

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

1. The Principal, Sainik School Imphal invites sealed tenders from reputed Firms/Agencies for the following: -

TENDER FOR	EARNEST MONEY	OPENING DATE/TIME	CONTRACT PERIOD
Outsourcing of manpowers (Guard Duty, Carpenter, Plumber, Cooks & Waiters, Gardener, Safaiwala, Electrician etc)	Rs.10,000/-	19 Feb 2025 (1430 hrs)	01 May 25 to 30 Apr 26

2. Tender forms along with Terms & Conditions can be obtained from QM Section on payment of **Rs.5,000/-** with effect from 24 Jan 2025 onwards from 0830 hrs to 1600 hrs and close on 13 Feb 2025 at 1600 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 the school latest by 1600 hrs on 13 Feb 2025. Tenders will be opened on the opening date and time as mentioned in para 1 above in presence of the tenderers.

3. Tender forms can be collected from the school office and also can be downloaded from the school website, www.ssimphal.nic.in along with the required information. Downloaded form to be deposited/sent with a Demand Draft of Rs.5,000/- as cost of Tender Form along with Earnest Money of Rs.10,000/- in the form of Demand Draft respectively.

4. 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 MANPOWER (SECURITY SERVICES, SKILLED AND UNSKILLED LABOURS) FOR THE YEAR 2025-26”** on the 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/Agencies, GST number are to be attached with the tender application.

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/request 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. Principal, Sainik School Imphal reserves the right to extend the contract by another 01 year subject to satisfactory services provided by the Vendor & after the admin approval.

BID FORM

To,

The Principal
Sainik School Imphal
Manipur-795114

Dear Sir,

1. Having examined the conditions of the contract and specifications, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake the work of providing Manpower (Security Services, Skilled/Unskilled Labours) to Sainik School Imphal, Manipur in conformity with the schedule of works, conditions of the contract attached herewith and made part of this Bid.
2. We undertake, if our Bid is accepted, we will execute the work/ services in accordance with specifications, time limits & terms and conditions stipulated in the tender document.
3. If our Bid is accepted, we will deposit the sum of **Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only)** as the Performance Security/Security Deposit as described in the tender details.
4. We have enclosed herewith the necessary documents along with DD for a sum of **Rs.5,000/- (Rupees Five Thousand only)** towards the non-refundable cost of Tender Form and another refundable DD for Rs.10,000/- (Rupees Ten Thousand only) as Earnest Money.

DD Particulars

Sr. No	DD No. & Date	Amount	Name of the Bank	Branch

Date: ____ 2025

Signature (with Seal) of the Tenderer:

Place: _____

Name of Tenderer:

Photograph
of
authorized
signatory

BIDDERS' PROFILE & CERTIFICATE

1.	Name of Company/Firm/Agency	
2.	Type of firm i.e Proprietorship/Partnership or Company registered under company act 1956 (Attach a certificate of Registration)	
3.	Name, Residential Address and Contact No. of Proprietor/Partners/Directors (Separate sheet can be attached)	
4.	Full Address of Reg. Office, Telephone No. Fax No. and E-mail ID	
5.	Full Address of Operating/Branch Office, Telephone No., Fax No. and E-mail ID	
6.	PAN/GIR/TAN No. (Attach Self attested copy)	
7.	GST Registration No. (Attach Self attested Copy)	
8.	EPF Registration No. (Attach Self attested Copy)	
9.	ESI Registration No. (Attach Self attested Copy)	
10.	PSARA No. (Attach Self attested Copy)	

11. For additional information, if any, attach a separate sheet if required.

Date: __/__/2025

Signature of Tenderer: _____

Place: _____

Name of Tenderer: _____

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING
FROM TAKING PART IN GOVT. TENDER BY SAINIK SCHOOL IMPHAL**

(To be executed on Rs.100/- Stamp Paper & attested by Executive Magistrate)

I/We Proprietor/Partner(s)/Director (s) of M/s do hereby declare that the firm/company namely M/s has not been blacklisted or debarred in the past by Central Govt, State Govt, Local bodies or similar institute from taking part in tenders.

OR

I/We Proprietor/Partner (s)/Director (s) of M/s do hereby declare that the firm/company namely M/s was blacklisted or debarred by any other Govt Department namely from taking part in Government tenders for a period of..... years wef The period is over on and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/contract will be rejected/cancelled by the Principal, Sainik School Imphal, Manipur and EMD/Security Deposit shall be forfeited.

In addition to the above, Principal, Sainik School Imphal, will not be responsible to pay the bills for any completed/partially completed works.

Name and address of the firm: _____

Date: _____

Signature (with Seal) of the Tenderer: _____

Place: _____

Name of the Tenderer: _____

GENERAL TERMS AND CONDITIONS

1. The sealed tenders must reach the Principal/Administrative Officer, Sainik School Imphal (Manipur) on or before 1600 hrs on 13 Feb 2025. Tenders received late will not be considered.
2. This form, in original should be duly filled up and completed in all aspects in legible handwriting and signed by the tenderer/authorised signatory of the firm. The sealed envelope should be duly super subscribed **“TENDER FOR MANPOWER (SECURITY SERVICES, SKILLED AND UNSKILLED LABOURS) FOR THE YEAR 2025-26”**.
3. The period of the contract will be from 01 May 2025 to 30 Apr 2026 and extension up to one year will be considered at the same rates keeping in view the performance of the firm if satisfactory and on mutual agreement. The same estimated cost will also be considered for an extended period of further one year in addition to the estimated cost of the original contract period.
4. If the bidder withdraws his bid after the bids have been opened or if the bidder fails to execute the Agreement or fails to remit the required Security Deposit within seven days of being called upon to do so, the Earnest Money will stand forfeited.
5. The Principal, Sainik School Imphal reserves the right to 25% increase/decrease in the required quantity/workforce at times in the schedule of requirements without any change in the hiring charges of the offered quantity and other terms and conditions.
6. The Candidates/Manpower deployed by the Contractor shall be accepted only after scrutiny by the school authority. The Candidate may be invited for the personal interview also and no conveyance or any other charges will be paid by the school authority for the same.
7. The Candidate/Deployed persons must be able to communicate in Hindi and English. He should be able to read/write in English to maintain various Registers like Visitor Register, Visitor passes, Gate pass Register etc.
8. The contractor must screen the persons before deploying for the Security, Skilled and Unskilled Service for visual, hearing, major physical defects, and contagious diseases and will provide a certificate to this effect to the school authority. Only mentally and physically fit, morally sound, properly trained, and experienced persons below 50 years of age shall be deployed.
9. The Contractor will provide proper ID Cards and standardize Uniform-Clothes, Cap, Belt, Shoes, Whistle etc to the persons deployed for the Security Service and will ensure that they report to the Security Duty with appropriate decorum. The contractor will also provide baton, tounch, umbrella, suitable rainwear and winter wear to the deployed person.
10. The Contractor shall employ a sufficient number of workers to ensure that the Security Service is done with the proper schedule to the satisfaction of the school authority.
11. The school authority may do surprise checks as and when they feel necessary to ensure to get the desired quality of Security Service and other works assigned for the day. If any laxity is found, the authority will report in writing to the Contractor and the Contractor is bound to take necessary corrective actions and remove the laxity within a maximum of 3 days failing of which the school authority may charge penalties from the Security Deposits also.

12. The Contractor must ensure and take proper comprehensive Insurance for accident risks or any other type of risk for the deployed personnel. Any type of compensation to the deployed persons will be the sole responsibility of the Contractor.
13. The antecedents of all the deployed security personnel and Labours will be got verified from Police by the Contractor before their deployment at the school.
14. The Contractor shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by the workers deployed.
15. The deployed person should not enter into any unlawful or undesirable activity within school premises or anywhere else and shall have a good moral character.
16. Whenever any claim, against the Contractor for the payment of a sum of money arises out of or under the contract, Competent school authority shall be entitled to recover such sum by appropriating in part or whole from the security deposit of the Contractor.
17. Contractor's heirs/representatives shall without the consent in writing of the Principal, Sainik School Imphal have the right to continue to perform the duties or engagements of the Contractor or under the contract in case of his death.
18. Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, the Principal, Sainik School Imphal shall have the option of terminating the contract without any compensation to the Contractor, which does not amount to a breach of the contract.
19. The Contractor must ensure that the person deployed for daily shift security duty must report for work/duty at the scheduled time and must take charge from/of the person on previous duty.
20. If any of the information furnished by the contractor is found to be incorrect the contract is liable to be terminated without any further notice.
21. The Service Tax is exempted vide Circular No.172/7/2013 by Govt. of India for Educational Institutes.
22. For each deployed person, services shall be normally for eight-hour duty as per labour law for six days in a week and with a compensatory week-off-day. The duties may be rotational as per the requirement of the office.
23. It will be the responsibility of the contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by the contractor and the school will have no liabilities in this regard.
24. The contractor shall produce a valid labour license as per the requirement under the Contract Labour (R&A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971 before the commencement of the work. The Contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act 1986. Any failure to fulfil this requirement shall attract any of the penal provisions of this contract.
25. Any breach of tender conditions by the company or firm or any other person, the tender will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed.

26. The successful tenderer will have to deposit a **Security Deposit of Rs.1,50,000/-** within 7 working days of the issue of the letter of intent. Security Deposit shall not bear any interest for any period whatsoever.

27. Earnest Money of Unsuccessful Tenderers will be refunded after the finalization of the concerned Tender or within 30 days after finalization.

28. The monthly bills in duplicate should be submitted at the Accounts Section, Sainik School Imphal containing Bank A/c and IFSC code for electronic transfer of funds. Payment will be made only through Account payee Cheque/NEFT/RTGS.

29. 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 Contractor will not be entitled to any compensation for the rejection of his application any correspondence should be addressed to the following address: -

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

30. I/We (Name) authorized signatory of the firm/company/agency M/s understand and agree to abide by the above-mentioned Terms and Conditions.

Signature:

Full Name:

Address:

.....

Mobile No.

E-mail ID:

Date: ____/____/2025

Place: _____

JOB SPECIFICATON & JOB DESCRIPTION

Sainik School Imphal is a feeder school for Cadets who are willing to join the Armed Forces. It was established on 07 Oct 1971 under the aegis of Sainik Schools Society, Ministry of Defence, New Delhi. The school has been imparting education and trained the Cadets to make them physically and mentally fit.

JOB

(a) Security Services – to provide/maintain overall security at/for Sainik School Imphal. (b) Skilled and Unskilled Labours – to maintain overall maintenance works assigned by school authority from time to time.

1. RESPONSIBILITIES/TASKS OF THE CONTRACTOR OF THE SECURITY SERVICES

- (a) To establish Security measures necessary to protect the Premises, Properties and People within the Premises.
- (b) To establish norms for safe entry of Students, Staff, Workers and Visitors etc and also to establish measures for controlling Visitors Entry, issuance of Pass and record keeping of Visitor Register, sending Visitors to Visitors' room, to Coordinate Visitors arrival with Principal Office and Admin Office and departure.
- (c) To establish measures to prevent unofficial entries.
- (d) To provide Security Personnel preferably Ex-servicemen or fully trained and experience Security persons.
- (e) Ensure Uniform, Discipline and behaviour decorum of deployed persons.
- (f) Collection and record of Materials inward Gate pass and Exit pass.
- (g) Any other work/task/assignment related to security as suggested by the Principal. ***The Contractor/Security Service provider has to set the above-mentioned measures in consultation with the Principal, Sainik School Imphal.***

2. RESPONSIBILITIES/TASKS OF THE SECURITY PERSONNEL DEPLOYED BY THE CONTRACTOR

The Principal or any other Competent Authority will have the right to assign any other security/safety related duties to the Security Personnel deployed by the Contractor.

- (a) Follow instructions and guidance given by the School Authority.
- (b) Security personnel deployed will be responsible for locking and opening of all the classrooms, hostels, Auditoriums, Gym, doors and windows.
- (c) Ensuring switching off all the Gadgets and any other electrical electronics installation left at the time of closing of the Office or as instructed by the School Authority.
- (d) Any property that seems unattended should be reported immediately to the School Authority.
- (e) Any other work/task/assignment related to security as suggested by the School Authority should be followed properly.

Date: ___/___/2025

Signature (with Seal) of the Tenderer: _____

Place: _____

Name of the Tenderer: _____

DEPLOYMENT REQUIREMENT OF MANPOWER

SI No	Category of Manpower	Minimum qualification/experience	Maximum Duty Timing
1	Security Guards	10 std	08 hrs on rotation basis
2	Skilled Labour	10 std	08 hrs
3	Unskilled Labour	10 std	08 hrs

(Note: The Contractor may be called upon for the services on Sunday or Gazetted holidays also, if required, without any extra charge in addition to normal duties. No other emoluments shall be entitled to except the actual fare for services outside office premises.)

Date: _____

Signature (with Seal) of the Tenderer: _____

Place: _____

Name of the Tenderer: _____

To,
The Principal
Sainik School Imphal
Manipur-795114

**SUBMISSION OF FINANCIAL BID FOR SECURITY SERVICES, SKILLED
AND UNSKILLED LABOURS**

Dear Sir,

Having examined the tender documents, Terms and Conditions stipulate therein, we the undersigned offer to provide the Services of the cited subject to Sainik School Imphal.

Date: _____

Signature (with Seal) of the Tenderer: _____

Place: _____

Name of the Tenderer: _____

FINANCIAL BID (For Security Guard, Skilled and Unskilled Labours)

	Category of Manpower	Number	Per Day (Shift) remuneration per person	EPF rate (per day per person)	ESI Rate (per day per person)	GST	Service charges including overhead and profit (per day per person)	(Total per day per person) Unit rate (4+5+6+7)	Total per day per person cost (Col.3+8)
Sl No.	1	2	3	4	5	6	7	8	9
(a)	Security Guard								
(b)	Skilled Labour								
(c)	Unskilled Labour								

- (i) Monthly Remuneration for Security Guard 2024-25: Rs.16,140/-
Quoted Remuneration : Rs. _____
- (ii) Monthly Remuneration for Skilled Labour 2024-25: Rs.16,920/-
Quoted Remuneration : Rs. _____
- (iii) Monthly Remuneration for Unskilled Labour 2024-25: Rs.14,070/-
Quoted Remuneration : Rs. _____

(Note: In case of a discrepancy between the unit price and total price, the unit price shall prevail)

We agree to provide the above service of manpower and to abide by the Terms and Conditions of the Contract and also agree to enter into the agreement in the format enclosed. Earnest Money (EMD) of Rs.10,000/- (Rupees Ten Thousand only) is furnished herewith vide Bank Draft No. _____ dated _____ of Bank _____ Drawn in favour of Principal, Sainik School Imphal, Manipur.

Date: _____

Signature (with Seal) of the Tenderer: _____

Place: _____

Name of the Tenderer: _____