

**SAINIK SCHOOL IMPHAL, MANIPUR**  
**TENDER/CONTRACT NOTICE: 2025-26**

1. The Principal, Sainik School Imphal invites sealed tender from reputed Firms/Contractors for the followings:-

<b>TENDER FOR</b>	<b>EARNEST MONEY</b>	<b>OPENING DATE/TIME</b>	<b>CONTRACT PERIOD</b>
Outsourcing for Running of Dhobi Shop for the year 2025-26	Rs. 5,000/-	15 Feb 2025 (1430 hrs)	01 May 25 to 30 Apr 26

2. Tender form duly completed in all aspects can be sent by post or dropped in the tender box placed in the School Main Gate till 1600 hrs on all working days **DULY MARKED ‘TENDER FOR OUTSOURCING FOR RUNNING OF DHOBI SHOP’ ON TOP OF THE ENVELOPE**. The school will not be responsible for postal delays. Tenders will not be accepted in hand and after the closing date. Photocopy of Pan Card, Registration Certificate of Firm/Shop, GST No if any are to be attached with the tender application.

3. Tender forms along with Terms & Conditions can be obtained from QM Section on payment of Rs.2,000/- with effect from 24 Jan 2025 onwards from 1000 hrs to 1300 hrs and close on 13 Feb 2025 at 1300 hrs. Sealed tenders along with earnest money through bank draft drawn in favour of the Principal, Sainik School Imphal, Manipur payable at Imphal should reach latest by 1300 hrs on 13 Feb 2025. Tenders will be opened on the opening dates and time as mentioned in presence of the tenderers.

4. Tender forms can be downloaded from the School website, [www.ssimphal.nic.in](http://www.ssimphal.nic.in) along with respective Appendix (list of items). Downloaded form to be deposited/sent with a DD of Rs. 2,000/- as cost of Tender Form along with Earnest Money as applicable on or before 1300 hrs on 13 Feb 2025.

5. No local/outstation cheque or cash will be accepted for earnest money.

6. Earnest money of unsuccessful Tenderers will be refunded within 30 days from the date of opening of Tender or after finalization of tender whichever is later. No queries/requests will be entertained by the School Administration prior to this.

7. The Principal, Sainik School Imphal, reserves the right to reject or accept any or all the tenders or accept them in parts or reject the lowest tender without assigning any reasons. Awarding of part tenders will be discouraged for administrative conveniences and EMD will be refunded in due time. Also, Principal, Sainik School Imphal reserves the right to extend the contract by 1-2 months subject to satisfactory services provided by the Vendor & after the admin approval.

## TENDER FORM

Sl No. \_\_\_\_\_

(With School Round Stamp)

Cost of Tender Form – Rs. 2,000/-

(D/D for Rs.2,000/- to be attached for downloaded forms)

### SAINIK SCHOOL IMPHAL

### TENDER FOR RUNNING OF DHOBI SHOP FOR THE YEAR 2025-26

1. Tender for Supply/Services of : \_\_\_\_\_
2. Name of the Firm/Agency/Supplier/Contractor : \_\_\_\_\_
3. Full Address of the Firm/Agency/Supplier/  
Contractor with Pin Code : \_\_\_\_\_
4. Telephone No., if any (Including Mobile No.) : \_\_\_\_\_
5. Earnest Money Amount : \_\_\_\_\_
6. Bank Draft No. & Date with Name of the  
Issuing Bank : \_\_\_\_\_
7. Experience of Supply/Services to Govt Deptt,  
if any (with documentary evidence, PAN No.,  
Supplier/Firm Registration No. and also a copy  
of IT Return) : \_\_\_\_\_
8. Important points from the School side to be acknowledged by vendors:-
  - (a) Incomplete Tender Form will not be entertained & no further communication will be done on the subject.
  - (b) Tender Form will be summarily rejected in case required documents as per the Tender notice as per our website are not attached with the form.
  - (c) Tender will be accepted with the required Security Deposit as per the Tender notice per our website.
  - (d) The Principal reserves the right to accept or reject any or all tenders without assigning any reasons.
  - (e) Rates are to be quoted in Rupees for each item and should be inclusive of all eligible taxes.
  - (f) Split tender will generally be discouraged. However, earnest money of tenderers who refuse to accept part tender will be forfeited, subject to the discretion of the Principal.
  - (g) Lowest tender will be decided on the evaluated value of the total items and various other factors i.e. quality, the reputation of the Tenderer, etc.

(h) Tender form duly completed in all aspects can be sent by post for outstation bidders and local bidders can drop in the tender box placed in the School Main Gate only duly marked '**Tender for outsourcing for Running of Dhobi Shop**' on top of the envelope till 1300 hrs on 13 Feb 2025. The School will not be responsible for postal delays. No tender will be accepted after 1300 hrs on 13 Feb 2025.

(j) Tenderer will give an undertaking in the form of signing the tender form that no representation in view of the rejection of their tenders by the Board of Officers will be represented in any department or Court of Law of this country. The decision of the Board of Officers will be considered as full and final and the tenderer will agree to that.

Signature of Supplier/Contractor or  
Authorized signatory of the Firm/Agency

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Address : \_\_\_\_\_

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

Place : \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS

1. The tender document is not transferable. The complete terms & conditions need to be read by the Tenderer prior to send/drop the filled tender form. The sealed tenders must reach the Principal / Administrative Officer, Sainik School Imphal (Manipur) on or before 1300 hr on **13 Feb 2025**. All Local bidders may drop their filled tender forms in Tender Box kept in school Main Gate within stipulated time. If sending by Post, Tenders received late will not be considered.
2. This form, in original, should be duly filled up and complete in all respects in legible handwriting and signed by the tenderer / authorized signatory of the firm. The sealed envelope should be duly super subscribed "**TENDER FOR OUTSOURCING OF RUNNING OF DHOBI SHOP FOR THE YEAR 2025-26**" on the top.
3. The period of the contract will be from **01 May 2025 to 30 April 2026** and may be extended further by mutual agreement.
4. A sum of **Rs.5,000/- (Rupees Five Thousand only)** as Earnest Money Deposit (EMD) must be enclosed in the form of Demand Draft/Banker Cheque drawn in favour of "Principal Sainik School Imphal" and attached along with the tender. **Tenders received without EARNEST MONEY will be rejected.**
5. The tenders will be opened by the tender opening committee as detailed for the same at the school premises on the date & time given in the Tender Form in the presence of those tenderers present.
6. Earnest money of unsuccessful Tenderers will be refunded within 30 days from the date of opening of Tender or after finalization of tender whichever is later. No queries/requests will be entertained by the School Authority prior to this.
7. **The following documents are required to be submitted along with the Tender Form:-**
  - (a) Registered Shop/Firm Certificate. (If available)
  - (b) Any other relevant documents that the firm wishes to submit.
8. Maximum Educational Discount admissible is to be mentioned in the offer.
9. Any details submitted by the firm should be self-explanatory.
10. If successful, the negotiation date will be intimated later as and when required and Agreement Deed will be signed between the Contractor and School Authority on a Non-Judicial Stamp Paper of Rs. 20/- at the cost of the approved tender. **Award of Contract will be ascertained only after the school authority received the Acceptance Letter.**
11. On receipt of acceptance notice, the tenderer will become a contractor in so far as the notification shows for the whole or part of the tender, that has been accepted and will furnish a **security deposit of Rs.10,000/-(Rupees Ten thousand only) within seven days after finalization of the contract i.e Outsourcing for Running of Dhobi Shop. The monthly rebate with additional charges (Electricity & Water Charges) will be deposited by the fifth of every month.**
12. If the tenderer, whose tender has been accepted fails to deposit the specified security amount within the stipulated period of seven days after the issue of acceptance notice or before the commencement of the contract whichever is earlier (or within such extended time as sanctioned at the sole discretion of the school authorities) the contract is liable to be terminated forthwith and the earnest money will stand forfeited under the orders of the officer sanctioning the contract.
13. The contract is given for running a Dhobi Shop as per the items and rates approved by the School Authorities in the place provided for the purpose and the contractor will not make any alteration of the land / building without the prior permission of the Principal, Sainik School Imphal.

14. **The washing of clothes should be done through Washing Machines only and necessary items/equipment like Washing Machine, Drier, rest room, storage racks and almirahs will be provided by the School Authority and other requirements like detergent powder, washing brush, washing cake, Dettol and Liquid Blue etc will be arranged by the contractor itself. The clothes for Washing, Drying and Pressing are appx. for 600 peoples.** Electricity & Water charges will be as per School Rules.

15. The contractor will not sublet the place/building to others without the permission of the Principal, Sainik School Imphal (Manipur). The building/premises is strictly forbidden from use for any other purpose, whatsoever.

16. The contractor's personnel deployed will be liable to scrutiny for conduct or otherwise by the school authorities at all times.

17. The Principal, Sainik School Imphal (Manipur) reserves the right to contact any outside Dhobi during the contract depending upon the administrative reasons and urgency from time to time.

18. **Payment:-**

(a) Bills in duplicate should be submitted to school Accounts Section on the last day of every month.

(a) Payment will be made only after the recovery voucher made by the Hostel Supdt. The Contractor should submit the details of the Bank Account with a cancellation cheque leaf of his/her Firm.

(b) No advance payment will be made on any account.

(c) Payment will be made only by means of an **Accounts Payee Cheque/NEFT/RTGS**.

19. The Principal, Sainik School Imphal reserves the right to itself not to issue the document and /or to accept or reject any or all the offers at any stage of the process and or modify the process without assigning any reasons whatsoever, and his decision in this matter is deemed as final and binding. The firm will not be entitled to any compensation for the rejection of his application. However, the demand draft of earnest money will be returned to the bidder in case the tender is not accepted.

20. Principal's decision will be final and binding, on all matters pertaining to annual tendering and correspondence should be addressed to the following address:-

**THE PRINCIPAL  
SAINIK SCHOOL IMPHAL  
PO: PANGEI YANGDONG  
IMPHAL EAST DISTRICT  
MANIPUR – 795114**

**Note:** 1. Interested bidder to download the relevant pages of the specific tender and attach them with the tender document.

2. Tender forms along with the list of items can be obtained from the school office on payment of Rs.2,000/- with effect from 24 Jan 2025 onwards from 1000 hrs to 1300 hrs and close on 13 Feb 2025 at 1300 hrs or can be downloaded from school website [www.ssimphal.nic.in](http://www.ssimphal.nic.in). Downloaded tender/sealed tender forms to be submitted along with earnest money in the form of Demand Draft only drawn in favour of the Principal, Sainik School Imphal, Manipur.

## **UNDERTAKING**

I have read and understood all Terms and Conditions of the Tender for Outsourcing for Running of Dhobi Shop at Sainik School Imphal. I, do hereby, undertake that I shall abide by the Terms and Conditions. I also abide by the decision of the Principal, Sainik School Imphal in all the matters including the award of Contract.

Date:

Signature of the Contractor  
(With Seal if available)

To

The Principal  
Sainik School Imphal  
Pangei Yangdong  
Manipur – 795114

**Subject: Non-blacklisting Certificate**

Dear Sir,

This is to certify that M/s \_\_\_\_\_ has not been blacklisted and no criminal case is pending in any government Organization, Non-Government or Public Sector organization in India before submission of this bid document.

Yours faithfully,

(Signature)

(Name & Designation)

(Company Seal)

Date:

Place:

**STATEMENT OF REBATE**  
**"OURSOURCING FOR RUNNING OF DHOBI SHOP CONTRACT"**

Period of contract: **01 May 2025 to 30 April 2026**

Place: **SAINIK SCHOOL IMPHAL (MANIPUR)**

<b>S.No</b>	<b>Nomenclature</b>	<b>Last Rebate</b>	<b>Quoted Rate in figure and in words</b>
1.	Rebate per month for running the Dhobi Shop excluding the electricity and water charges which will be fixed by the School separately.	<b>Rs. 6,500/-</b>	

I have read and understood the terms and conditions of the tender.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date:

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

Place:

E-mail:



