

**SAINIK SCHOOL IMPHAL, MANIPUR**  
**TENDER/CONTRACT NOTICE: 2026-27**

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>
Supply of Stationary items	Rs.15,000/-	09 Apr 2026 at 1130 hrs	01 May 26 to 30 Apr 27

2. Tender form duly completed in all aspects can be sent by post for the outstation bidders and Local bidders can drop their tenders in the tender box placed in the school Main Gate till 1300 hrs on all working days **DULY MARKED 'TENDER FOR SUPPLY OF STATIONARY ITEMS' ON TOP OF THE ENVELOPE**. The school will not be responsible for postal delays. Tenders will not be accepted in hand and after closing date. Latest IT Return, Photocopy of Pan Card, Registration Certificate of Firm/Company, GST No. if any are to be attached with tender application.

3. Tender forms along with Terms & Conditions can be obtained from QM Section on payment of Rs.2,000/- with effect from 16 Mar 2026 onwards from 1000 hrs to 1300 hrs and close on 04 Apr 2026 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 04 Apr 2026. Tenders will be opened on the opening dates and time as mentioned in presence of the tenderers.

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

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 tender by 1-2 months subject to satisfactory services provided by the Vendor & after the admin approval.

**TENDER FORM**  
**FOR SUPPLY OF STATIONARY ITEMS FOR THE YEAR 2026-27**

SI No. \_\_\_\_\_ Cost of Tender Form – Rs.2,000/-  
(With School Round Stamp) (D/D for Rs.2,000/- to be attached for downloaded forms)

**SAINIK SCHOOL IMPHAL, MANIPUR-795114**  
**TENDER FOR SUPPLY OF STATIONARY ITEMS FOR THE YEAR 2026-27**

1. Tender for Supply/Services of : \_\_\_\_\_
2. Name of the Firm/Agency/Supplier/ : \_\_\_\_\_
3. Full Address of the Firm/Agency/  
Contractor with Pin Code : \_\_\_\_\_
4. Telephone No., if any : \_\_\_\_\_
5. Earnest Money Amount : \_\_\_\_\_
6. Bank Draft No. & Date with Name of  
The issuing Bank : \_\_\_\_\_
7. Experience of Supply/Services to , : \_\_\_\_\_  
Govt Dept. 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) Lowest tender will be decided on evaluated value of the total items and various other factors i.e. quality, the reputation of the Tenderer etc.
  - (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 Principal.

(g) Rates are to be quoted in Rupees for each item and should be inclusive of all eligible taxes.

(h) Tender form duly completed in all aspects can be sent by post for outstation bidders and Local bidders can drop their tenders in the tender box placed in the School Main Gate only duly marked '**Tender for supply of Stationary items**' on top of the envelope till 1300 hrs on all working days except the last day. The School will not be responsible for postal delays. No tender will be accepted after 1300 hrs on 04 Apr 2026.

(j) Tenderer will give an undertaking in the form of signing the tender form that no representation in view of 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 needs 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 hrs on 04 Apr 2026. All Local bidder may drop their filled tender forms in Tender box 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 SUPPLY OF STATIONARY ITEMS FOR THE YEAR 2026-27.**"
3. The period of the contract will be from 01 May 2026 to 30 April 2027 and may be extended further by mutual agreement.
4. A sum of Rs.15,000/- (Rupees Fifteen 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 dates & times 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 Office/Shop/Firm Certificate. (Mandatory)
  - (b) Copy of valid GST registration certificate. (Mandatory)
  - (c) Performance statement of last three years. (If available)
  - (d) Copy of GST and IT returns for the last 3 FY/Previous FY.
  - (e) Any other relevant documents that the firm wishes to submit. (If any)
  - (f) Relaxation/Levied will be given to Sl. (c) , (d)&(e) in case of newly Regd. Firm.
8. All the items mentioned in the item list should be quoted compulsorily. The firm, who missed to quote any items will be treated/considered as rejected even though the firm quoted lowest in the maximum items.

9. While quoting the prices, tenderers must bear in mind that sub-standard items will not be accepted and therefore prices for genuine quality of items should only be quoted (brand to be mentioned). The rates quoted should be inclusive of all charges at net supply rates at Sainik School Imphal (Manipur). The price of each item per Nos/Kg/Ltr etc and details of rate, taxes, duties, discounts if any quoted by the bidder should be legibly written. Rates must be written in figures as well as in words and all rates are to be inclusive of all eligible taxes. Any correction/alteration made in the tender form without authentication will not be accepted. No revision of rates will be permitted once the contract is entered into.
10. Maximum Educational discount admissible is to be mentioned in the offer.
11. If any change/additions/alterations are found to be made by the bidder and the same is subsequently detected/noticed at any stage even after award of the supply order, all necessary actions including stoppage of the supply order would be taken. In addition, the bidders are liable to be prosecuted under the law.
12. Any details submitted by the firm should be self-explanatory.
13. L-1 will be calculated based on the actual qty supplied in previous FY as listed in the bid form. Accordingly, L1 will be rewarded to the total lowest price quoted on all items & quantity projected for annual consumption.
14. During the finalization of tender, only the L1 bidder shall be invited for the price negotiation and accordingly 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 L1 bidder. **The award of the contract will be ascertained only after the submission of acceptance letter by the L1 bidder.**
15. 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.37,600/- (Rupees Thirty Seven Thousand Eight Hundred only) within seven days after finalization of the contract.**
16. 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.
17. Items supplied against the supply order issued by the Principal, Sainik School Imphal (Manipur) will be inspected on receipt and damaged or inferior items will have to be replaced by the supplier & the cost of delivery will be borne by the supplier.
18. Lowest rates do not guarantee tender acceptance; rather the quality, reputation of vendor after sales service, guarantee/warranty amongst others will be taken into consideration during finalization of Tenders. Brand name (whereas applicable) should invariably be quoted for all the items. Items of poor quality will not be considered for procurement.

19. All supplies will be delivered at the Main Office of the Sainik School Imphal (Manipur) during working hours i.e. 0800 hrs to 1600 hrs.
20. The principal, Sainik School Imphal (Manipur) reserves the right to procure/purchase any items through Government/Defence services sources or from the local market or from outside Imphal even after entering into the contract.
21. In case of failure to meet any commitment within the stipulated duration of the contract, the security deposit shall stand forfeited.
22. In case the contractor fails to supply the items within the specified period, the requirement will be met by resorting to local purchase at the cost of the contractor.
23. The contract is terminable by a notice of three months on the side of the Contractor and one month on the side of the School Authority.
24. **Payment: -**
- (a) Bills in duplicate as per the supply order should be submitted to the school Accounts Section on or before two days after the supply of items.
  - (b) Payment will be made only after receipt of the products/materials/equipment at the school and after checking by a Board of members detailed from time to time. The contractor should submit the details of the Bank Account with a cancelled cheque leaf of his/her own firm.
  - (c) The quoted rates should be **exclusive** of any eligible taxes.
  - (d) No advance payment will be made on any account.
  - (e) Payment will be made only by means of an **Accounts Payee Cheque/NEFT/RTGS**.
  - (f) TDS will be deducted at source only.
25. 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 for any compensation for rejection of his application. However, demand draft of earnest money will be returned back to the bidder in case tender is not accepted.
26. 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 down load the relevant pages of the specific tender and attach 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 16 Mar 2026 onwards from 1000 hrs to 1300 hrs and close on 04 Apr 2026 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 drawn in favour of the Principal, Sainik School Imphal, Manipur.

To

The Principal  
Sainik School Imphal  
PO: 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:

## **UNDERTAKING**

I have read and understood all Terms and Conditions of the Contract for the supply Stationery items to 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 the said Contract.

Date:

Signature of the Contractor  
(With Seal if available)

**SAINIK SCHOOL IMPHAL**  
**TENDER FOR STATIONERY ITEMS 2026-27**  
**LIST OF ITEMS FOR TENDER**

SNo	Item	A/U	Last procured Qty	Last Expenditure	LPP	Quoted Rate
1	Addgel Pens (Red, Blue & Black & Green) PG R - 50	No	50	2400	48	
2	Alpin	Pkt	10	322	32.2	
3	Answer Sheet duly stapled (Containing six sheets)	P/bk	25000	95000	3.8	
4	Attendance Register(Students) No. 2	No	100	4000	40	
5	Attendance Register(Students) No. 4	No				
6	Attendance Register(Teachers) No. 2	No				
7	Attendance Register(Teachers) No. 4	No	30	1932.3	64.41	
8	Ball Point Pens Maxwriter Cell (Red, Blue, Black & Green)	No	500	4500	9	
9	Blank DC size 96 pages	Rm				
10	Brown Paper	No	200	2500	12.5	
11	Carbon Paper	Box	5	1025	205	
12	Card Board	Sheet				
13	Cash Book Leather Bound	No	5	4800	960	
14	DVD Blank Sony/Mosebear	No	50	847.5	16.95	
15	DVD Cover Plastic (Thin)	No	50	169.5	3.39	
16	DVD Mailer Envelope	No	50	750	15	
17	Cellotape Transparent/Colour ½"	No	50	400	8	
18	Cellotape Transparent/Colour 1"	No	100	2119	21.19	
19	Chalk Colour (Dustless)	Pkt	200	9000	45	
20	Chalk White (Dustless)	Pkt	600	22800	38	
21	Clip Board Plastic	No	100	9068	90.68	
22	Cloth White	Mtr	50	2592.5	51.85	
23	Colour Ribbon (Silkon Ribbon) Large Roll	Box	50	2600	52	
24	Correction Pen	No	50	1229	24.58	
25	Drawing Pin Brass Plated	Pkt	50	1375	27.5	
26	Drawing Sheet White Best Quality	Sheet	100	900	9	
27	Drawing Sheet White Good Quality	Sheet	100	848	8.48	
28	Duplicating Paper Good Quality	Ream	50	11160.5	223.21	
29	Duplicating Paper Ordinary Quality	Sheet	50	9250	185	
30	Duplicating Paper White Best Quality	Rm				
31	Duster Best Quality	No	200	6780	33.9	
32	Envelop 10" x 12" (Plastic Coated)	Pkt	200	1152	5.76	
33	Envelop 10"x12" (Cloth pasted)	No	200	2000	10	
34	Envelope 11" x 4½"	No	300	330	1.1	
35	Envelope 16" x 12"(Plastic Coated)	No	100	1800	18	

36	Envelope 16" x 12"(Cloth pasted inside)	No	100	1800	18
37	Envelope 9" x 4"	No	500	550	1.1
38	Eraz-Ex Kores/Kangaroo Pen	Pkt	50	1160	23.2
39	Ex-Book DC Size 144 pages Ruled/Plain	No	20	780	39
40	Extra Answer Sheet Loose	P/sheet	10000	20000	2
41	File Cover Best Quality(Extra thick)	No	200	8000	40
42	File Cover Good Quality	No	300	10500	35
43	File Cover White (Extra Thick)	No	300	12000	40
44	File Cover Plastic (Transparent)	No	100	3500	35
45	File Tag (Best Quality)	Bdl	100	2000	20
46	Foolscap Paper Ruled - Small	Rm	50	449	8.98
47	Foolscap Paper Ruled - Medium	Rm	50	444	8.88
48	Foolscap Paper Ruled - Large	Rm	50	450	9
49	Gift Wrapping Paper	Sheet	100	600	6
50	Glue Fevicol (300 ml)	Btl	50	500	10
51	Glue Stick	Box	20	4680	219
52	Golden Paper(Assorted Colour)	Sheet	50	212	4.24
53	Graph Sheet(cm)	Sheet	300	375	1.25
54	Gum Liquid 300 ml (Gripex)	Btl	30	1350	45
55	Gum Liquid 700 ml (Gripex)	Btl	30	225	7.5
56	Highlighter Luxor	No	50	1150	23
57	Horseblade (Natraj)	Pkt	50	1000	20
58	Ink for White Board Marker Artline	Btl			
59	Ink Parker Quink 60 ml	No			
60	Ink Pen Parker	No			
61	Laminated picture charts - Big	No			
62	Laminated picture charts - Small	No			
63	Marker Pen (Permanent)	No	50	1150	23
64	Paper Clip (Plastic)	Pkt	50	750	15
65	Pencil Eraser	No	50	100	2
66	Pencil HB/2H (Natraj/Camlin)	No	200	1000	5
67	Pilot Pen Hi-Tecpoint Blue, Green, Black & Red	No	100	4800	48
68	Plain Envelope White(6" x 5")	No	100	110	1.1
69	Plastic Pouches for Lamination(150 HC)	Pkt	50	1300	26
70	Plastic Pouches for Lamination(200 HC)	Pkt	50	2200	44
71	Plastic Rope	Roll/Kg	10	500	50
72	Plastic Scale	No	50	600	12
73	Refill Addgel (Blue, Black, Red & Green)	Pkts	100	2500	25
74	Refill Long Cell Maxwriter (Red, Blue, Black & Green)	No	100	500	5
75	Register No. 4	No			
76	Register No. 5	No	50	3750	75

77	Register No. 6	No	30	2700	90
78	Register No. 8	No	50	4000	80
79	Register No. 10	No	20	3000	150
80	Register No. 12	No	20	2360	118
81	Register No. 16	No	50	7750	155
82	Register No. 20	No	50	15000	300
83	Register No. 22	No	50	16500	330
84	Register No. 30	No	10	4500	450
85	Self stick Pad 1" x 3" (25 x 75mm)	No	100	3800	38
86	Rubber Band	Pkt/Kg	1kg	490	490
87	Ruled DC size 96 pages	Rm			
88	Ruled paper	Rm	50	22321.5	446.43
89	Sealing Wax	Pkt	5 pkt	240	48
90	Self stick pad 3" x 3" (76mm x 76mm)	No	20	1000	50
91	Self stick pad 4" x 3"	No	50	2650	53
92	Sketch Pen	Set	30	840	28
93	Slip Pad No. 11	No			
94	Slip Pad No. 22	No	50	1400	28
95	Slip Pad No. 33	No	100	3000	30
96	Slip Pad No. 44	No			
97	Stamp Pad Ink 30 ml	No	20	360	18
98	Stapler Pin (Small)	Pkt	50	974.5	19.49
99	Stapler Pin (Big)	Pkt	50	1150	23
100	Stock Register Rexine Bound No. 14	No			
101	Stock Register Rexine Bound No. 16	No			
102	Stock Register Rexine Bound No. 18	No			
103	Stock Register Rexine Bound No. 20	No	15	37500	2500
104	Stock Register Rexine Bound No. 22	No			
105	Stock Register Rexine Bound No. 24	No			
106	Stock Register Rexine Bound No. 26	No			
107	Stock Register Rexine Bound No. 28	No			
108	Stock Register Rexine Bound No. 30	No	20	150000	7500
109	Talc Sheet	Mtr	100	10000	100
110	Thread Ball	No	100	980	9.8
111	Uniball Eye Pen (Blue, Black, Red & Sang)	No	20	1480	74
112	White Board Marker	No	50	1350	27
113	Xerox Paper A3	Rm	10	6500	650
114	Xerox Paper A4 - JK bond	Rm	5 pkt	1550	310
115	Xerox Paper A4 - My choice	Rm	200	50000	250
116	Xerox Paper FS - JK bond	Rm	10	2880	288
117	Xerox Paper FS - My choice	Rm	10	2300	230
118	Xerox Paper A4 - JK Bond	Rm			
119	Xerox Paper A4 - My Choice	Rm			
120	Xerox Paper FS - JK Bond	Rm			
121	Xerox Paper FS - My Choice	Rm			
122	Horseblade (Natraj)	Pkt	50	5000	100
123	Scissor (Small)	No	35	2669.45	76.27

124	Scissor (Big)	No	10	1350	135
125	Stamp Pad Ink	No	10	2285	22.85
126	Sticker Paper A4 size (Different Colours)	No			
127	Stapler Pin (Big) Kangaro	Pkt	30	690	23
128	Stapler (Small) Kangaro	Pkt	30	300	10
129	Pulp Board A4 Size	No	50	1000	20
130	DFC Register No. 20	No	5	3900	780
131	DFC Register No. 24	No	5	3966.1	793.22
132	Exercise Book A4 Size 90 pages	No			
133	Calculator Citizen (Small Size)	No	5	3825	765
134	Calculator Citizen (Big Size)	No			
135	Drawing Book	No	500	14000	28
136	Pencil Colour	No			
137	Crayon Colour (Camlin)	Set			
138	Drawing Colour (Pencil)	Set	500	27500	55
139	White Board 4' x 3'	No			
140	Green Board 4' x 3'	No			
141	Glue Fevicol Bottle (Small)	Btl	30	7230	241
142	File Cover Printed with School Crest	No	400	16000	40
143	Leather Folder with Zipper with School Crest	No			
144	Paper A4 120 GSM	Ream			
145	Paper A4 100 GSM	Ream			
146	DVD Marker Pen	Set	5	3813.5	76.3
147	Crayon Colour	Set			
148	Pen Trimax	No			
149	Plastic Folder L-Shaped	No	50	750	15
150	Note Pad No. 3	No			
151	Exercise Book (Diary Type)	No			
152	Punching Machine	No			
153	Photo Paper	Ream	2	796	398
154	Slip Pad No. 33	No	100	3000	30
155	Cello Tape Colour 1"	No			
156	Cello Tape Colour 2"	No			
157	Sticker Paper	No	3 pkt	600	200
158	Ball Pen Bronza	No			
<b>Total Expenditure</b>				<b>7,51,886.35</b>	

Signature: .....

Name: .....

Address:.....

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