

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

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

<b>NAME OF TENDER/CONTRACT</b>	<b>EARNEST MONEY</b>	<b>OPENING DATE &amp; TIME</b>	<b>CONTRACT PERIOD</b>
Supply of Building Maint/Electrical/Misc EG/Water Supply Maint items	Rs.25,000/-	20 Feb 2025 (1100 hrs)	01 May 25 to 30 Apr 26

2. 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 till 1300 hrs on all working days. Tender form should be properly sealed and duly marked **“TENDER FOR SUPPLY OF BUILDING MAINT/ELECTRICAL/MISC EG/WATER SUPPLY MAINT ITEMS” ON TOP OF THE ENVELOPE**. The school will not be responsible for postal delays.

3. Tender forms along with Terms & Conditions and respective appendices can be obtained from QM Section on payment of **Rs.10,000/-** with effect from 24 Jan 2025 onwards from 1000 hrs and will be closed on 13 Feb 2025 at 1300 hrs. Tender forms can also be downloaded from the school website, [www.ssimphal.nic.in](http://www.ssimphal.nic.in) and the same should be deposited with a DD of Rs.10,000/- as cost of Tender Form along with Earnest Money in the form of Demand Draft drawn in favour of “The Principal, Sainik School Imphal” payable at Imphal.

4. No local/outstation cheque or cash will be accepted for Earnest Money.

5. 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, the 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

SI No. \_\_\_\_\_

Cost of Tender Form: Rs.10,000/-

(With School Round Stamp)

(DD for Rs.10,000/- to be attached for downloaded forms)

### SAINIK SCHOOL IMPHAL TENDER FOR SUPPLY OF BUILDING MAINT/ELECTRICAL/MISC EG/ WATER SUPPLY MAINT ITEMS FOR THE YEAR 2025-26

1. Tender for Supply/Services of : .....
2. Name of 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. Demand Draft No. : .....
7. Date of DD : .....
8. Name of the issuing Bank : .....
9. Firm Registration No. : .....
10. GST No. : .....
11. Aadhar Card No. : .....
12. PAN No. : .....

13. Key points to be acknowledged by the respective bidders:

(a) Terms and Conditions of the Contract should be read properly before filling up the Tender Form.

(b) Incomplete Tender Form will not be entertained and no further consideration will be done on the subject.

(c) Self-attested photocopies of the documents mentioned in SI No. 9 to 12 should be enclosed.

(d) Tender Form will be summarily rejected in case required documents as per the Terms and Conditions are not attached.

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

(f) 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.

(g) The Principal reserves the right to accept or reject any or all tenders without assigning any reasons.

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

Signature with Stamp: .....

Name of the Firm: .....

.....

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 sending/dropping 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 within the 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 aspects 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 MISC BUILDING MAINT/ELECTRICAL/MISC EG/WATER SUPPLY MAINT ITEMS”**.
3. The period of contract will be from 01 May 2025 to 30 Apr 2026 and may be extended further by mutual agreement.
4. A sum of Rs.25,000/- (Rupees Twenty Five Thousand only) as Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of “Principal, Sainik School Imphal and tenders received without the same will be rejected.
5. The tenders will be opened by the tender opening committee as detailed for the same on the date and 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 the tender or after finalization of the tender whichever is later. No queries/requests will be entertained by the School Authority prior to this.
7. The undermentioned documents are mandatory to attach with the tender form: -
  - (a) Registered Office/Shop/Firm Certificate.
  - (b) Copy of license issued by State Govt./Union Territory/CPWD/PWD/MES.
  - (c) Copy of valid GST Registration Certificate.
  - (d) Performance Statement of last three years.
  - (e) Copy of GST Return for the last three financial years.
  - (f) Copy of IT Return for the last three financial years.
  - (g) Relaxation/Levied will be given to Sl. No. (d) & (e) in case of newly registered firm.
8. All 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 the lowest in the maximum items.
9. Only the prices of genuine quality of items should be quoted (brands to be mentioned). The quoted rates should be inclusive of all eligible taxes and the same should be written in figures as well as in words. 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 the 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 tenderer/contractor has submitted the Acceptance Letter.**
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 **separate security deposit of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) each for the contracts i.e Bldg Maint, Elect, Misc EG, Water Supply 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 and guarantee/warranty amongst others will be taken into consideration during the 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 QM Store 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) 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 cancellation cheque leaf of his/her firm.
- (b) All quoted rates should be inclusive of all permissible taxes.
- (c) No advance payment will be made on any account.
- (d) Payment will be made only by means of an Accounts Payee Cheque/NEFT/RTGS.
- (e) 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 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.

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 bidders 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.10,000/- with effect from 24 Jan 2025 onwards from 1000 hrs and will be closed 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 a 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 of Supply of Bldg Maint/Electrical/Misc EG/Water Supply Maint items. 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.

Date:

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

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)

(Seal/Stamp of the Firm)

Date:

Place