

**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>
Supply of Stationary items for the Year 2025-26	Rs. 5,000/-	14 Feb 2025 (1430 hrs)	01 May 25 to 30 Apr 26

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 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 14 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 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 2025-26**

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 2025-26**

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 13 Feb 2025.

(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 13 Feb 2025. 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 2025-26.”**
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 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) 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. If successful, the price 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 tender. **The award of the contract will be ascertained only after the school authority has received the Acceptance Letter from the concerned Contractor.**
14. 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.20,000/- (Rupees Twenty Thousand only) within seven days after finalization of the contract.**
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.

20. In case of failure to meet any commitment within the stipulated duration of the contract, the security deposit shall stand forfeited.
21. 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.
22. 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.
23. **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 inclusive of all 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.
24. 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.
25. 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 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 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)