



**SAINIK SCHOOL GOPALGANJ
AT HATHWA PO HATHWA, DIST GOPALGANJ, BIHAR 841436**

TENDER DOCUMENT

ANNUAL CONTRACT FOR TAILORING SERVICES

Ref No: SSGJ/2001/1/TS/QM

DATED 17 JAN 19

Tele: 06150-231681

Web Site : www.ssgopalganj.in

E-Mail : ssgopalganj@rediffmail.com



Sainik School Gopalganj

PO :- Hathwa

Distt: Gopalganj (Bihar)

Pin – 841 436

No. SSGJ/2001/1/TS /QM

Jan 2019

ANNUAL CONTRACT FOR TAILORING SERVICES

1. Bids are hereby invited under single bid system from reputed, experience and financial sound Companies, Firms, Suppliers, Agencies for award of Annual Rate contract for provision of Tailoring Services of Sainik School Gopalganj.

2. **Rate Contract Definition.** A rate contract (commonly known as RC) is an agreement between the purchaser and supplier of specified goods (and allied services if any) at specified price and terms & conditions (as incorporated in the agreement) during the period covered by the Rate Contract. No quality is mentioned nor is any minimum drawl guaranteed in the Rate Contract. The Rate Contract is in the nature of a standing offer from the supplier firm. The firm and/or the purchaser is/are entitled to withdrawal/cancel the Rate Contract by serving an appropriate notice on each other, of not less than thirty days, However, once a supply order is placed on the supplier for supply of a definite quality in terms of the rate contract during the validity period of the rate contract that supply order becomes a valid and binding contract and the supplier is bound to supply the ordered quantity.

3. The bid will be accepted through registered post/dropped in the tender box.

4. The address and contact numbers for seeking clarifications regarding this TENDER FORM are given below:-

- | | | | |
|-----|--|---|--|
| (a) | Bids/queries to be addressed to | : | The Principal
Sainik School Gopalganj
At - Hathwa
PO: Hathwa
District: Gopalganj (Bihar)
Pin - 841 436 |
| (b) | Postal address for correspondence | : | Same as Para 1(a) above |
| (c) | Name/designation of the contact person | : | Administrative Officer
Sainik School Gopalganj
At - Hathwa
PO: Hathwa
District: Gopalganj (Bihar)
Pin - 841 436 |
| (e) | Telephone number of the contact person | : | 06150-231681/232446 |
| (f) | E-mail id | : | ssgopalganj@rediffmail.com |

5. This TENDER FORM is divided into following five Parts:-

- (a) **Part I** – Contains General Information and Instructions for the Contractors about the TENDER FORM such as the time, date for submission and opening of tender bids, validity period of tenders, etc.
- (b) **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR).
- (c) **Part III** - Contains Standard Conditions applicable to this TENDER FORM, which will form part of the contract with the successful Contractor.
- (d) **Part IV** - Contains Special Conditions applicable to this TENDER FORM and which will also form part of the contract with the successful Contractor.
- (e) **Part V**- Contains Evaluation Criteria and Format for Price Bids.

Note:- This TENDER FORM is being issued with no financial commitment and the Principal, Sainik School Gopalganj reserves the right to change and vary any part thereof at any stage. Principal, Sainik School Gopalganj also reserves the right to withdraw the TENDER FORM, should it become necessary at any stage.

PART I-GENERAL INFORMATION AND INSTRUCTIONS

6. The important dates pertaining to the contract/tender are given below:-

Ser No	Particulars	Date and Time	Source (Venue)
(a)	Starting Date for Issue of Tender Form	18 Jan 2019	
(b)	Last Date for Submission of Tender Bids	08 Feb 2019 up to 1730 hrs	Registered post/drop in tender box placed at School Campus.
(c)	Date of Opening of Bids	09 Feb 2019 at 1000 hrs	

Note :- Bidder should clearly mention on the top of the envelope containing bid document that “**Annual Contract for Tailoring Services**”.

7. **Submission of Bids.** Bids should be submitted by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank details (account number, IFSC/MICR code and address) for Electronic Fund Transfer, etc and complete postal & e-mail address of their office.

8. **Rejection of Bids.** Canvassing by the Contractors in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of Earnest Money Deposit (EMD). Conditional tenders will be rejected.

9. **Validity of Bids.** The Bids should remain valid for 90 days from the date of submission of bids.

10. **Earnest Money Deposit:** The tenderers have to deposit a sum of amount **Rs 5,000/- (Rupees five Thousand only)** in the form of Demand Draft in favour of The Principal, Sainik School Gopalganj payable at SBI Narainia (Bank Code No. 9212). EMD of the unsuccessful Contractors will be returned to them without any interest at the earliest or before the 30th day after the award of the contract.

11. EMD is not required to be submitted by those Contractors who are registered with National Small Scale Industries Corporation (NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the Contractor withdraws or amends or impairs or derogates from the tender in any respect within the validity period of their tender.

12. Tender Cost **Rs. 300/-** .

13. **Security Deposit.** The successful Contractor has to deposit a sum of **Rs 10,000/- (Rupees Ten Thousand Only)** as a Security Money within 30 days from the date of award of the contract. Non timely deposit of security money may lead to forfeiture of earnest money deposit and cancellation of contract.

14. Earnest Money deposited by the successful contractor will be adjusted towards the security deposit. The contractor has to deposit the balance amount towards security money within 30 days from the date of award of the contract. The security deposit will be released without any interest after successful completion of the contract.

15. Tax will be deducted at the time of payment as per defined/eligible tax rates and authority will give proper document of depositing the amount to the contractor.

16. It is desirable that the rates quoted should be both in words and figures. The rates quoted in the tender should be inclusive of all freight, royalty, taxes and other incidental charges (i.e. F.O.R. School campus).

17. Every page of the tender should be signed (full signature) and rubber stamped by the tenderer. It should also be signed wherever there is overwriting and cutting.

18. The tenderers shall be solely responsible for any damages or loss in public property due to negligence of their labourers or other staff and the damage shall be made good at their own cost.

19. All supplies/services will be according to specifications as per tender paper or subject to approval by the Principal, Sainik School Gopalganj.

20. All the Appendices of the tender form will be completed neatly in English language only; If Appendices along with the tender form are found incomplete, the tender will not be considered.

21. Tenderers are requested to quote their rates only in the schedule of items given by the school. The rates quoted on the individual firm's letter head or any other paper than schedule of items will not be considered.

PART II-ESSENTIAL DETAILS OF ITEMS REQUIRED

22. Schedule of Requirement: - **“Annual Contract for Tailoring Services (Sainik School Gopalganj) for period of ONE YEAR.”** A copy of the Schedule is given at Appendix 'B'.

23. **Period.** Delivery period for Tailoring services would be on daily basis for a total period one year from the date of agreement which may be extended by 3 months at the discretion of Sainik School Gopalganj. The Contract can be cancelled unilaterally by the **Principal, Sainik School Gopalganj** in case services are not satisfactory and are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the **Principal, Sainik School Gopalganj**, with applicability of Late Delivery (LD) clause.

24. **Delivery of services/items is to be made at Sainik School Gopalganj Campus and rates quoted in the bids should include delivery, transportation, handling, installation charges, etc if, applicable.**

25. The details of the consignee are given below:-

The Principal
Sainik School Gopalganj
Post: Hathwa,
District: Gopalganj (Bihar)
Pin-803115
E-mail: ssgopalganj@rediffmail.com

PART III – STANDARD CONDITIONS OF TENDER FORM

26. The authorized dealers/manufacturers/suppliers/firms are required to give confirmation of their acceptance of the standard conditions of the TENDER FORM mentioned below which will automatically be considered as part of the Contract concluded with the successful Contractor (ie Tenderer in the Contract) as selected by the Principal, Sainik School Gopalganj. Failure to do so may result in rejection of the Bid submitted by the Contractors.

27. **Law.** The contract shall be considered and made in accordance with the laws of the Republic of India.

28. **Effective Date of the Contract.** The contract shall come into effect on the date of signing of agreement by both the parties on the contract as the case may be. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

29. **Arbitration.** All disputes shall be decided by the mutual consultation and contractor shall not take recourse in any court of law. In extreme circumstances, any dispute or difference of opinion arising in respect of either interpretation, effect or application on terms and conditions of the contract or on agreement or in the process of dealing the contract shall be decided on arbitration by the Principal, Sainik School Gopalganj as he may think fit and his decision will be final.

30. **Penalty for use of Undue Influence.** The Tenderer undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Sainik School Gopalganj or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Tenderer or anyone employed by him or acting on his behalf (whether with or without the knowledge of the Tenderer) as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Principal, Sainik School Gopalganj to cancel the contract and all or any other contracts with the Tenderer and recover from the Tenderer the amount of any loss arising from such cancellation. A decision of the Principal, Sainik School Gopalganj or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Tenderer.

31. **Access to Books of Accounts.** In case it is found to the satisfaction of the Principal, Sainik School Gopalganj that the Tenderer has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Tenderer, on a specific request of the Principal, Sainik School Gopalganj, shall provide necessary information/ inspection of the relevant financial documents/information.

32. **Non-disclosure of Contract documents.** Except with the written consent of the Principal, Sainik School Gopalganj, Tenderer, and other party shall not disclose the contract or any provision, specifications, plan, design, pattern, sample or information thereof to any third party.

33. **Liquidated Damages.** In the event of the Tenderer's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the **Principal, Sainik School Gopalganj** may, at his discretion, withhold any payment until the completion of the contract. The **Principal, Sainik School Gopalganj** may also deduct from the Tenderer as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

34. **Termination of Contract:** The Principal, Sainik School Gopalganj shall have the right to terminate this contract in part or in full in any of the following cases:-

- (a) By giving the contractor a fortnight (14 days) notice in advance without assigning any reason whatsoever.
- (b) The Tenderer is declared bankrupt or becomes insolvent.
- (c) The Tenderer utilising the services of any Indian/Foreign agent in getting this contract paying any commission to such individual/company, etc.
- (d) As per decision of the Arbitration Tribunal.
- (e) If the contractor assigns or sublets this contract or if the contractor attempted to do so.
- (f) If the contractor or any of his representative or his employees are found guilty of fraud in respect of the contract, directly or indirectly give or promise to give or offer any bribe, gift, loan reward or advantage, pecuniary or otherwise to any officer or persons in employment of the School.
- (g) If the contractor declines, neglects or delays to comply with any demand or requisition or in any other way fails to perform or fulfil any condition of the contract.
- (h) In case of recession, the Principal, Sainik School Gopalganj shall be entitled to recover from the contractor, on demand, any extra expense he may put to in obtaining supplies/services hereby agreed to be supplied/provisioned from elsewhere in any manner.

35. **Ban on dealings (Article 3.5.1 of DPM)** When the misconduct of a firm or its continued poor performance justifies imposition of ban on business relations with the firm, this action should be taken by the appropriate authority after due consideration of all factors and circumstance of the case and after giving due notice.

36. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

37. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

PART IV – SPECIAL CONDITIONS TENDER FORM

38. The contractor's security deposit or any balance thereof remaining at the end of the contract shall not be returned to him until the account has been finally audited and settled and until he has executed the 'NO DEMAND (DUES) CERTIFICATE' to the School.

39. All payments to the contractor shall be made through electronic mode directly into the contractor's valid account, ie NEFT/RTGS, etc.

40. The period of this contract shall be of **ONE YEAR** extendable up to 3 months at the discretion of the Principal, Sainik School Gopalganj.

41. All supplies/services will be according to specifications as per tender paper or subject to approval of the Principal, Sainik School Gopalganj.

42. **The rates quoted in the tender should be inclusive of all freight, royalty, and taxes in vogue and as amended from time to time by the government and other incidental charges (i.e. from or to the School campus).**

43. The tenderers have to quote their rates both in figures and words.

44. List of documents which will be checked/verified during tender opening is given below **(Please upload the following documents along with the Technical Bid):-**

Ser No	Documents to be uploaded
(A)	COST OF TENDER FORM IN THE FORM OF DEMAND DRAFT FOR Rs 300/- DRAWN IN FAVOUR OF THE PRINCIPAL, SAINIK SCHOOL GOPALGANJ. (COST OF TENDER FORM IS NON REFUNDABLE).
(B)	EARNEST MONEY DEPOSIT (EMD) – Rs 5,000/- (RUPEES FIVE THOUSAND ONLY) DRAWN IN FAVOUR OF THE PRINCIPAL, SAINIK SCHOOL GOPALGANJ, PAYABLE AT SBI NARAINIA, CODE - 9212
(C)	GST REGISTRATION CERTIFICATE
(D)	PROOF OF EXPERIENCE OF LAST THREE YEARS IN PARTICULAR BUSINESS TO INCLUDE EXPERIENCE CERTIFICATE FROM REPUTED INSTITUTIONS/AGENCY, IF HELD
(E)	PAN CARD
(F)	PROOF OF RESIDENTIAL CERTIFICATE OF PROPRIETOR

45. **Payment Terms for Indigenous Tenderers.** It will be mandatory for the Contractor to indicate their bank account number to which payments are to be made. The payment will be made through Electronic Fund Transfer mode/ crossed Demand Draft /Cheque on fortnightly basis. **The contractor will be paid his bills on completion of supply of items at Sainik School Gopalganj.**

46. The contractor will provide one qualified and experienced tailor for the entire contract period from 0900 hrs to 1800 hrs daily. The tailor will be provided a place to carryout stitching and repair works. The tailor provided by the contractor will be present in the school campus for attending any repair defects, failing which Rs 200/- (Rupees Two Hundred) per day will be deducted from the CHARGES of the contractor. The contractor shall provide a substitute tailor in case non availability of present one. Clothes will be repaired and supplied by contractor within ten days from the receipt of supply order.

47. The contractor will bear the penalty for violation of any of the above mentioned stipulations as decided by the board of staff detailed by the Principal or his representatives.

48. The contractor shall be solely responsible for any damages or loss of public property due to negligence of their employees or other staff and the damage shall be made good at his own cost.

49. Every page of the tender should be signed (full signature) and rubber stamped by the contractor. It should also be signed wherever there is overwriting and cutting.

50. The contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supply / services required under this contract will have to be made or furnished and with all the terms, clauses conditions, specifications and other details of the contract. He shall not plead ignorant of any of these clauses and conditions as an excuse in case of complaints against or rejection of services tendered by him or with a view there to making for enhancement of any rates agreed to in the contract or to evade any of the obligations under the contract.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

51. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

(a) Bids should be from Citizens of India (UNDER PROPRIETORSHIP)/AUTHORISED DEALERS/MANUFACTURERS/SUPPLIERS/FIRMS/CORPORATIONS/REGISTERED SOCIETIES, ETC.

(b) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the TENDER FORM. **The information and declaration to be supplied by the Tenderer is given in Appendix 'A'.**

(c) The Lowest Bid will be decided upon the lowest price quoted by the particular Contractor as per the Price Format given at **Appendix 'B'**. The consideration of taxes and duties in evaluation process will be as follows:-

(i) All taxes and duties (including those for which exemption certificates are issued) quoted by the Contractors will be considered. The ultimate cost to the Principal, Sainik School Gopalganj would be the deciding factor for ranking of Bids.

(ii) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(iii) The Lowest Acceptable Bid will be considered further for signing the contract, placement of Supply/Service Orders after complete clarification and price negotiations as decided by the Principal, Sainik School Gopalganj. The Principal, Sainik School Gopalganj will have the right to award contracts to different Contractors for being lowest in particular items. The Principal, Sainik School Gopalganj also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Contractors is not in a position to supply full quantity with quality of technical specifications required in stipulated time.

52. **Price Bid Format:** The **Price Bid Format is given at Appendix 'B'** and Contractors are required to fill up the rates correctly with full details. Bids submitted in format other than given at Appendices 'A' and 'B' will not be scrutinized by the board constituted by the Principal, Sainik School Gopalganj.

53. **Option Clause.** This Tender form has an option Clause, wherein the Principal, Sainik School Gopalganj can exercise an option to procure an additional 50% of the original Supply Ordered quantity in accordance with the same terms and conditions of the present supply order. This will be applicable within the currency of Supply Order. It will be entirely the discretion of the Principal Sainik School Gopalganj to exercise this option or not.

54. The Principal, Sainik School Gopalganj reserve the right to vary the quantity of services demanded as per actual requirement and tenderers will be bound to provide service as demanded on approved rates. The Principal, Sainik School Gopalganj also has all the right to reject / cancel any or all the tenders or distribute the work to more than one contractor without assigning any reason.

DECLARATION

I..... (Proprietor/Partner/Manager) do hereby declare that the entire information given in the technical information form is true to the best of my knowledge and I am accepting all the terms and conditions mentioned above.

INFORMATION AND DECLARATION TO BE COMPLETED BY THE TENDERER

1. NAME OF THE FIRM : _____.
2. ADDRESS OF HEAD / : _____.
- REGISTERED / : _____.
- HEAD /BRANCH OFFICE : _____.
- : _____.
- : _____.
3. PHONE No : _____.
4. FAX No : _____.
5. MOBILE No : _____.
6. PAN No : _____.
7. SALES/SERVICE TAX No. : _____.
8. NAME AND ADDRESS OF BANKERS & ACCOUNT No:
: _____.
9. CATEGORY OF TRADE : _____.
10. ARE YOU ONE OF THE GOVT./ SEMI GOVT. APPROVED CONTRACTOR, IF
SO GIVE DETAILS : _____.
- : _____.
11. NAME(s) OF THE PARTNER(s)/ PROPRIETOR: _____.
- _____.
12. EXPERIENCE: _____.
13. SINGLE WORK ORDER DURING THE LAST YEAR: _____.
- _____.
14. WORKSHOP AREA (Sqm) : _____.

15. MANPOWER : _____.

16. MACHINERY : _____.

17. DRAFT No: _____ DATE _____ AMOUNT Rs. _____.

ISSUING BANK NAME AND BRANCH

_____.

18. SUBMISSION :(a) Speed / Registered Post (b) Courier (c) By Hand (please tick mark and also mention in writing below).

_____.

CERTIFICATE

In consideration of us being contractor, we hereby agree that we shall not withdraw, amend or attach any conditions to our tender submitted to the School authorities. In such case, Principal, Sainik School Gopalganj shall be entitled to forfeit our Earnest Money Deposit along with the tender and remove us from the school contract without prejudice to any other right or remedy by school for such breach on our part.

DECLARATION

I _____(Proprietor/ Partner/ Manager) do hereby declare that the information / declaration submitted by us in the tender form are true to the best of my knowledge. [NOTE: - If there are any changes in the construction (constitution) of working of firm, the affecting accuracy of the answer now given, should be promptly communicated to the Principal, Sainik School Gopalganj.

PLACE:

SIGNATURE OF THE TENDERER /

DATE:

AUTHORISED SIGNATORY WITH RUBBER STAMP

COMMERCIAL BID FOR STITCHING CHARGES (TAILORING SERVICES)

APPENDIX "B"

TENDER SCHEDULE – TAILORING SERVICES

EARNEST MONEY: Rs 5000/- (Rupees Five Thousand Only)

Sr No	Nomenclature of clothing items to be stitched	Acct Unit	Charge per Unit	Service Tax	Total charge	Remarks
1	Blazer Coat incl stitching material	Nos				
2	Shirt full sleeves	Nos				
3	Shirt Half sleeves	Nos				
4	Trouser Full (Full Pant)	Nos				
5	Short (Half Pant)	Nos				
6	Apron for Cooks	Nos				
7	Cap for Cook	Nos				
8	Pocket Crest Blazer	Nos				
9	Kurta for Night Dress	Nos				
10	Pajama for Night Dress	Nos				
11	Stitching of Curtains (Door & Windows) incl material	Nos				
12	Napkin Cloth for cadets mess	Nos				

AFFIDAVIT

(With Rs 10/- Stamp Paper is certified by the Notary Public)

Certified that I/we, _____ S/O or D/o
_____Age_____ is/are residing (Village/Town) _____, hereby
declare the following with best of my/our knowledge and belief that:-

1. My/our company/firm whose name is _____ is located at _____.
2. My/our company/firm is not blacklisted by any Government department/agency.
3. TIN of my/our Company/Firm is _____.
4. My/our company/firm pays all taxes in time.
5. I/we do not have any relative/kin serving in Sainik School Gopalganj.
6. I/we acknowledge that I/we have gone through the complete tender document issued for Tailoring Services Contract at Sainik School Gopalganj and I/we agree with all the terms and conditions laid down in the tender form by the Sainik School Gopalganj.

(Signature of the Deponent)

I/we, certify that on this day _____ of _____, I/we verify the above mentioned declaration with my/our conscience.

(Signature of Applicant)