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**SAINIK SCHOOL GHORAKHAL
DISTT- NAINITAL(UTTARAKHAND)
PIN-263156**

RFP No: SSGK/QM/GTO/2025-26

Date _____

Cost of the form Rs. 500/- paid vide SSGK MR No. / DD No. _____ dated _____

Earnest Money Rs 7,500/- paid vide DD No. _____ dated _____

**INVITATION OF TENDER FOR SSB COACHING CAPSULE AT SAINIK SCHOOL GHORAKHAL
FOR THE PERIOD FROM 06TH NOV 2025 TO 17 NOV 2025**

1. Sainik School Ghorakhal, Nainital invites proposals/bids in sealed cover from qualified and experienced agencies/institutions to provide structured SSB coaching to students/cadets preparing for selection into the Indian Armed Forces. The objective is to enhance students' preparedness in Officer Intelligence Rating (OIR), PPDT, Psychological Tests, Group Testing and Interview Techniques. Please superscribe the above mentioned Title, RFP No. and Date of opening of the bids on the sealed cover to avoid the bid being declared invalid. Bid envelope should clearly state "**SSB Coaching Capsule**".

2. The address & contact number for sending the tender/bids or seeking all clarification regarding this RFP are given below:-

(a) Bids/queries to be addressed to: Principal, Sainik School Ghorakhal
Post Office – Ghorakhal
District- Nainital (Uttarakhand)
PIN- 263156

(b) Postal Address: Principal, Sainik School Ghorakhal
Post Office – Ghorakhal
District- Nainital (Uttarakhand)
PIN- 263156

(c) Telephone No. of Contact Personnel 05942-220051

3. This RFP is divided into six parts as follows:-

(a) **Part-I** – Contains general information & instruction of bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders etc.

(b) **Part-II** – Contains essential details of the items/ services required, such as the Schedule of Requirements (SOR), Delivery period, Mode of delivery and Consignee details.

(c) **Part-III** – Contains standard conditions of RFP, which will form part of the contract with the successful Bidder.

(d) **Part-IV** – Contains special conditions applicable to this RFP and which be also form part of the contract with the successful Bidder.

(e) **Part-V** – Contains evaluation criteria, Terms & conditions, format for price bids along with returnable Performa and Technical specifications.

(f) **Part-VI** – Financial Bid.

4. This RFP (single copy priced @ Rs 500/-) is issued with no financial commitment. The Buyer reserves the right to change or vary any part of RFP at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage. Bidders willing to quote the rate of items list provided in the RFP as **Appendix 'B'**.

5. Bidders are requested to indicate their acceptance of the above offer based on the terms and conditions as mentioned in the succeeding paragraph and as per **Appendix-C**.

Administrative Officer
For Principal

Part-I General Information

1. **Last Date and Time for Depositing the Bids:** The last date for submission of the bid is **01 Nov 2025 (1030 hrs)** by cease work. No bid will be accepted after the due date and time. Principal has the right to cancel the advertisement or reject any bid.

2. **Manner of Depositing the Bids:** Sealed Bids will be dropped in the Tender Box marked as **INVITATION OF TENDER FOR SSB COACHING CAPSULE** kept at:-

Reception Room, School Main Gate-02, Sainik School Ghorakhal, Nainital

The bids should reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for delay or non delivery/non-receipt of Bid documents. Bids sent by post, Fax or email will not be considered. The bid shall be signed by the authorized person and his/her full name and status to be indicated below the signature along with the official stamp of the firm. The bid should be packed in envelope before dropping into the tender Box. The tender will be placed in sealed envelop & addressed to The Principal, Sainik School Ghorakhal. The Name & address of the tenderer will inevitably be mentioned. The envelop will be marked in bold with **“INVITATION OF TENDER FOR SSB COACHING CAPSULE”**.

3. **Time and Date for opening of Bids:** **01 Nov 2025 (1100 hrs)** If due to any exigency, the due date of opening of the bids is declared a closed holiday. The bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer.

4. **Location of the Tender Box:** Reception Room, School Main Gate-02, Sainik School Ghorakhal. Only those Bids which are found in the tender box will be opened for consideration. Bids dropped in the wrong Tender box or received after the due date and time will not be accepted and it will be rendered invalid.

5. **Place of Opening of the Bids:** Reception room of Sainik School Ghorakhal. Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

6. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing the following details:-

- (a) Profile of the agency (background, experience, credentials) including complete postal / e-mail address and Fax/ Telephone No.
- (b) Photocopy of PAN/TAN Number
- (c) Photocopy of Aadhar Card
- (d) GST number/TIN number
- (e) Detail of Account number, Account Type, IFSC Code, MICR Code (Along with one cancelled cheque or photocopy of Bank Pass Book)
- (f) Experience Certificate related services (if any)
- (g) Detail of EMD Bank Draft
- (h) Price Bid Performa
- (j) MSME certificate (if available)
- (k) Details of faculty/trainers with qualifications, defense background and bio data.
- (l) Methodology & training plan (session plan, schedule, mode of delivery)
- (m) List of institutions/organizations previously served.
- (n) Financial proposal (cost per student)
- (o) Duration & frequency of training atleast 07 hours per day for 12 days.
- (p) Certificate of recognition for satisfactory services by the institutions/organizations of repute, where the services have been provided. (if available)

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7. **Two Bid System:** The bids are being invited under Two Bid System and separate commercial and technical clauses (bids) will be considered. Only technical bid would be opened at the time and date mentioned above. Date of opening of the financial bid will be intimated after acceptance of the technical bid. Financial bid of only those firms will be opened, whose technical bids are found compliant/suitable after technical evaluation is done by the buyer.
8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the buyer in writing about the clarifications sought not later than 14 days prior to the date of opening of the bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. **Modifications and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modifications or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail/Fax but it should be followed by a signed confirmation and should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security deposited by the bidder.
10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post- tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
12. **Unwillingness to Quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bids, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
13. **Validity of Bids:** The Bids should remain valid till 120 days from the last date of submission of bids.
14. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) as per advertisement published along with the Bid. The EMD may be submitted in the form of Demand Draft in favour of PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (**CODE NO. 1352**), A refundable amount of **Rs. 7,500/-** (Rupees Seven Thousand & Five Hundred only) will be charged as EMD against the tender. As per chapter 4.7.7 of DPM 2009, bid security is not required to be submitted by those firms, who are registered with the Central Purchase Organization DG S & D, MSME and organizations registered with National Small Industries Corporation (NSIC) or concerned department of Ministry of the Government of India like NCCFI and Kendriya Bhandar. EMD is to remain valid for a period of 45 days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them without any interest whatsoever before the 30 days after the award of the contract. The bid security of the successful bidder would be returned without any interest whatsoever, after the receipt of the Performance Security (PBG) from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

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PART II - Essential Details of Items/Services

1. **Delivery Period:** Delivery for services would be as per supply order placed. Please note that contract can be cancelled unilaterally by the Buyer in case services are not received within the contracted period. Extension of contracted period will be at the sole discretion of the Buyer, with applicability of LD clause.
2. **Terms of Delivery:** It will be sole responsibility of contractor to provide the services mentioned in FOR at Consignee Address given below.
3. **Consignee Details:** Sainik School Ghorakhal, Nainital
4. **Contract Period:** Contract period would be with effect from **06 Nov 2025 to 17 Nov 2025**.
5. **Eligibility Criteria:**
 - (a) An Indian National holding the valid identity proof such as Voter ID Card issued by Electoral Commission of India/Aadhar Card/ Ration Card/Driving License/Passport. He should not have any adverse/disciplinary case in police station.
 - (b) Should have proven experience in SSB Coaching.
 - (c) Employ trainers who are Ex-SSB Board/Defense Personnel with relevant expertise.
 - (d) Have prior experience of working with reputed institutions (schools/colleges/coaching centres), is desirable of 2 years.
 - (e) Be able to conduct offline coaching. Online coaching will not be considered and the bid will be rejected.
 - (f) Self attested copies of following documents need to be attached:-
 - (i) Profile of the agency (background, experience, credentials) including complete postal / e-mail address and Fax/ Telephone No.
 - (ii) Photocopy of PAN/TAN Number
 - (iii) Photocopy of Aadhar Card
 - (iv) GST number/TIN number
 - (v) Detail of Account number, Account Type, IFSC Code, MICR Code (Along with one cancelled cheque or photocopy of Bank Pass Book)
 - (vi) Experience Certificate related services (if any)
 - (vii) Detail of EMD Bank Draft
 - (viii) Price Bid Performa
 - (ix) MSME certificate (if available)
 - (x) Details of faculty/trainers with qualifications, defense background and bio data.
 - (xi) Methodology & training plan (session plan, schedule, mode of delivery)
 - (xii) List of institutions/organizations previously served.
 - (xiii) Financial proposal (cost per student)
 - (xiv) Duration & frequency of training atleast 07 hours per day for 12 days.
 - (xv) Certificate of recognition for satisfactory services by the institutions/organizations of repute, where the services have been provided. (if available)

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(c) Earnest Money Deposit of **Rs. 7,500.00** (Rupees Seven Thousand & Five Hundred only) per RFP is to be deposited as per advertisement payable by Demand Draft in favour of PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (CODE NO. 1352), with other documents as mentioned in RFP.

6. **Contract Operating Authority:** The contract for **SSB Coaching Capsule** for Sainik School Ghorakhal, Nainital once finalised, will be operated by Principal, Sainik School Ghorakhal through its designated staff.

7. **Cancellation of the Contract in Part or in Full due to Contractor's Default:** If the contractor, in the opinion of the Govt/School authorities fails or neglects to comply with any of the terms and conditions of the contract or with any other issued there under then in such a case the Govt./School authorities shall without prejudice to any other right or remedies under this contract, have the right and be entitled to cancel the contract, without being liable to pay any compensation for such cancellation.

PART III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the standards condition of the request for proposal mentioned below which will automatically be considered as part to the contract concluded with the successful bidder (i.e. service provider in the Contract) as selected by the buyer. Failure to do so may result in rejection of the Bid submitted by the bidder.

1. **Law:** The contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

2. **Effective Date of the Contract:** The contract shall come into effect from 06th Nov 2025 to 17th Nov 2025.

3. **Arbitration:** All disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the contract or relating to construction or performance, which cannot be settled amicably, shall be referred to the sole arbitration of the Principal, Sainik School Ghorakhal or person appointed by him on his behalf in terms of arbitration and conciliation act, 1996 as amended from time to time and the decision of such arbitration shall be final and binding on both the parties.

4. **Penalty for use of Undue Influence:** The service provider 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 Buyer or otherwise in procuring the contracts or forbearing to do or for having done or for borne to do any act in relation to the 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 service provider or any one employed by him or acting on his behalf (whether with or without the knowledge of the service provider) or the commission of any offers by the service provider or any employed by him or acting on his behalf, 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 Buyer to cancel the contract and all or any other contracts with the service provider and recover from the service provider the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the affect that a breach of the undertaking had been committed shall be final and binding on the service provider. Giving or offering of any officer/employee of the Buyer or to any other

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person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract shall render the service provider to such liability/penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the bank guarantee and refund of the amounts paid by the Buyer.

5. **Non-disclosure of Contract Documents:** Except with the written consent of the Buyer / Service provider, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

6. **Liquidated Damages/Penalty Clause.** In the event of the service provider's failure to submit the Bonds, Guarantees and Documents, Supply the services and conduct trials etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the service provider as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/ undelivered 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.

7. **Termination of Contract:** The Buyer shall have the right to terminate this contract in part or in full in any of the following cases:-

- (i) The service provider is declared bankrupt or becomes insolvent.
- (ii) The Buyer has noticed that the service provider has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (iii) As per decision of the Arbitration Tribunal.

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

9. **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 commencement of the contract.

10. **Transfer and Sub-letting:** The service provider has no right to give, bargain, sell, assign or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present contract or any other part thereof.

12. **Taxes and Duties:**

(a) **General**

- (i) If Bidder desires to ask for excise duty or Sales Tax/ GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
- (ii) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained after the opening of tenders.
- (iii) If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusion of such duty/tax the price will be considered, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

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(iv) If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charge by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes liveable later on, in respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(v) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the service provider. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. If any obtained by the service provider.

(b) **Sales Tax/ GST:**

(i) If it is desired by the Bidder to ask for Sales tax /GST and transportation to be paid as extra, the same must be specifically stated. In the absence of any such stipulation, in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of sales tax, transportation and no liability of sales tax will be developed upon the Buyer.

(ii) On the Bids quoting sales tax extra, the rate and the nature of Sales Tax applicable at the time of supply should be shown separately. Sales tax will be paid to the service provider at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax and the same is payable as per the terms of the contract.

PART IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of special conditions of the RFP mentioned below which will automatically be considered as part of the contract concluded with the successful bidder (i.e. service provider in the contract) as selected by the buyer. Failure to do so may result in rejection of bid submitted by the bidder.

1. **Security Deposit:** The bidder will be required to furnish a security deposit for Security against tender against an official receipt issued by school authority within 02 days of the commencement of the contract. The Security Deposit will be released only after expiry of the contract after adjusting outstanding dues, if any payable by the contractor. The security deposit is to be made in favour of Principal Sainik School Ghorakhal. The bidder is to note that once contract is finalised, after due negotiations of rates, has to deposit **security amount ranging from 5% to 10% of the total cost in the form of Demand Draft**, before the work order is placed. The exact percentage will be at the discretion of Principal, Sainik School Ghorakhal, but not less then 5%. In case the approved bidder fails to deposit security money by the due date, the EMD will stand forfeited and he would have no further claim of the contract and forfeited amount.

2. **Payment Terms:** It will be mandatory for bidder to include their Bank account numbers and other relevant e-payment details so that payment could be made through RTGS/NEFT etc or through cheques wherever feasible.

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3. **Force Majeure Clause:** Should any Force Majeure circumstance arise each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party with 10 days of its occurrence informs the other party in writing Force Majeure shall means fire, floods, natural disasters of other acts, that are unanticipated or unforeseeable and not brought about at the instance of the party claiming to be affected by such event or which, if anticipated or foreseeable could not be avoided or provided for and which has caused the non performance or delay in performance such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effect thereof on the performance of its obligations under this contract.

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the preset contract.

(b) In such circumstances, the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 days from the moment of their beginning.

(d) Certificate of Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

4. **Claims:** The following claims clause will form part of the contract period on successful Bidder:-

(a) The quality claims will be raised solely by the buyer and without any certification/counter signature by the service provider's representative.

(b) The contractor will be responsible for any eventuality such as specified at Part II, Part III and Part IV of this RFP during the contract period. Discipline/adherence to security safety norms is the responsibility of contractor.

(c) The contractor and the personnel employed by him in discharge of the service shall observe all rules regarding security precaution as applicable to and enforced by Principal, Sainik School Ghorakhal. The decision of Principal in this regard would be final and binding.

(d) Principal, Sainik School Ghorakhal reserves the right to reject any offer without assigning any reason.

(e) The contractors undertake to see that no inflammable article is brought within the school campus area and on default the action will be decided by the Principal, Sainik School Ghorakhal.

(f) Any damages to the vendor occurred due to Force Majeure or any negligence, Sainik School Ghorakhal will not be held responsible for the same.

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5. **Repeat Order Clause:** The contract will have a repeat order clause, wherein the buyer can order upto 50% quantity of the services under the present contract within six months from the date of successful completion of this contract, the cost, terms and conditions remaining the same. The bidder is to confirm acceptance of this clause. It will be entirely the discretion of the buyer to place the repeat order or not.
6. **Tolerance Clause:** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract. Buyer reserves the right to 20% plus /minus increase or decrease the quantity of the required services up to that limit without any change in the terms and conditions and prices quoted by the service provider. While awarding the contract, the quantity of services can be increased or decreased by the buyer within this tolerance limit.
7. **Fall Clause:** The following fall clause will form part of the contract placed on successful Bidder.
- (a) The price charged for the services supplied under the contract by the contractor shall in no event exceed the lowest prices at which the contractor provide the services or offer to provide services of identical description to any persons/ organisation including the purchaser of any department of the Central Government or any Department of State Government of any statutory undertaking the Central or State Government as the case may be during the period till performance of all supply orders placed during the currency of the rate contract is completed.
10. **Inspection Authority:** Principal / Administrative Officer, Sainik School Ghorakhal, Nainital is the inspecting agency.
12. **Scope of Work:** The selected agency will be responsible for:-
- Conducting comprehensive SSB training modules covering.
 - Screening Test (OIR, PPDT)
 - Psychological Tests (TAT, WAT, SRT, SD)
 - Group Testing (GD, GPE, Progressive Group Tasks, HGT, CT, Lecturette, etc.)
 - Personal Interview Techniques
 - Officer-Like Qualities (OLQs) Development Sessions
 - Mock SSB Simulations
 - Providing study material, handouts and practice worksheets.
 - Conducting personality development & communication skill sessions.
 - Tracking and evaluating the progress of participants individually.
 - Submission of individual dossier for each cadet separately for OIR; PPDT, Psychological Test, GTO and IO.
 - Individual de-brief report on his strength, weakness and suggestions for improvements.
 - Submission of ibid report on last day after mock conference to Principal is mandatory for release of payment to concerned agency.

Part V – Evaluation Criteria & Price Bid Issues

1. **Evaluation Criteria** – The broad guidelines for evaluation of Bids will be as follows:
- (a) The lowest bid per cadet as comprehensive package for all the tests (OIR, PPDT, Psychological Test, GTO, Inter communication skills) will be awarded the contract. It is mandatory to fulfil the eligibility criteria for consideration of bid. In addition, under taking to perform the scope of work by the agency is also to be enclosed. The school will take the package for all ibid tests for finalising L1. Even if an agency is quoted lowest rate in one Technique like GTO but overall package is more then individual lowest rate will not be considered for determining L1.

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- (b) The cost per cadet should be inclusive of travelling expenditure to school and back.
- (c) While quoting the rates, the agency to consider the factor that accommodation to assessors will be provided in school at Vatika Guest House free of cost with free meals as per the menu of Cadets Mess. In case the agency decides to stay on their own arrangements, then it will be their sole discretion and school will not pay for this arrangement. The agency in their own interest may visit the guest house to have familiarization of facilities available to avoid any request for change at the later stage.
- (d) Any additional items other than menu will be charged by the school.
- (e) All taxes and levies including GST must be mentioned with their rates and value. No further correspondence on submitted quotations will be entertained after closing date of tender.

2. **TERMS AND CONDITIONS FOR SSB COACHING CAPSULES:**

- (a) The services shall be for the period from **06 Nov 2025 to 17 Nov 2025**. However, it will come into effect from the date of actual issue of orders.
- (b) Incomplete, illegible and over written tenders are likely to be rejected by the Board of Officers. Also, it is not mandatory on the part of Principal, Sainik School Ghorakhal to award contract to the agency/ firm quoting the lowest. The decision of the Principal is final in case of acceptance/ rejection of any tender depending on merit/quality and the factors in the interest of the school.
- (c) The bidder is to note that once contract is finalised, after due negotiations of rates, has to deposit **security amount ranging from 5% to 10% of the total cost in the form of Demand Draft**, before the work order is placed. The exact percentage will be at the discretion of Principal, Sainik School Ghorakhal, but not less than 5%. In case the approved bidder fails to deposit security money by the due date, the EMD will stand forfeited and he would have no further claim of the contract and forfeited amount.
- (d) Request for enhancement of rates of services under any circumstances, will not be considered once the rates are finalised. Hence, the bidder is to quote rates accordingly, keeping the market forces factor in mind.
- (e) Payment will be made by RTGS/NEFT only, after submission of the corrected bill. Alternatively, the school would prefer to directly credit the amount to the agency's business account with State Bank of India, through core banking system. **2% of TDS deduction from each payment will be made, as per rules of Income Tax. No advance payment is permissible.**
- (f) All services will be subject to approval by the Principal, Sainik School, Ghorakhal or by a representative appointed by him before they are finally accepted or any payment made. Services will be provided at school premises at the cost of the contractor.
- (g) Inability on the part of the contractor, to continue with the contract any time during the approved tenure will be liable to forfeiture of the entire security amount deposited with the school, without any notice and the contract shall be awarded to the next agency, without any prejudice.
- (h) The Principal, Sainik School Ghorakhal reserves the right to or not to demand any service, given in the tender.
- (i) In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed of within the Nainital court jurisdiction only

(j) Rates should be written in figure as well as in words also.

(k) After the tendering procedure if any contractor would like to withdraw his tender, shows his inability to take up the contract after negotiation or in any reason not able to sign the agreement bond, the EMD deposited by the contractor will stand forfeited and he will have no further claim for the contract and forfeited amount.

(l) An agreement bond is to be executed on a non-judicial paper of Rs.100/- value by the approved contractor before placement of order.

3. **Price Bid Performa**: Price Bid Performa for rate quoted by the bidder is attached as Appendix 'B'. The same must be used by the bidder for submitting the price bid for the SSB Coaching Capsule.

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Appendix-A**RFP No: SSGK/QM/SSB Coaching/2025-26****ELIGIBILITY DOCUMENT**

1. The following documents are to be attached with the Technical bid:
 - (a) Profile of the agency (background, experience, credentials) including complete postal / e-mail address and Fax/ Telephone No.
 - (b) Photocopy of PAN/TAN Number
 - (c) Photocopy of Aadhar Card
 - (d) GST number/TIN number
 - (e) Detail of Account number, Account Type, IFSC Code, MICR Code (Along with one cancelled cheque or photocopy of Bank Pass Book)
 - (f) Experience Certificate related services (if any)
 - (g) Detail of EMD Bank Draft
 - (h) Price Bid Performa
 - (j) MSME certificate (if available)
 - (k) Details of faculty/trainers with qualifications, defense background and bio data.
 - (l) Methodology & training plan (session plan, schedule, mode of delivery)
 - (m) List of institutions/organizations previously served.
 - (n) Financial proposal (cost per student)
 - (o) Duration & frequency of training atleast 07 hours per day for 12 days.
 - (p) Certificate of recognition for satisfactory services by the institutions/organizations of repute, where the services have been provided. (if available)

Note:

1. All documents are to be self attested and all pages of RFP/contract documents are to be signed by Authorized Signatory.
2. Attach acceptance of terms and conditions provided with RFP duly signed.
3. Contract is for providing services at Sainik School Ghorakhal as per the services mentioned in Schedule of Requirement (SOR) mentioned at Part-II of RFP.
4. Contractors will be required to enclose necessary documents to prove their eligibility as given above and include affidavit for no recovery of outstanding/Undertaking or NOC, wherever required.
5. List of items such as furniture, containers, display cabinet, electric and electronic equipments proposed to installed is to be mandatory attached with RFP (in case it is required). Prior permission is to be obtained from Principal for such items.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage. I/We will be blacklisted and will not have any dealing with the Department in future.

Date:

(Authorized Signatory of Bidder)

Place:

(Sig. of Bidder)

(Sig. of Presiding Officer)

TECHNICAL BID

1. Profile of the agency (background, experience, credentials) including complete postal / e-mail address and Fax/ Telephone No.
2. Photocopy of PAN/TAN Number
3. Photocopy of Aadhar Card
4. GST number/TIN number
5. Detail of Account number, Account Type, IFSC Code, MICR Code (Along with one cancelled cheque or photocopy of Bank Pass Book)
6. Experience Certificate related services (if any)
7. Detail of EMD Bank Draft
8. Price Bid Performa
9. MSME certificate (if available)
10. Details of faculty/trainers with qualifications, defense background and bio data.
11. Methodology & training plan (session plan, schedule, mode of delivery)
12. List of institutions/organizations previously served.
13. Financial proposal (cost per student)
14. Duration & frequency of training atleast 07 hours per day for 12 days.
15. Certificate of recognition for satisfactory services by the institutions/organizations of repute, where the services have been provided. (if available)

(Sig. of Bidder)

(Sig. of Presiding Officer)

CHECK LIST

SI No	Bid Enclosures	Yes or No
	Bidder should positively write YES or NO	
1.	Whether Technical Bid (Envelope – A) and Commercial Bid (Envelope – B) prepared and stamped in all pages by the Authorized Signatory?	
2.	Whether EMD deposit is put in the Technical Bid (Envelope – A)?	
3.	Whether the Tender is submitted in two covers namely Technical Bid (Envelope – A) and Commercial Bid (Envelope – B)?	
4.	Whether two covers are put into an outer cover duly sealed with WAX?	
5.	Whether Technical Bid (Envelope – A) contains the following:-	
5.1	Bidder's covering letter in the Letter Head signed and stamped by the Authorized Signatory.	
5.2	Profile of the agency (background, experience, credentials)	
5.3	Copies of the Permanent Account Number (PAN/TAN).	
5.4	Copies of the Registration of GST number.	
5.5	Copy of Aadhar Certificate	
5.6	Bank A/c Details.	
5.7	Details of faculty/trainers with qualifications, defense background and bio data.	
5.8	Methodology & training plan (session plan, schedule, mode of delivery)	
5.9	List of institutions/organizations previously served.	
5.10	Financial proposal (cost per student)	
5.11	Duration & frequency of training atleast 07 hours per day for 12 days.	
5.12	Certificate of recognition for satisfactory services by the institutions/organizations of repute. (if available)	
6.	The Rate and Amount of services along with the applicable taxes (Envelope – B) has been filled or not and the same is signed and stamped by the Authorized Signatory.	
7.	EMD Bank Draft	
8.	MSME certificate (if available)	
9.	Price Bid Performa	

(Sig. of Bidder)

(Sig. of Presiding Officer)

Appendix-B**RFP No: SSGK/QM/SSB COACHING/2025-26****PRICE BID FORMAT FOR SSB COACHING CAPSULE**

1. **Price Bid:** The Price bid format is attached with the RFP as schedule. All Bidders are required to fill this up correctly for **SSB Coaching Capsule**.

Part-VI**FINANCIAL BID**

Sl. No	Item	Total Amount (Rs)	Remarks
(a)	Comprehensive package for all the tests (OIR, PPDT, Psy, GTO, Interview communication skills) per Cadet for 12 days with 07 hrs schedule. On each day		
(b)	The cost should be as per Scope of work in Para 12. It is mandatory to carry out SSB Coaching as per ibid Scope of work.		

2. Taxes, if any.....

3. Any other relevant details.....

(Sig. of Bidder)

(Sig. of Presiding Officer)

Appendix-C**RFP No: SSGK/QM/SSB COACHING /2025-26****CERTIFICATE OF ACCEPTANCE OF
TERMS AND CONDITIONS OF TENDER**

1. It is certified that all the terms and conditions as laid down in the RFP including its appendices and annexure are accepted by the company/bidder and the bidder undertakes to abide by all of them during entire tendering process and thereafter, if selected for SSB Coaching. It is further certified that any cost incurred on additional services required for completing the contract documents/process for providing related services would be borne by us.
2. I hereby unconditionally accept the conditions as laid down in RFP. Also, I unconditionally accept clerical and mathematical errors, if observed or liable to be rectified whenever noticed.
3. In case, any provisions of Bids are found violated, school be at liberty to reject the Bid and invoke provisions of the Bid security declaration/forfeit own EMD and I shall not have any claim/right against school in satisfaction of this condition.

Date:

(Authorized Signatory of bidder)

Place:

(Sig. of Bidder)

(Sig. of Presiding Officer)