

UNISON WORLD SCHOOL

DEHRADUN – 248009

TENDER FORM FOR SUPPLY OF **SCHOOL AND OFFICE STATIONERY**

Duration of supply : April 1, 2025 –to 31 Mar 2026

**Terms & Conditions of Contract**

1. All Tenderers are required to desposit their tender through e-mail at tender@uws.edu.in or in a sealed envelope at Tender Box kept with the Main Gate of Unison World School along with the proof of digital tranfer or Demand Draft of Rs **1O,OOO/-** as Earnest Money. The Earnest Money will be refunded to unsuccessful tenders without interest. The Earnest Money of successful tenders will be retained and no interest will be paid.

2. The details of bank account for Earnest Money Deposit is attached as per annexure – 1

3. Supply will be made as per delivery schedule laid down by the Unison World School and will be made on printed delivery challan presented in duplicate. The receipt of supplies will be made by signature on one copy of the delivery challan by a person authorised by the Principal. Such signed challans must be attached to the supplier’s bill. Bills must be submitted once every month and will be paid by NEFT/RTGS within 15 days.

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4. All supplies are to be delivered to the school as per time specified by the concerned department. Supplies will be made of the best quality and approved specifications and the Principal’s decision on this matter will be final and binding. In the events of short supplies or late supplies the Unison World School will be entitled to makeup the deficiency by direct purchase from sources and will be entitled to recover difference in price from contractor’s bill, if a price higher than contracted is paid.

5. In the event of defective, unhygienic or poor quality supplies of which the Principal shall be the absolute judge, the school will be entitled to reject the supplies, or at its discreption, accept the supplies and make such deduction from the price as it deems fit or by any scale laid down in the contract

6. The school shall devise such test and investigation on the question of quality as it deems fit, but a signature on the contractor’s challan only signifies receipt of supplies subject to test and acceptance and does not absolve the contractor from his responsibility on this score.

7. Delivery van and items supply containers/box should be clean and hygienic as per the food standard.

8. Abiding by the government rules and regulations, single use plastic shoud be avoided.

9. In the event of termination of contract without the written concent of the school, the security deposit will not be refunded .

**Col Pranav Kumar (Retd.)**

**School Administator**

BANK DETAILS FOR WIRE TRANSFER

Name of Beneficiary : Unison World School

Address of Beneficiary : Unison World School

 Mussoorie Diversion Road

 Dheradun – 248009

Beneficiary Bank Name & Address : HDFC BANK

 56 Rajpur Road

 Dehradun – 248001

Beneficiary A/C No : 02251450000432

IFSC Code : HDFC0000225

Purpose of Remittance

Note : Please send the remittance details after remitting the amount to principal@uws.edu.in / finance@uws.edu.in / administrator@uws.edu.in



|  |  |  |
| --- | --- | --- |
| **Srl No** | **Particulars** | **Details to be filled by the organization** |
| 1 | Name of the Firm |  |
|  |  |  |
| 2 | Registered Address |  |
|  |  |  |
| 3 | Establishment year of the Company |  |
|  |  |  |
| 4 | Status (Company/Firm/Proprietor/Co-operative Society/HUF/Other) |  |
|  |  |  |
| 5 | Name of the Contact Person |  |
|  |  |  |
| 6 | Designation of the Contact Person |  |
|  |  |  |
| 7 | Telephone/ Mobile No. |  |
|  |  |  |
| 8 | E-mail |  |
|  |  |  |
| 9  | Website |  |
|  |  |  |
| 10 | Turn Over details (Copy of CA certified audited Balance Sheet and Profit & Loss Account to be enclosed) |  |
|  | Amount in Rs. |  |
|  | 1. Previous Year
 |  |
|  | 1. One Years before previous year
 |  |
|  | 1. Two years before previous year
 |   |
|  | (Submit copy of registration no. certificate) |   |
|  |  |   |
| 11 | GST No. of the firm |  |
|  | (Submit copy of GST registration no. certificate) |  |
|  |  |  |
| 12 | Permanent Account Number of the Company |  |
|  | (Submit copy of PAN) |  |
|  |  |  |
| 13 | Micro Small & Medium Ent. Reg No. |  |
|  | (Submit copy of MSME registration no. certificate) |  |
|  |  |   |
| 14 | FSSAI License No. |  |
|  | (Submit copy of FSSAI License no. certificate) |  |
|  |  |  |
| 15 | Health Dept. License |  |
|  | Please attach copy of the same |  |
|  |  |  |
| 16 | Catering License |  |
|  | Please attach copy of the same |  |
|  |  |  |
| 17 | Whether regular pest control activities are undertaken in your establishment |  |
|  |  |  |
| 18 | Whether the food items/ ingredients/water used in your establishment are lab tested |  |
|  |  |  |
| 19 | Fire Safety License |  |
|  | Please attach copy of the same |  |
|  |  |  |
| 20 | EPF Registration No. |  |
|  | (Submit copy of EPF Registration No. Certificate) |  |
|  |  |  |
| 21 | ESI Registration No. |  |
|  | (Submit copy of ESI Registration certificate) |  |
|  |  |  |
| 22 | Registration No. of Labour License |  |
|  | (Submit copy of labour license certificate) |  |
|  |  |  |
| 23 | Organization Strength |  |
|  | Category | No. of persons on roll |
|  | 1. Top Management
 |  |
|  | 1. Executive Staff
 |  |
|  | 1. Supervisory Staff
 |  |
|  | 1. Workers
 |  |
|  | 1. Others
 |  |
|  |  |  |
| 24 | Whether the firm possess any of the following certifications? |  |
|  | (i) ISO : 9001 (ii) ISO 14001 (iii) OHSAS :18001 or any other Certification |  |
|  | Yes/ NO (If yes, please specify the details and enclose documentary proof) |  |
|  |  |  |
| 25 | Please attach copy of one of the following bills for address proof |  |
|  | Telephone bill/ Electricity bill/ Water bill |  |
|  |  |  |
| 26 | Bank Details: Account Number |  |
|  |  |  |
| 27 | Name of the Bank |  |
|  |  |  |
| 28 | Branch |  |
|  |  |  |
| **29** | Account Number |  |
|  |  |  |
| 30 | IFSC Code/MCR Code  |  |
|  |  |  |
| 31 | Do you have any related party in the school? |  |
|  | (in the director or employee) |  |
|  | If yes please mention the name and relation with him/her. |  |
|  |  |  |

**Note :-**

1. **It not applicable please mentioned NA in this column.**
2. **Please attach one cancelled cheque.**
3. **I certify that all the information provided by me in this form is accurate and complete and that there is no omission of important information.**

**(Signature and seal of the firm)**

To

The Principal

Unison World School

Mussoorie Diversion Road

Dehradun- 248009

Dear Sir/Madam

We hereby confirm that :

1) The provisions of the Micro, Small and Medium Enterprises Development Act 2006 is not applicable

AND

2) We have **not filed** memorandum under the provisions of Micro, Small and Medium Enterprises Development Act 2006.

 Pleas Tick

 OR

3. We have  **filed**  memorandum under the provisions of Micro, Small and Medium Enterprises Development Act 2006.

Pleas Tick

If **Filed** then,

1. We have filed memorandum with the notify Government Authority on \_\_\_\_\_\_ (DD/MM/YY) *Pleasee attach the acknowledgement of the Authority for receipt of the memorandum/certificate issued by the authority)*
2. As per the provisions of Micro, Small and Medium Enterprises Development Act 2006. We are classified as
3. Micro
4. Small
5. Medium

(Authorised Signatory)

 **UNISON WORLD SCHOOL**

 **MUSSOORIE DIVERSION ROAD**

 **DEHRADUN - 248009**

Tender for supply of Printing School and Office Stationery

Duration of supply : April 1, 2025 – to 31 Mar 2026

|  |
| --- |
| **Name of Tenderer****Address of Tenderer****Telephone No :****GST No :** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/No** | **Name of items** | **Qty** | **Market Price (Rs)** | **Disc** | **Rate (Rs) including TAX** |
| **%** |
| 1 | Envelope 3m logo 9.5x13" A4 Size | 5000 |   |   |   |
| 2 | Envelope 3 m logo 12x16" A3 Size | 500 |   |   |   |
| 3 | Envelope 3m logo 9.5x4" | 1800 |   |   |   |
| 4 | Continuous sheet w/o logo  | 2000 |   |   |   |
| 5 | Letter head A4 size with logo, Mont Blanc 100gsm, Size: A/4 | 2000 |   |   |   |
| 6 | Visiting card with logo, Color Digital Double Side Printing, Glode Ivory 260gms | 1000 |   |   |   |
| 7 | Enquiry forms, Printed on Imported DO Paper with Digital Printing | 500 |   |   |   |
| 8 | Schedule of fee, A4, Four Pages, RSW 190gsm, Color Digital Printing, Die Creasing  | 500 |   |   |   |
| 9 | Material Gate Pass logo  | 3 |   |   |   |
| 10 | Greeting card with envelope flower | 500 |   |   |   |
| 11 | Greeting card with envelope statue | 500 |   |   |   |
| 12 | Certificate Inter house sports activities, As per CDR File, Paper : Rendezvous Hi Print 260gsm, Pantone Unison Brown Ink as per specification | 1500 |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 13 | Certificate Inter school sports activities, As per CDR File | 1500 |   |   |   |   |
| Paper : Rendezvous Hi Print 260gsm |
| Pantone Unison Brown Ink as per specification |
| 14 | Inter school participation, As per CDR File | 1500 |   |   |   |   |
| Paper : Rendezvous Hi Print 260gsm |
| Pantone Unison Brown Ink as per specification |
| 15 | Inter school curricular activities, As per CDR File, Paper : Rendezvous Hi Print 260gsm, Pantone Unison Brown Ink as per specification | 1500 |   |   |   |   |
| 16 | Inter house curricular activities, As per CDR File, Paper : Rendezvous Hi Print 260gsm, Pantone Unison Brown Ink as per specification | 1500 |   |   |   |   |
| 17 | Hostel Attendance Register Boarding House incharge | 100 |   |   |   |   |
| 18 | Wrapping Paper with School Logo, Size: 17 x 24 Inch, Offset printed on Unison Pantone Brown, 130gsm Imported, Pearl Coat on entire sheet  | 1000 |   |   |   |   |
| 19 | Docket folder logo | 600 |   |   |   |   |
| 20 | Gift Wrapping Ribbon With School Logo | 600 mtr |   |   |   |   |
| 21 | Linyard for ID Card With School Logo | 300 |   |   |   |   |
| 22 | Program Brochure (APDF) | 1000 |   |   |   |   |
| 23 | Yearbook, Hardbound Coffee Table Publication Titled' Quintessence - School Year-2023, Size: 11 x 11 Inches | 500 |   |   |   |   |
| 200 pages (192 plus cover 4 pages plus jacket 4 pages), Text Paper Imported Gloss / Matte 170gsm, Cover Paper Imported Gloss / Matte 130 gsm Matte Lamination, Metallic Foil or spot UV on Jacket Pearl Coat on All Inside Text Pages |
| Imported Cardboard Hardbound Edition  |
| Packing, Shipping and Delivery to School Stores |
| 24 | Exeat Slip Student, (4.5 inch+4 inch+4 inch = 12.5mm W) x 4 inch H, 100 Slips, Triplicate (Left to Right) separated by vertical die dual perforation, Maplitho Ivory 80 gsm, Unison Pantone Brown Hardbound Cover | 100 |   |   |   |   |
| 25 | Health Record Book with logo, Size: 8.25" x 5.25", Pages : 32 (B/W)+4 (Colour)Paper : 120 Sunshine / 250 Art PaperBinding : Center Staple / Lamination | 300 |   |   |   |   |
| 26 | Goods Received Record logo | 7 |   |   |   |   |
| 27 | Staff Gate Pass logo | 3 |   |   |   |   |
| 28 | TC Book with logo, Transfer Certificate (as per Sample), Leaf's : 100 each, Unison Pantone Brown | 02 |   |   |   |   |
| 29 | Student Attendance Register With logo  | 300 |   |   |   |   |
| 30 | Student OPD Register, 250 Pages / 125 sheets each, Size: 33cm X 20.5cm, Maplitho Ivory 80gsm, Paper (as per approved sample), Offset Printing in Pantone School Brown Ink | 10 |  |   |   |   |
|  |
| 31 | Requisition Book new logo | 16 |   |   |   |   |
| 32 | School Memento with logo  | 2 |   |   |   |   |
| 33 | Coffee Mug UWS Logo | 200 |   |   |   |   |
| 34 | Parking Stickers(Annual Day), Colour Digital Reverse Printing on Vinyl with Cutting | 200 |   |   |   |   |
| 35 | Invitation Card with Envelope, - Rendezvous hi Print 270gsm, Four Colour Digital Offset CTP Printing, Pearl Coat on all Printed Surfaces, Die & Die Cutting | 750 |   |   |   |   |
| 36 | Parents Handbook Four plus one special color (Unison Pantone brown) = Five Color Offset printing, 76 pages Including cover, A4 Portrait, Cover : Imported Glode Ivory 260gsm,Text: Rendezvous Natura 130gsm (superior grade vis-a-v-s Glode), Pearl Coat on outer Cover, Perfect Bound | 250 |   |   |   |   |
| 37 | Prospectus with Envelope, 8 x 11.25 Inches, 60 Pages Incl. Cover, Austrian Matte 170gsm + 300gsm, Offset Printing in Five Color, Special Color Unison Pantone 871C Gold, Section Sewing, Perfect Bound, Satin Pearl Coat on All Pages | 500 |   |   |   |   |
| 38 | Admission Booklet, 8 x 11.25 inches, 44 pages Incl. cover, Cordenons Silk 130 gsm + 250gsm, Offset Printing in Special Color Unison Pantone Brown, Loop/UI Clip Bound, Perforation on Select Pages, Pearl Coat on Cover | 200 |   |   |   |   |
| 39 | Fee Receipt Book  | 36 |   |   |   |   |
| 40 | Farewell Certificate  | 100 |   |   |   |   |
| 41 | Envelope 10"x4.5" new logo letter pad  | 15600 |   |   |   |   |
| 42 | Laundry Sheet (Washing) | 70 |   |   |   |   |
| 43 | Laundry Sheet (Dry Cleaning) | 11 |   |   |   |   |
| 44 | Student Article Item Receive | 10 |   |   |   |   |
| 45 | Staff Personal File With Logo | 200 |   |   |   |   |
| 46 | Visitor In /Out Register | 4 |   |   |   |   |
| 47 | Visitor Slip  | 60 |   |   |   |   |
| 48 | Brocher school Double Fold, Tripal Panel, Colour Digital Printed on Glode Ivory 270 gsm (Front Back), Twin Die Creasing | 250 |   |   |   |   |
| 49 | Infirmary Slip | 50 |   |   |   |   |

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| **Stationery Requirement for Academic Session 2025- 2026** |
| **S.No.** | **Items**  | **Qty.** | **Unit** |
| 1 | A 4 Sheet for assignment (Ream), Make: Century  | 498 | Ream |
| 2 | Eraser Non dust, Make: Camlin  | 1216 | Nos. |
| 3 | Fevistik, Make: Pidilite | 478 | Nos. |
| 4 | Fevicol tube / Crafty Glue Tube Fevistik, Make: Pidilite | 479 | Nos. |
| 5 | Gel pen (Black), Make: Classmate / Unomax | 1828 | Nos. |
| 6 | Gel pen (Blue), Make: Classmate / Unomax | 1967 | Nos. |
| 7 | Pencil HB packet, Make: Absolute | 489 | Pkt. |
| 8 | Pencil sharpener, Make: Camlin | 597 | Nos. |
| 9 | Scale (big) Transparent Plastic, Make: Classmate  | 478 | Nos. |
| 10 | Geometry box, Model: Archimedes, Make: Classmate  | 474 | Nos. |
| 11 | Scrapbook 24 cm X 22 cm, Make: Classmate  | 420 | Nos. |
| 12 | Transparent Plastic Stationery Pouch | 478 | Nos. |
| 13 | Pocket Folder \* SKU No. FL01Blue(only New student), Make: WorldOne | 292 | Nos. |
| 14 | Set of Round Brushes, Make: Camel (68 series) | 382 | Pkt. |
| 15 | Pencil colors 24 shades, Make: DOMES | 369 | Pkt. |
| 16 | Crayon, Plastic Artica 24 shades, Make: CAMEL | 38 | Pkt. |
| 17 | Shading pencils set, Make: Artline / Camel | 314 | Pkt. |
| 18 | Drawing file A3 size, Make: Classmate  | 964 | Nos. |
| 19 | Water colors 24 new tin set, Make: Camel | 438 | Tin |
| 20 | Ring Binder A-4, Colour: Blue, Make: World One  | 340 | Nos. |
| 21 | Single Line Note Book 120 Pages (Customized), 70 gsm, Make: Classmate | 965 | Nos. |
| 22 | Single Line Note Book 188 page | 2375 | Nos. |
| 23 | Single Line Note Book, Size: A/4, 192 Pages (Custmized), 70 gsm, Make: Classmate | 3362 | Nos. |
| 24 | Single Line Note Book, 92 Pages, 70 gsm, Make: Classmate | 2916 | Nos. |
| 25 | Interleaf Note Book 188/ 192 Pages (Customized), 70 gsm, Make: Classmate | 420 | Nos. |
| 26 | Graph Book (Non-Customized), 2mm, Sheets : 25-30 | 342 | Nos. |
| 27 | Pencil colour 12 shades, Make: DOMES | 108 | Sets |
| 28 | Ball point Pen (Black), Make: Unomax  | 218 | Nos. |
| 29 | Ball point Pen (Blue), Make: Unomax | 218 | Nos. |

**Note :- Please quote the ratee inclusive of all Taxes for School**

**Sd/--**

**Col Pranav Kumar (Retd.)**

**School Administator**