

SAINIK SCHOOL IMPHAL, MANIPUR
TENDER/CONTRACT NOTICE: 2023-24

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

TENDER FOR	EARNEST MONEY	OPENING DATE/TIME	CONTRACT PERIOD
Outsourcing for Supply of Clothing Items (Uniform)	Rs.10,000/-	18 Jan 2023 (1500 hrs)	01 May 23 to 30 Apr 24

2. Tender form duly completed in all aspects can be sent by post or dropped in the tender box placed in the main building till 1300 hrs on all working days **DULY MARKED ‘TENDER FOR OUTSOURCING FOR SUPPLY OF CLOTHING ITEMS (UNIFORM)’ ON 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. The latest IT Return, Photocopy of Pan Card, Registration Certificate of Firm/Company, and GST No if any are to be attached with the tender application.

3. Tender forms along with Terms & Conditions can be obtained from QM Section on payment of Rs.5,000/- with effect from 09 Jan 2023 onwards from 1000 hrs to 1300 hrs and close on 14 Jan 2023 at 1300 hrs. Sealed tenders along with earnest money through bank draft only prepared after issue of Tender Notice drawn in favour of the Principal, Sainik School Imphal, Manipur payable at Imphal should reach latest by 18 Jan 2023. Tenders will be opened on the opening dates and times as mentioned against each in presence of the tenderers present.

4. Tender forms can be downloaded from the School website, www.ssimphal.nic.in along with the respective Appendix (list of items). Downloaded form to be deposited with a DD of Rs.5,000/- as cost of Tender Form along with Earnest Money as applicable on or before 1300 hrs on 18 Jan 2023.

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 the Tender or after finalization of the tender whichever is later. No queries/requests will be entertained by the School Administration prior to this.

7. Successful tenderer to deposit security in the form of a Bank Guarantee/Demand Draft up to 10% of the total value of the Tender or as finalized by the school authority after adjusting the amount paid as EMD, if applicable.

8. 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 & various other factors.

TENDER FORM

Sl No. _____

(With School Round Stamp)

Cost of Tender Form – Rs.5,000/-

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

SAINIK SCHOOL IMPHAL

TENDER FOR SUPPLY OF CLOTHING ITEMS (UNIFORM) FOR THE YEAR 2023-24

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 No., if any (Including 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, PAN No.,
Supplier/Firm Registration No. and also a copy
of IT Return) : _____
8. Terms and conditions, if any (for consideration by the school authorities)
(a) _____

9. 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 the 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) Rates are to be quoted in Rupees for each item and should be inclusive of all eligible taxes.
- (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 the Principal.
- (g) Lowest tender will be decided on the evaluated value of the total items and various other factors i.e. quality, the reputation of the Tenderer, etc.
- (h) Tender form completed in all aspects can be sent by post or dropped in the tender box placed in the School Main Gate only duly marked 'Tender for Outsourcing for Supply of Clothing Items (Uniform)' on top of the envelope till 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 opening date i.e.18 Jan 2023.
- (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

Signature : _____
Name : _____
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 his filled tender form. The sealed tenders must reach the Principal / Administrative Officer, Sainik School Imphal (Manipur) on or before **1300 hr** on **18 Jan 2023**. 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 / authorized signatory of the firm. The sealed envelope should be duly super subscribed to **“TENDER FOR OUTSOURCING FOR SUPPLY OF CLOTHING ITEMS (UNIFORM) FOR THE YEAR 2023-2024”**.
3. The period of the contract will be from **01 May 2023 to 30 April 2024** and may be extended further by mutual agreement.
4. A sum of **Rs.10,000/- (Rupees Ten Thousand only)** as **Earnest Money Deposit (EMD)** must be enclosed in the form of a 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 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 following documents are required to be submitted along with the Tender Form: -**
 - (a) Registered Office/Shop/Firm Certificate. (Mandatory)
 - (b) Copy of license issued by State Govt/Union Territory/CPWD/PWD/MES. (If available)
 - (c) Copy of valid GST registration certificate. (Mandatory)
 - (d) Performance statement of last three years. (If available)
 - (e) Copy of GST and IT returns for the last 3 FY/Previous FY. (Whichever is applicable)
 - (f) Any other relevant documents that the firm wishes to submit. (If available)
 - (g) Relaxation/Levied will be given to Sl. (d) & (e) in case of newly Regd. Firm.
8. All the items mentioned in the item list should be quoted compulsorily. The firm who fails to quote any items will be treated/considered as rejected even though the firm quoted the 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/Pcs. etc. and details of rate, taxes, and 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 them 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 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 on the subject.**
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 i.e Outsourcing for Supply of Clothing Items (Uniform).**
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 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 ie.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, as may be the case.
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. **Payment:-**
 - (a) 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.
 - (b) No advance payment will be made on any account.
 - (c) Payment will be made only by means of an **Accounts Payee Cheque/NEFT/RTGS.**

23. 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.

24. 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 are 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 09 Jan 2023 onwards from 1000 hrs to 1300 hrs and close on 14 Jan 2023 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.

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

LIST OF UNIFORM CLOTHING FOR RATE CONTRACT: 2023-2024

1. The approximate requirement of the clothing items between 01 May 2023 to 30 April 2024 is as given below. The items will be made to order basis on individual measurements:-

<u>S.No</u>	<u>Item</u>	<u>A/U</u>	<u>Quoted Rate</u>	<u>Remarks</u>
(i)	Plastic Name Tab with Black Background	Pc		
(ii)	Apron T/C (White)	Pc		
(iii)	Gloves White T/C (Cooks)	Prs		
(iv)	Cap for Cooks (T/C)	Pc		
(v)	Shirt Khaki Terricotton (Halve Sleeves)	Pc		
(vi)	Shirt Khaki Terricotton (Full Sleeves)	Pc		
(vii)	Shirt White Terricotton (Full Sleeves)	Pc		
(viii)	Shirt White Terricotton (Halve Sleeves)	Pc		
(ix)	Trouser Khaki Terricotton	Pc		
(x)	Trouser Steel Grey Terricotton	Pc		
(xi)	Trouser White Terricotton	Pc		
(xii)	Trouser Steel Grey Woollen	Pc		
(xiii)	Shorts Navy Blue Terricotton	Pc		
(xiv)	Shorts White Terricotton	Pc		
(xv)	Socks Nylon (White / Black)	Prs		
(xvi)	Shoulder Flash Navy Blue Woollen	Prs		
(xvii)	Games Shorts Navy Blue T/C	Pc		
(xviii)	Shoulder Flash cotton (House colours-Red, Blue, Green & Yellow)	Prs		
(xix)	Cadets Appointment Badges (House / Colours)	Pc		
(xx)	Blazer Blue with breast pocket, School crest embossed (Good Quality stitched as per measurement)	Pc		
(xxi)	Sport Cap with School Logo	Pc		
(xxii)	T-Shirt with collar & breast pocket & school crest printed (Colour –Orange, Red, Blue, Yellow & Green) (Sizes -32” to 42”).	Pc		
(xxiii)	Jersey woolen grey full sleeves V-neck (Army Uniform Pattern) (Sizes – 32” to 42”).	Pc		
(xxiv)	Tie polyester (Navy Blue) with 2 strips of sky blue & embroidered school crest.	Pc		
(xxv)	Black leather belt with buckle plate (school crested).	Pc		
(xxvi)	Woolen Navy Blue Berret Cap (sizes -7”,7¼” 7½” & 7¾”).	Pc		
(xxvii)	Sainik School Cap Badge Steel	Pc		
(xxviii)	Kamarband with side pallu	Pc		
(xxix)	Scarf school pattern (T-Shape) Navy Blue with school light blue strips	Pc		
(xxx)	Shoulder Title (SSI) made of steel	Prs		
(xxxi)	Track Suits (Sizes 32” to 42”) School Pattern	Pc		

(xxxii)	Arm Badge (Formation Sign) School Pattern	Pc		
(xxxiii)	Sports Shoe White (Sizes 5 to 11)	Prs		
(xxxiv)	Winter Cap with School Crest Printed (Different Sizes)	Pc		
(xxxv)	Shorts Navy Blue with School Crest Printed	Pc		
(xxxvi)	Blue Muffler with School Crest Printed	Pc		
(xxxvii)	Games T-Shirt with School Crest Printed (Colour –Orange, Red, Blue, Yellow & Green) (Sizes -32” to 42”).	Pc		
(xxxviii)	Cap with School Crest Printed	Pc		
(xxxix)	Thermo Coat Upper (different sizes)	Pc		
(XL)	Thermo Coat Upper (different sizes)	Pc		
(XLi)	Woolen Gloves (different sizes)	Prs		
(XLii)	School Flag (Size 3’x4”)	Pc		
(XLiii)	School Flag (Size 4’x6”)	Pc		
(XLiv)	School Flag (Size 4’x8’)	Pc		

2. Thereafter, the orders for clothing would be spread over the entire year as and when the need arises.
3. The contractor shall be required to send his tailor master to the school for the purpose of measurements.

Signature: _____ Full Name: _____

Address: _____

Dated: ____/ ____/ 2023

Tele/Mobile No. _____

Place:

E-mail: