

## 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 OUTSOURCING OF TAILORING SHOP FOR STITCHING OF UNIFORMS ITEMS FOR THE YEAR 2026-27

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/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) : \_\_\_\_\_

#### 9. Important Instructions for Vendors

Vendors are required to carefully note and comply with the following conditions:

- (a) Incomplete Tender Form will be treated as INVALID & no further communication will be entertained.
- (b) Tender forms will be **summarily rejected** if all required documents, as specified in the tender notice on the school website, are not attached.
- (c) Tenders will be accepted **only if accompanied by the required EMD** as mentioned in the tender notice on the school website.
- (d) The **Principal reserves the right** to accept or reject any or all tenders without assigning any reason.
- (e) Rates must be quoted in **Indian Rupees (INR)** for each item and should be **inclusive of all applicable taxes**.
- (g) The lowest tender will be determined based on the **total evaluated value of all items**, along with other factors such as **quality and reputation of the tenderer**.

(h) Completed tender forms must be sent **by post or deposited in the tender box** at the School Main Gate. The envelope must be clearly marked: '**Tender for Outsourcing for Tailoring Shop for stitching of Uniforms 2026-27**'. Submission deadline: **1300 hrs on all working days**. The school will **not be responsible for postal delays**. **No tender will be accepted after 1300 hrs on the closing date 04 Apr 2026.**

(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

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

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

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

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

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

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

1. The Principal, Sainik School Imphal, invites **sealed tenders** from **reputed firms/contractors** for the following:

<b>TENDER FOR</b>	<b>EARNEST MONEY</b>	<b>OPENING DATE/TIME</b>	<b>CONTRACT PERIOD</b>
Outsourcing for Tailoring Shop for stitching of Uniforms	Rs.10,000/-	07/04/2026 (1500hrs)	01 May 26 to 30 Apr 27

2. The duly completed tender form in all respects may be sent by post or deposited in the tender box placed in the Main Building up to **1300 hrs on all working days**. The envelope must be clearly superscribed:

**‘TENDER FOR OUTSOURCING FOR TAILORING SHOP FOR STITCHING OF UNIFORMS 2026-27’. ON TOP OF THE ENVELOPE.** The School shall not be responsible for any postal delays. Tenders submitted by hand or received after the closing date and time will not be accepted.

3. Tender forms along with detailed Terms & Conditions may be obtained from the QM Section on payment of **Rs. 2,000/-** from **16 March 2026 to 04 April 2026**, between **1000 hrs and 1300 hrs**. Sealed tenders, along with the prescribed **Earnest Money Deposit (EMD)** in the form of a **Bank Draft only**, drawn in favour of **Principal, Sainik School Imphal, Manipur**, payable at Imphal, must be submitted on or before **04 April 2026 (1300 hrs)**. Tenders will be opened on the specified date and time in the presence of the tenderers who choose to attend.

4. Tender forms may also be downloaded from the school website: **www.ssimphal.nic.in**, along with the relevant appendices (list of items). Downloaded tender forms must be submitted along with a **Demand Draft of Rs. 2,000/-** towards the cost of the tender form and the applicable EMD on or before **1300 hrs on 04 April 2026**.

5. No local/outstation cheque or cash will be accepted towards the Earnest Money Deposit.

6. The EMD of unsuccessful tenderers will be refunded within **30 days** from the date of opening of tenders or after finalization of the tender, whichever is later. No queries or requests regarding EMD will be entertained prior to this period

8. The Principal, Sainik School Imphal, reserves the right to **accept or reject any or all tenders**, either wholly or partially, including the lowest tender, without assigning any reason. Award of part tenders will generally be discouraged for administrative convenience; however, EMD will be refunded in due course. The Principal also reserves the right to **extend the contract for a period upto 3 months**, subject to satisfactory performance of the vendor and other relevant factors.

## GENERAL TERMS AND CONDITIONS

1. The tender document is **non-transferable**. Tenderers must carefully read and understand all terms and conditions before submission. Completed sealed tenders must reach the **Principal/Administrative Officer, Sainik School Imphal (Manipur)** on or before **1300 hrs on 04 April 2026**. Late submissions will not be considered.
2. The original tender form must be duly filled in all respects in **legible handwriting**, signed by the tenderer or authorized signatory. The envelope must be clearly superscribed: **‘TENDER FOR OUTSOURCING FOR TAILORING SHOP FOR STITCHING OF UNIFORMS 2026-27’**.
3. The contract shall be valid from **01 May 2026 to 30 April 2027**, extendable further by mutual agreement.
4. An EMD of **Rs. 10,000/- (Rupees Ten Thousand only)** must be submitted in the form of a **Demand Draft/Banker’s Cheque** drawn in favour of **Principal, Sainik School Imphal**. Tenders without EMD will be rejected.
5. Tenders will be opened by the designated committee at the school premises on the specified date and time in the presence of attending tenderers.
6. EMD of unsuccessful tenderers will be refunded within **30 days** from the date of opening or finalization of the tender, whichever is later. No queries will be entertained before this period.
7. Tailoring activities should be performed inside the school campus for which the school will provide separate room/shop on rental. Equipment & tools related to the tailoring work has to be arranged by the contractor at his/her own expenses. The contractor should pay rent and other additional charges for the room /shop on or before 5 of every month.
8. The rent is exclusive of water and electricity charges. The contractor has to pay the electricity charge as per the actual meter reading on completion of every month and other charges will be collected as per the actual or as and when required.
9. The personnel whosoever detailed by the Contractor for tailoring activities should not be in the habit of consuming alcohol, tobacco and other contraband substances. Any misconduct in behaviours of the detailed personnel should be the sole responsibility of the contractor himself/herself and such personnel should be replaced immediately.
10. The following documents must be submitted along with the tender form: -
  - (a) Registration Certificate of Office/Shop/Firm (**Mandatory**)
  - (b) License issued by State Govt./UT/CPWD/PWD/MES (**if available**)
  - (c) Valid GST Registration Certificate (**Mandatory**)
  - (d) Performance statement of the last three years (**if available**)
  - (e) GST and Income Tax returns for the last 3 financial years/previous FY (**as applicable**)
  - (f) Relaxation for (d) & (e) may be granted for newly registered firms

11. All items listed must be quoted. Failure to quote any item will result in **rejection of the tender**, even if lowest in other items.
12. At least **one sample of each clothing item** must be submitted prior to the opening of the tender.
13. 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/Pcs. etc. and details of rate, taxes, 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.
14. Maximum Educational Discount admissible is to be mentioned in the offer.
15. Any false information or unauthorized alteration, if detected at any stage, may lead to **cancellation of contract and legal action.**
16. All submitted details should be **clear and self-explanatory.**
17. 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.
18. 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.**
19. After issuance of acceptance letter, 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.25,000/-(Rupees Twenty five thousand only) within seven days after finalization of the contract i.e 'Tender for Outsourcing for Tailoring Shop for stitching of Uniforms 2026-27'.**
20. 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.
21. Items supplied against the supply order issued by the Principal, Sainik School Imphal (Manipur) should be during the stipulated date and time mentioned in the supply order and the same will be inspected on receipt and damaged or inferior items will have to be replaced by the supplier in time instructed by the school authority.
22. 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 should invariably be quoted for all the items. Items of poor quality will not be considered for procurement.

23. 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, as may be the case.

24. In case of failure to meet any commitment within the stipulated duration of the contract, the same will be terminated and the security deposit shall stand forfeited.

25. 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. However, the expended amount will be paid by the contractor or adjusted from the Security Deposit of the contract.

26. **Payment:-**

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

(b) Payment will be made only after receipt of the products/materials 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 cancellation cheque leaf of his/her Firm.

(c) All quoted rates should be **exclusive** of any permissible taxes.

(d) No advance payment will be made at any cost.

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

(f) TDS will be deducted at source only.

27. 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 tender is not accepted.

28. 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 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 only which is 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 of Tailoring Shop for Stitching of Uniforms & General Store for Miscellaneous Garments/Clothing items etc. at Sainik School Imphal. I, do hereby, undertake that I shall abide by the decision of the Principal, Sainik School Imphal in all matters including the award of Contract.

Signature of the Contractor  
(Seal/Stamp of the firm)

Date:

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 :

**SAINIK SCHOOL IMPHAL**  
**TENDER FOR ANNUAL RATE CONTRACT**  
**FOR OUTSOURCING OF TAILORING SHOP SERVICES**  
**(STITCHING OF UNIFORMS)**  
**ACADEMIC SESSION: 2026–2027**

S. No	Service	LYR	Quoted Rate
(i)	Rent per month for the shop/room	11,900.00	

Sl. No	Item	A/U	LPQ	LPP	Amount	Quoted Rate
(i)	Shirt Khaki Terri cotton (Half Sleeves)	Pc	560	345.00	1,93,200.00	
(ii)	Trouser Khaki Terri cotton	Pc	560	545.00	3,05,200.00	
	<b>Total</b>				<b>4,98,400.00</b>	

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Dated: \_\_\_\_\_ Place: \_\_\_\_\_