(Authorised signatory of Company)



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11. DETAILS ABOUT EARNEST MONEY :

DD NO..... DATE.....

AMOUNT.....

ISSUING BANK NAME AND BRANCH .....

.....

CERTIFICATE

In consideration of our tender, being contractor, we hereby agree that we shall not withdraw, amend or attach any conditions to our tender submitted to the school authorities before six months from the date of Work order of the said tenders for acceptance; and if we do so, the Principal, Sainik School Punglwa 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. We promise to cooperate with the School authorities to promote corrupt-free deal and not to indulge in any form of unfair means to influence any individual/authorities while carrying out the supplies/services.

DECLARATION

I ..... (Proprietor/ Partner/ Manager \*)  
do hereby declare that the entire declaration made in the application form are true to the best of my knowledge. [\* Strike out if not applicable]

PLACE:

DATE:

AUTHORISED SIGNATURE  
WITH RUBBER STAMP