

## **INSTRUCTIONS FOR SUBMITTING THE BIDS**

The bids will be submitted in two separate envelopes, which will clearly specify name of the tenderer / vendor and type of Bid (Technical / Commercial).

### **Envelope I (Technical Bid) :**

- (i) Tender application form duly filled up in all respect along along with passport sized photograph pasted on the space provided
- (ii) Proof of valid firm / company registration or renewal of registration
- (iii) License for essential commodities (if applicable)
- (iv) PAN no GST/VAT/TIN (photocopy)
- (v) Tender form fee (Demand draft amounting to Rs. 100/- prepared in favour of the Principal Sainik School Balachadi payable at Jamnagar Or Cash receipt issued by the school)
- (vi) Earnest Money deposit (Demand Draft amounting to **Rs. 10,000/-** prepared in favour of the Principal Sainik School Balachadi payable at Jamnagar Or Cash receipt issued by the school) as applicable

**Envelope II (Commercial Bid) :** Envelope II will consist of the rates quoted by the tenderer. Envelope II (commercial bid) will only be opened if all documents of Envelope I / technical bid are found in order.

**APPLICATION FOR TENDER FORM**  
**(cost of form Rs. 100/- non-refundable)**

(To be filled up by the Tenderer for issue of the Tender Form)

Tenderer's

The Principal **Photo** Sainik School, Balachadi ( Jamnagar)

Sir,

1. One copy of the tender form for **Running tailor shop in School Shopping Complex** may kindly be given to me on payment of Rs. 100/- (Non-Refundable). My particulars are as under:-

- a Name of the applicant: \_\_\_\_\_  
(in Capital Letters)
- b Address of the Applicant: \_\_\_\_\_  
\_\_\_\_\_
- (b) Police Station: \_\_\_\_\_
- (c) Name of the Owner: \_\_\_\_\_
- (d) Tele. No, if any: \_\_\_\_\_
- (e) In case of particulars, details of partner with partnership deeds : \_\_\_\_\_
- (f) Name & Address of the Bankers with A/C No. \_\_\_\_\_
- (g) Financial Solvency:-
  - a Value of movable property: \_\_\_\_\_
  - b Value of immovable property: \_\_\_\_\_
  - c Capital investment in the business: \_\_\_\_\_
- (j) Particulars of Experience:-
  - (i) Length in the trade: \_\_\_\_\_
  - (ii) Full particulars of the Contract: \_\_\_\_\_
- (k) GST No. and Sale Tax clearance certificate for the last 5 years:- \_\_\_\_\_
- (l) Copy of the Income Tax Certificate:- \_\_\_\_\_
- (m) Whether holding license for essential commodities: \_\_\_\_\_
- (n) Were/are you involved in any police case: \_\_\_\_\_
- (o) Tender form fees paid vide DD/School receipt No \_\_\_\_\_ dtd \_\_\_\_\_ for Rs. \_\_\_\_\_
- (p) EMD paid vide DD/School receipt No \_\_\_\_\_ dtd \_\_\_\_\_ for Rs. \_\_\_\_\_

2. I hereby declare that the above particulars are true to the best of my knowledge and belief and in case any of the above information is found false at a later stage, my tender may be rejected.

Date : \_\_\_\_\_

(Signature of the Applicant)

Note :-

- (i) The information as stated above, furnished by the tenderer must have the copies of the documentary evidence enclosed.
- (ii) Demand draft for tender form fees amounting to Rs. 100/- (non-refundable) and Demand Draft for Earnest Money Deposit (refundable) amounting to Rs. 10,000/- (Rupees Ten Thousand Only) prepared in favour of the Principal Sainik School Balachadi , payable at Jamnagar are to be submitted along with tender documents.
- (iii) Material /Services are to be delivered / provided at Sainik School Balachadi.

**SAINIK SCHOOL BALACHADI (JAMNAGAR)**  
**TENDER FORM**

**TAILORING OF GARMENTS FOR THE YEAR 2018-19**

**PART - I**

1. Full name of the tenderer : \_\_\_\_\_
2. Full address of the tenderer with telephone No: \_\_\_\_\_  
\_\_\_\_\_

3. **CONDITIONS**

- (a) The rates will be quoted for all the items listed in part II of this tender will be operative for year
- (b) The stitching work will be required to be carried out within the premises of the school campus.
- (c) The work carried out should be of high standard with proper fitting and must be executed expeditiously. Crossed stitch, overlap, buttons should be of specified standard (as kept in school)
- (d) No payment on advance
- (e) However the payment of the bills will be made within 15 days from the receipt of the bills if submitted correctly.
- (f) The standard of stitched garments should NOT be inferior to that of the samples approved by the Principal (which are available with school). The Principal reserves the right whether to accept the stitched garments or not. If not found as per approved pattern, the Principal reserves the right either to reject it totally or make proportionate cuts in the rate of payment. The decision of the Principal in this matter will be final and binding.
- (g) If it is proved that the cloth has been changed by the contractor, the cost of the cloth will be charged. In the event of any question, dispute or differences the decision of the Principal will be final and binding on the parties of the contract.
- (h) If the contractor fails to stitch the articles in time the work will be got done in the local market at the contractor's risk and expense. The security deposit is liable to be forfeited if any of the conditions stipulated in contract is not satisfied.
- (j) The shop will be required to be opened on every day except on week holidays. If the shop is found closed without prior permission of the Principal, the contractor will be fined suitable but not less than Rs. 50/- at a time.
- (k) No payment will be made to the contractor in advance. Sublet of the contract is not permissible.
- (l) The contractor will have to deposit "contract Security" with the Principal in cash or by demand draft at the following rates being the value of all the items of anticipated supply as shown in part II of the monthly anticipated requirement.

Value up to Rs 10,000/-	20% of the value
Value above Rs 10,000/- to Rs 30,000/-	10% of the value
Value above Rs 30,000 to Rs 1,20,000/-	05% of the value
Value above Rs 1,20,000/-	03% of the value

(m) The tender will accompany with the **earnest money a sum of Rs 10,000/- (Rupees Ten Thousand only)** in cash or by demand draft on the name of the Principal Sainik School Balachadi which will be refunded in case the tender is not accepted or rejected. Receipt Number to be quoted in this tender form.

(n) The rates quoted will be inclusive of stitching material, which will be used by the contractor at his own expense.

(o) The contract will be terminated if the contractor or any of his agents or his servants 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.

(p) During the currency of the contract, if any specification or any article/articles are changed the contractor will continue to supply the said article/articles in accordance with the new specifications at rate mutually agreed to in writing at the time of such changed by the Registrar, Sainik School Balachadi.

(q) The contractor or his employees or representatives will NOT divulge any information in respect of the school that may come to their knowledge to any unauthorised person/persons.

(r) The period of contract may be extended to 3 months at the discretion of the Principal.

(s) The contractor will be responsible to bring stamp paper Rs 100/- (Rupees one hundred only) for contract agreement.

(t) Contractor's security or any balance remaining at the end of the contract will not be returned to the contractor until his account finally audited and settled and he executes the usual NO DEMAND certificate.

(v) In the event of the security deposit being reduced by reasons of any non compliance of the contract, the contractor shall within 10 days from the date of being called top do so make good the amount required to complete the security deposit.

(w) The Principal reserves the right to reject the tender and may call fresh tenders if necessary.

(x) The tenders will be opened by the „Tender Board Committee“ appointed by the Principal. The Tender Board Committee has the right to reject the tender if there is any error and not satisfied. The tender board committee has also the right for negotiations if necessary.

(y) If the tenderer refused to stitch the garments at the rates quoted in the tender form, his earnest money will be forfeited. Contractor will not be entitled for the payment for any damage for rejected services which may suffer from cutting, tearing or any other harm incidental to a full examination and test of such services.

(z) The work needs to be completed within the time specified. The uniform for new entrants should be supplied within 15 days from the measurement taken.

- Note (i) Rates are to be quoted inclusive of all taxes.  
(ii) Items are to be delivered at Sainik School Balacahdi.  
(iii) Tender form must be submitted along with Demand draft of Rs 100/(Rs One Hundred Only)(Non Refundable) & EMD-Demand draft of Rs 20,000/(Rs Twenty Thousand Only)(Refundable) in favour of 'PRINCIPAL SAINIK SCHOOL BALACHADI payable at- Jamnagar.

Date:

Signature of tenderer\_\_\_\_\_

**PART – II**

I have understood the stipulations made in Part –I of the tender form and I am willing to supply clothes as per specifications.

Sl. No.	Item	Stitching Charges Only	Stitching charges with cloth
1.	Trouser Military type TC		
2.	Open shirt Military type		
3.	Blazers woollen (Navy Blue) Digjam SPN703001		
4.	Shoulder Flap with SSB Title / title		
<b>Uniforms for General Employees</b>			
5.	Pant TC		
6.	Shirt half sleeves Military type TC		
7.	Shirt full sleeve military type TC		
<b>General item</b>			
8.	Flags with satin cloth (01 metre X 01 metre		
9.	Flags with satin cloth 0.5 metre X 0.5 metre		
10.	Appointment flaps		

\* Rate should include cloth with stitching, accessories etc

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Signature of Tenderer