

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: -

| NAME OF TENDER/CONTRACT | EARNEST MONEY | OPENING DATE & TIME | CONTRACT PERIOD |
|--|----------------------|--------------------------------|------------------------|
| Running of School Cafeteria for the Year 2025-26 | Rs.10,000/- | 15 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 RUNNING OF SCHOOL CAFETERIA FOR THE YEAR 2025-26” 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.5,000/-** 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 and the same should be deposited with a DD of Rs.5,000/- as cost of Tender Form along with Earnest Money in the form of Demand Draft drawn in favor 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.5,000/-

(With School Round Stamp)

(DD for Rs.5,000/- to be attached for downloaded forms)

SAINIK SCHOOL IMPHAL TENDER FOR RUNNING OF SCHOOL CAFETERIA IN SAINIK SCHOOL IMPHAL 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. **FSSAI certificate No.** :
14. **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) Tender Form will be summarily rejected in case required documents as per the Terms and Conditions are not attached.
 - (d) Rates are to be quoted in Rupees for each item and should be inclusive of all eligible taxes.

(e) 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.

(f) 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 RUNNING OF SCHOOL CAFETERIA FOR THE YEAR 2025-26”**.
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.10,000/- (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) **FSSAI certificate**
 - (h) 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 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 **security deposit of Rs.50,000/- (Rupees Fifty Thousand only) within seven days after finalization of the contract i.e Running of School Cafeteria for the year 2025-26.**
15. The school will provide the School Cafeteria to the Contractor on rental to carry out the service for running of wet canteen. The rent is exclusive of Electricity and Water charges. The Electricity charge will be collected as per actual meter reading at the end of each month. The Contractor has to pay the rent and other related charges on or before 5 of every month.
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 unbranded food/low quality food items will have to be replaced by the supplier immediately & 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 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.
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. However, the expended amount should be paid by the contractor himself/herself or adjusted from the Security Deposit.
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) Monthly bills in duplicate should be submitted to the school Accounts Section on the last day of every month.
- (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 cancellation cheque leaf of his/her firm.
- (c) All quoted rates should be inclusive of all admissible 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 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.5,000/- 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. 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 for Running of School Cafeteria 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.

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:

STATEMENT OF REBATE
FOR RUNNING OF SCHOOL CAFETERIA CONTRACT

Period of contract: **01 May 2025 to 30 April 2026**

Place : SAINIK SCHOOL IMPHAL (MANIPUR)

| S.No | Nomenclature | Last Rebate | Quoted Rebate |
|-------------|---|--------------------|----------------------|
| 1. | Rebate per month for running the School Cafeteria excluding the electricity and water charges which will be fixed by the School separately. | Rs.26,000/- | |

I have read and understood the terms and conditions of tender.

Signature: _____

Name: _____

Address: _____

Date:

Mobile No: _____

Place:

E-mail:

SAINIK SCHOOL IMPHAL
LIST NO 1. OF THE SCHOOL CAFETERIA ITEMS FOR THE YEAR 2025-26

| Sl No. | Item | A/U | LPP | Quoted Rates |
|--------|---|-----------|--------|--------------|
| 1. | Allu chop | 100 gm/pc | 9.00 | |
| 2. | Banana Shake | 150 ml | 10.00 | |
| 3. | Barfi (Kaju) | 100 Gram | 10.00 | |
| 4. | Barfi (Plain) | 100 Gram | 10.00 | |
| 5. | Bread Pakoda | Pc | 15.00 | |
| 6. | Cham Cham (Special) | 100 Gram | 10.00 | |
| 7. | Coffee Special | 150 ml | 6.00 | |
| 8. | Coffee Black | 150 ml | 5.00 | |
| 9. | Gajja | 100 Gram | 9.00 | |
| 10. | Gulab Jamun (Plain) | 100 gm/Pc | 10.00 | |
| 11. | Gulab Jamun (Special) | 100 gm/Pc | 10.00 | |
| 12. | Kachori | 100 gm/Pc | 8.00 | |
| 13. | Laddu (Besan) | Kg | 10.00 | |
| 14. | Laddu (Moti chur) | Kg | 10.00 | |
| 15. | Namkin Triangular Shaped | 100gm/pc | 8.00 | |
| 16. | Samosa (Plain) | Kg | 9.00 | |
| 17. | Samosa (Cocktail) | Kg | 10.00 | |
| 18. | Samosa (Special) | Kg | 10.00 | |
| 19. | Tea Special (Mashala) | 150 ml | 7.00 | |
| 20. | Tea (Black) | 150 ml | 5.00 | |
| 21. | Veg Cutlets Fry | 100gm/pc | 25.00 | |
| 22. | Veg Momo 6 Pc | Plate | 30.00 | |
| 23. | Chicken Momo 6 Pc | Plate | 35.00 | |
| 24. | Veg Macaroni (150 gms) | Plate | 30.00 | |
| 25. | Veg Chowmin (150 gms) | Plate | 30.00 | |
| 26. | Cake(Fruity Flavour) 500gm, 1 Kg | Full Cake | 750.00 | |
| 27. | Cake (Dark Chocolate) 500gm, 1 Kg | Full Cake | 450.00 | |
| 28. | Pastry | Pc | 10.00 | |
| 29. | Patties | Pc | 10.00 | |
| 30. | Bread | Kg | 103.00 | |
| 31. | Ice cream (Brick) | Kg | 10.00 | |
| 32. | Ice cream (Corn) | Pc | 15.00 | |
| 33. | Ice cream (Stick) | Pc | 10.00 | |
| 34. | Chicken Lollipop | Pc | 25.00 | |
| 35. | Chicken Tikka (Half -5 pcs, Full -10 Pcs) | Plate | 40.00 | |
| 36. | Paneer Tikka (Half -5 pcs, Full -10 Pcs) | Plate | 35.00 | |
| 37. | Chicken Fry (Wing, Drumstick, ½ breast, Full Leg) | Pc | 40.00 | |
| 38. | Paneer Pakoda (Half -5 pcs, Full -10 Pcs) | Plate | 35.00 | |
| 39. | Veg Pakoda (150 gm) | Plate | 30.00 | |
| 40. | Fresh Fruit Juice (any seasonal fruit) | 150 ml | 15.00 | |
| 41. | Bread Sandwich (Half-1 Bread, Full- 2 Bread) | Plate | 25.00 | |
| 42. | Cold Coffee /150 ml | Cup | 10.00 | |

| | | | | |
|-----|-------------------------------|-------|-------|--|
| 43. | Ice Tea/150 ml | Cup | 9.00 | |
| 44. | Sugarcane Juice/150 ml | Glass | 10.00 | |
| 45. | Fish Curry/200 gm | Bowl | 50.00 | |
| 46. | Chicken Curry/200 gm | Bowl | 70.00 | |
| 47. | Veg Fried Rice/150 gm | Plate | 45.00 | |
| 48. | Chicken Fried Rice/150gm | Plate | 35.00 | |
| 49. | Veg Pulao 150 gm | Plate | 20.00 | |
| 50. | Chicken Pulao 150 gm | Plate | 35.00 | |
| 51. | Veg – Burger | No | 25.00 | |
| 52. | French Fry (Frozen) (150 Gm) | Plate | 35.00 | |
| 53. | Veg-Nugget (Frozen) (150 Gm) | Plate | 35.00 | |
| 54. | Chicken Pop (Frozen) (150 Gm) | Plate | 40.00 | |
| 55. | Muffin | Pc | 10.00 | |
| 56. | Cookies(100g) | Pc | 10.00 | |

Signature: _____ Full Name : _____

Address: _____

Telephone: _____ Dated: _____ Place : _____

E-mail:

SAINIK SCHOOL IMPHAL
LIST NO 2. OF THE SCHOOL CAFETERIA ITEMS FOR THE YEAR: 2025-2026

| Sl No. | Item | A/U | Discount % on MRP / Market Price | |
|--------|-----------------------------------|--------|----------------------------------|--------------|
| | | | LPP | Quoted Rates |
| 1. | Britania Cake | pkt | 5% Less MRP | |
| 2. | Biscuit (Any types) | pkt | 5% Less MRP | |
| 3. | C.C Tea | pkt | 5% Less MRP | |
| 4. | Chocopie | pkt | 5% Less MRP | |
| 5. | Glucose Powder | pkt | 10% Less MRP | |
| 6. | Green Tea Bags (Any type) | pkt | 5% Less MRP | |
| 7. | Haldiram Mixture (Any types) | gm | 5% Less MRP | |
| 8. | Juices (Branded) | btl | 10% Less MRP | |
| 9. | Kangla Bhujiya (All types) | pkt | 5% Less MRP | |
| 10. | Kurkure Mixture (All types) | pkt | 5% Less MRP | |
| 11. | Mineral Water 500 ml (Branded) | btl | 5% Less MRP | |
| 12. | Mineral Water 1000 ml (Branded) | btl | 5% Less MRP | |
| 13. | Potato chips Branded (All types) | pkt | 5% Less MRP | |
| 14. | Soft Drinks (Branded) | btl | 5% Less MRP | |
| 15. | Squash (Likla) Any flavor | btl | 10% Less MRP | |
| 16. | Squash (Kissan) Any flavor | btl | 10% Less MRP | |
| 17. | Sugar Cube | pkt | 10% Less MRP | |
| 18. | Sugar Free Gold | pkt | 10% Less MRP | |
| 19. | Toffees (100 Pc) All type | pkt | 15% Less MRP | |
| 20. | Mixture (any) | pkt | 5% Less MRP | |
| 21. | Frooti 200/250/300/500 ml & 1 ltr | btl | 5% Less MRP | |
| 22. | Paper Cup (Juice) | 50 Nos | 5% Less MRP | |
| 23. | Amul Cream | Pkt | 5% Less MRP | |
| 24. | Cup Noodles | No | 5% Less MRP | |

Signature: _____ Full Name : _____

Address: _____

Telephone: _____ Dated: _____ Place : _____

E-mail: _____