



SAINIK SCHOOL GHORAKHAL
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No: SSGK /QM / TAILORING /2021-22

Date _____

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

Earnest Money Rs 7000/- paid vide DD No. _____ dated _____

TENDER FORM FOR PROVISIONING OF TAILORING SERVICES
FROM 01 MAY 2021 TO 30 APR 2022

(Any alteration / addition made in the tender form will make it null and void)

1. Sealed tenders are invited from agencies of good repute having sound financial background and experience, by 12:00 hrs on 16 Feb 2021, for provisioning of tailoring services purely on contractual basis from 01 May 2021 to 30 Apr 2022.

2. Tender form would be available at school office on payment of **Rs 500/-** (non-refundable) by **SBI DEMAND DRAFT** in favour of PRINCIPAL, SAINIK SCHOOL GHORAKHAL, payable at Bhowali, (CODE NO. 1352), up to 12:00 hrs on **16 Feb 2021** Earnest money of **Rs 7000/-** is to be paid by SBI Demand Draft, refundable on finalisation of tender, in favour of Principal Sainik School Ghorakhal, as mentioned above, is to be submitted along with filled-in tender form. In case the tender form is downloaded from the Internet, received by post, or by any other means, it shall accompany two separate demand drafts for **Rs 500/-** (non-refundable amount towards the cost of the form) and **Rs 7000 /-** (towards EMD). In case, cost of tender form, and /or EMD is not deposited, the tender will be summarily rejected and the draft accompanying the tender form shall be forfeited. Tenders will be opened at **12:30 hrs on 16 Feb 2021** in presence of the bidders / authorised agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders without assigning reasons there of.**

Part I – General Information

- Manner of Depositing the bids:** Sealed Bids should be either dropped in the Tender Box (Para IV) or send by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non- receipt of Bid documents. Bids sent by FAX or E-mail will not be considered (unless they have been specifically called for by these modes due to urgency) Bidders are requested to quote their e-mail ID on their letter head for expeditious communication post opening for tender/RFP documents. The bid should be packed in envelope before putting in tender Box.
- Time and date for opening of Bids:** **16 Feb 2021** (1230 hrs) (If due to any exigency, the due date for 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).
- Location of the Tender Box:** Guard Room, Main Gate No 02 ,Sainik School Ghorakhal only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

4. **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. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders . This event will not be postponed due to non-presence of your representative.
5. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing the following details:-
 - (a) Complete postal and e-mail address and Fax/ Telephone No.
 - (b) GST number
 - (c) Bank Branch and address
 - (d) Name as it appears in the Bank Account
 - (e) Detail of Account number, Account Type IFSC, MICR code (Along with one cancelled cheque or photocopy of Bank Pass Book)
 - (f) PAN Number
6. **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 seven (07) 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.
7. **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 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.
8. **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.
9. **Validity fo Bids:** The Bids should remain valid till 90 days.

PART II- ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Delivery Period** : Delivery period for supply of items would be as per supply order placed. Please note that contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery 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 seller's to deliver the items mentioned in FOR at Consignee Address given below within the delivery period as mentioned in the contract.

3. **Consignee Details:** Quarter Master, Sainik School Ghorakhal, Nainital.

PART III- STANDARD CONDITION

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. Seller 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 on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, Supply the Items/clothes 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 SELLER 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.
4. **Termination of Contract:** The Buyer shall have the right to terminate this contract in part of in full in any of the following cases:-
 - (i) The delivery of the material is delayed for causes not attributable to Force Majeure for more than (01months) after the scheduled date of delivery.
 - (ii) The Seller is declared bankrupt or becomes insolvent.
 - (iii) The delivery of material is delayed due to causes of Force Majeure by more than (two months) provided Force Majeure clause is included in contract.
 - (iv) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
 - (v) As per decision of the Arbitration Tribunal.
5. **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 registered pre-paid mail, addressed to the last known address of the party to whom it is sent.

6. 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.

7. Transfer and sub-letting: The seller 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.

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. Seller in the contract) as selected by the buyer. Failure to do so may result in rejection of bid submitted by the bidder

1. **Option clause :** The contract will have an option clause ,wherein the buyer can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms and conditions of the present contract. This will be applicable within the currency of the contract. The bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the buyer to exercise this option or not.

2. **Repeat order clause :** The contract will have a repeat order clause, wherein the buyer can order upto 50 % quantity of the items under the present contract within six months from the date of supply /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.

3. **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 goods upto that limit without any change in the terms and conditions and prices quoted by the seller. While awarding the contract, the quantity ordered can be increased or decreased by the buyer within this tolerance limit.

7. Payment Terms: It will be mandatory for bidder to include there bank account numbers and other relevant e-payment details so that payment could be made through RTGS/NEFT Etc or through cheques wherever feasible.

8. Paying Authority : Administrative Officer, Sainik School Ghorakhal, Nainital will be the paying authority. The payment of bills will be made on submission of the following documents by the seller to the Paying Authority along with the bill (As applicable)

(i) Ink- signed copy of Commercial Invoice/ Seller's bill

(ii) Details for electronic payment viz Account holder's Name, Bank Name, Branch Name and Address, Account Type, Account Number, IFSC Code, MICR Code (if these details are not incorporated in supply order/ contract.

(iii) User Acceptance.

9. Transportation: The stores shall be dispatched to the consignee by the supplier on his own arrangement.

10. Inspection Authority: Principal /Administrative officer , Sainik school Ghorakhal , Nainital is the inspecting agency.

TERMS AND CONDITIONS FOR PROVISIONING OF TAILORING SERVICES.

(a) The rates quoted should be for high quality tailoring services towards collection of cloth, stitching as per samples, inclusive of all charges, including GST, for service at the school premises on stipulated dates & timing and for free delivery. Separate rates shall be quoted for all categories as given in paragraph 4 below.

(b) The contract shall be for the period from 01 May 2021 to 30 Apr 2022. However, it will come in to effect from the date of actual issue of orders. The firm must enclose a copy pan card/ GST registration numbers/service registration as applicable and attach along with the tender for documentary proof. If the contractor does not enclose the copies of the documents alongwith the tender The tender will be rejected at the time of opening of tender.

(c) The tenderer is to note that once contract is finalised, if necessary, after due negotiations of rates, has to deposit security amount @ Rs. 5% of total cost in the form of DD, before the indent for services is placed. However, the EMD may be adjusted into security money. In case the approved bidder fails to deposit , the security money, the EMD will stand forfeited and he would have no further claim of the contract and forfeited amount.

(d) Tailoring services will be provided as per the roster regulated by the school from time to time, on all the week days between 2 PM to 2.50 PM and 4 PM to 5:30 PM ,where in the tailors would entertain the students for any emergent requirements. On Sundays, additional services be provided between 9 AM to 1100 AM and 2 PM to 5:30 PM with priority given to the School Staff, followed by students. Bulk orders placed by the School have to be met well within specified time schedule.

(e) Alternatively, tailors employed by the contractor will be required to visit the staff quarters to collect orders from the staff members on Sundays only.

(f) If room is allotted the tailors (**at least 04 of them**), employed by the contractor will meticulously follow the schedule and standards drawn by the school towards tailoring services befitting the standards of Sainik School. The tailor, in addition to routine service, will also undertake the responsibility of giving special/additional services to as and when required by the authorities. Replacement of any such tailor, during the approved period of contract shall be meticulously ensured by the contractor. Any defect found in the stitching or fitting of the clothes will be made good by the contractor at his own cost.

(g) If room is allotted Monthly Rent of Electricity and Water charges as per the State Govt. rates / actual consumption will be levied and shop rent at the rate of Rs. 500/- pm. Any alteration /deletion in what ever form to the allotted accommodation for running the shop is not allowed. Cooking or lighting of fire in the shop premises is strictly prohibited.

(h) Request for enhancement of contract rates 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. The market standing of the contractor in terms of permanent shop, infrastructure, financial soundness, previous service to the school, etc. shall be verified before award of the contract.

(i) Payment will be made by RTGS/NEFT only, once in a month on submission of the corrected and verified bill through the staff in charge, for total number stitched clothes actually given to the students. Payment will be made with in a month from the date of the receipt 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. 1.5% of TDS deduction from each payment will be made, as per rules of Income Tax. **No advance payment is permissible.**

(j) In the event of irregular, delayed or failure of services on the stipulated date and time, the school is at liberty to avail tailoring services from the local market without prejudice. The excess cost paid over and above the contract rate of such services, inclusive of charges and departmental charges will be recoverable from amount due to be paid to the contractor by way of redemption of monthly bill or from the security deposit. In addition, a penalty to the extent of Rs.100/- will be imposed for any day during the month if the Principal, Sainik School Ghorakhal is convinced that the failure in meeting the demand either in part or full is due to the carelessness or negligence of the service provider.

(k) 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, with out any prejudice.

(l) In case of any dispute, the decision of the Principal, Sainik School Ghorakhal shall be final which will be disposed off with in the Nainital court jurisdiction only.

(m) The sealed envelope of the tender paper of items will be stipulated with the category for which the tender is submitted i.e. **'TENDER FOR PROVISIONING OF TAILORING SERVICES'** for **2021-22.**

(n) If room is allotted List of employees, employed by the vender will be provided after finalization/before commencement of the tender for issue of Security Passes.

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

(p) After the tendering procedure if any contractor would like to withdraw his tender, shown 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.

(q) The contractor shall be liable to payment of rent for any building/ house, if and when occupied by him in the course of the contract at the discretion of the Adm Officer, Sainik School Ghorakhal.

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

(s) Contractor does not have the right to claim tailoring shop inside school premises. The clothes which are issued as per measurement of cadets has to be taken out and stitched properly from any other place other than school.

(t) A maximum of three months (90 days) only will be allotted for stitching of cadets uniform & other items from the date of issued of cloth to the contractor alongwith Supply order. **Any delay caused for the delivery of stitched clothes will lead to a Liquidated Damages charges of Rs. 0.5% per week.**

Note: All Pages are to be signed before dropping in Tender Box.

4. SPECIFICATIONS OF TAILORING SERVICES TO BE PROVIDED

(Rates are to be quoted by the tenderer)

SI.No.	Item	Size (as per age group)	Qty. of cloth that will be issued	Stitching Charges (incl of all taxes,VAT)
1.	Trousers Khaki / White TC/Worsted (single plaited, two straight and rear side pockets each, 6 no.s of 1" belt loops & inter lock) as per school pattern			
(a)	-----do-----	III (30")	0.92 Mtr	Rs._____
(b)	-----do-----	IV (32")	0.97 Mtr	Rs._____
(c)	-----do-----	V (34")	1.02 Mtr	Rs._____
(d)	-----do-----	VI (36")	1.07 Mtr	Rs._____
(e)	-----do-----	VII (38")	1.12 Mtr	Rs._____
(f)	-----do-----	VIII (40")	1.17 Mtr	Rs._____
(g)	-----do-----	IX (42")	1.20 Mtr	Rs._____
(h)	_____do_____	X (44")	1.25 Mtr	Rs._____
2.	Shirt Khaki / White TC H/S with inter lock as per school pattern			
(a)	_____do_____	III (30")	0.96 Mtr	Rs._____
(b)	-----do-----	IV (32")	1.05 Mtr	Rs._____
(c)	-----do-----	V (34")	1.10 Mtr	Rs._____
(d)	-----do-----	VI (36")	1.15 Mtr	Rs._____
(e)	_____do_____	VII (38")	1.20 Mtr	Rs._____
(f)	_____do_____	VIII (40")	1.25 Mtr	Rs._____
(g)	-----do-----	IX (42")	1.28 Mtr	Rs._____
(h)	-----do-----	X (44")	1.30 Mtr	Rs._____
3.	Shorts Khaki /White TC		0.65 Mtr	Rs._____

4. Coat Blazer Single breasted
(cloth & crested Pocket Badge will be provided by the school. Padding, Button , Inner lining, fusing bukram, e.t.c will be provided by the contractor)

(a)	_____do_____	III (30")	1.24 Mtr	Rs._____
(b)	-----do-----	IV (32")	1.35 Mtr	Rs._____
(c)	-----do-----	V (34")	1.43 Mtr	Rs._____
(d)	-----do-----	VI (36")	1.53 Mtr	Rs._____
(e)	_____do_____	VII (38")	1.63 Mtr	Rs. _____
(f)	_____do_____	VIII (40")	1.73 Mtr	Rs. _____
(g)	_____do_____	IX (42")	1.83 Mtr	Rs. _____

5. Coat Serge Single breasted
(cloth & crested Pocket Badge will be provided by the school. Padding, school crested Button, Inner lining, fusing bukram e.t.c will be provided by the contractor)

(a)	_____do_____	III (30")	1.24 Mtr	Rs._____
(b)	-----do-----	IV (32")	1.35 Mtr	Rs._____
(c)	-----do-----	V (34")	1.43 Mtr	Rs._____
(d)	-----do-----	VI (36")	1.53 Mtr	Rs._____
(e)	_____do_____	VII (38")	1.63 Mtr	Rs. _____
(f)	_____do_____	VIII (40")	1.73 Mtr	Rs. _____
(g)	_____do_____	IX (42")	1.83 Mtr	Rs. _____

6. Coat Serge double breasted
(Cloth & crested Pocket Badge will be provided by the school. Padding, school crested Button, Inner lining, fusing bukram e.t.c will be provided by the contractor)

(a)	_____do_____	III (30")	1.35 Mtr	Rs._____
(b)	-----do-----	V (32")	1.43 Mtr	Rs._____
(c)	-----do-----	V (34")	1.53 Mtr	Rs._____
(d)	-----do-----	VI (36")	1.63 Mtr	Rs._____
(e)	_____do_____	VII (38")	1.73 Mtr	Rs._____
(f)	_____do_____	VIII (40")	1.83 Mtr	Rs. _____
(g)	_____do_____	IX (42")	1.93 Mtr	Rs._____
(h)	_____do_____	X (44")	2.03 Mtr	Rs._____

- | | | | | |
|-----|--|---------------|--------------------|----------|
| 7. | Coat Jaipuri (Bund Gala) | Adults | (as per size) | Rs._____ |
| 8. | Coat Mess Waiter | Adults | (as per size) | Rs._____ |
| 9. | Shoulder Flashes
For appointment | -do- | | Rs._____ |
| 10. | Epaulets with stripes | Regular Size | 1 Mtr for 50 No.s. | Rs._____ |
| 11. | Trouser Khaki / White /Grey/green
with inter lock | Adults | As per size | Rs._____ |
| 12. | Shirt Khaki / White/Grey/green
with inter lock | F/S | -do- “ | Rs._____ |
| 13. | Shirt Khaki / White /Grey/green
with inter lock | H/S | -do- “ | Rs._____ |
| 14. | Cloth Napkins | 12” x 12” | 1 Mtr for 6 No.s | Rs._____ |
| 15. | Aprons | Regular Size | 1 Mtr for 1 No | Rs._____ |
| 16. | Curtains -Plain | Regular Size | 2 Mtrs per curtain | Rs._____ |
| 17. | Curtains -Plain | Half Size | 1.5Mtr per curtain | Rs._____ |
| 18. | Chair rear Cover | 18” x 12” | 1 Mtr for 2 No.s | Rs._____ |
| 19. | Cushion Cover | 18” x 18” | 1 Mtr for 2 No.s | Rs._____ |
| 20. | Cadets Chest Number Apron | 12” x 8” | 1 Mtr for 10 No.s | Rs._____ |
| 21. | Curtain door fancy type | | (as per size) | Rs._____ |
| 22. | Curtain window fancy type | | (as per size) | Rs._____ |
| 23. | Exam bag | | | |
| | (i) Large size | 20”x20” | | Rs._____ |
| | (ii) small size | 5”x5” | | Rs._____ |
| 24. | Stitching of private coat | | | |
| | (i) Single breasted | | | Rs._____ |
| | (ii) Double breasted | | | Rs._____ |
| 25. | Rate of petty repairs | | | |
| | (a) Minor stitching | | | Rs._____ |
| | (b) Major stitching | | | Rs._____ |

- | | | |
|-----|---|-----------|
| (c) | Button fixing with normal button | Rs. _____ |
| (d) | School coat crested button fixing with button | Rs. _____ |
| (e) | Fixing of zip with zip | Rs. _____ |
| (f) | Fixing of Track suits zip with ryder | Rs. _____ |
| (g) | Fixing of Ryder of Track suits | Rs. _____ |

Note :

(a) The sample and design of uniforms are available in the school for inspection. In all cases except where mentioned, only cloth will be provided by the school for trousers, shirt and coat. Hooks, zips, thread, lining, button and bukram for Trousers and shirts as required will be provided by the contractor. Such items shall be of best quality.

(b) Only cloth for Blazer/ Serge and private coat will be provided by the school. Inner lining and school crested button, thread, padding and fusing bukram as required will be provided by the contractor. Such items shall be of best quality.

5. The above mentioned details, terms and all conditions have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the Bidder.

Enclosed Demand Draft for

Name: _____

(a)Rs. 500/- towards cost, and / or

Address _____

(b) for Rs.7000/- as EMD along with this**Tender Form _____**

Tel : _____

(Tick / Strike out as applicable)

E-mail (if any) : _____

Name of Account Holder _____

Branch of Bank & Place _____

A/c Number: _____

IFSC Code No _____

MICR code No. _____

Enclosed cancel cheque/photo copy of Pass book

**ADM OFFICER
SAINIK SCHOOL GHORAKHAL**

Note: All Pages are to be signed before dropping in Tender Box