

**SAINIK SCHOOL PUNGLWA (NAGALAND)****BRIEF DETAILS & SPECIFICATIONS OF SUPPLIES/SERVICES**

<b>Sr</b>	<b>ITEM</b>	<b>QTY</b>
(a)	Wooden Table : Specification Size: B=24" , L= 36" , H= 30" without Drawer Wood Nagaland Teak (with Varnish finish by spray gun and two coat of melamine sealer and one coat of melamine hardener)	80
(b)	Wooden Chair without Arm Nagaland Teak : B=16" , L= 18" , H= 34" (with Varnish finish by spray gun and two coat of melamine sealer and one coat of melamine hardener)	80

(a) The rates shall include all overheads like various taxes including GST and transportation charges, etc, to provide the Supply/Services at the campus of Sainik School, Punglwa (Nagaland).

(b) In all cases the period of the contract term may be extended or terminated as per the requirements of the school subject to satisfactory supplies/services or in the larger interest of the school assigning no reasons whatsoever without any prior notice.

(c) The decision of the School authorities will be final and binding on all tenderers.

**Note** : - Principal Sainik School Punglwa reserves the right to reject any or all offers without reason thereof, depending upon merit/quality and factors in the interest of the school. In this regard the decision of the Principal would be final and binding.

**SAINIK SCHOOL PUNGLWA (NAGALAND)**  
**TERMS & CONDITIONS**  
**FOR THE SUPPLIES/SERVICES AS SPECIFIED IN ANNEXURE A**

1. Separate Tender form and fee must be submitted for each category of item. The last date for submission of application is latest by 1100hrs on 25 Sep 2018. Tender Application (s) received after last date of submission will not be considered.
2. Tender forms and documents containing terms and conditions can be downloaded from the School web-site <http://www.sainikschoolpunglwa.nic.in>.
3. The cost of Tender forms will be Rs 1000/-(Rupees One Thousand only). Tenderers downloading the forms from the School website should remit an amount of Rs 1000/- (Rupees Five Hundred only) along with the forms in the form of SBI Demand draft Demand Draft in favour of the 'Principal, Sainik School, Punglwa' payable at SBI, Medziphema (Bank CodeNo.6759) and experience certificate(s) with the filled Registration form(Codes as applicable) in English only. Service providers / suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to the School Office through Registered/Speed Post or by Hand.
4. The Tenderer also has to attach SBI Demand Draft towards applicable Earnest money Deposit in favour of the 'Principal, Sainik School, Punglwa' payable at SBI, Medziphema(BankCodeNo.6759) and experience certificate(s) with the filled tender form(Annexures) as applicable in English only. If it is found to be incomplete /illegible in any respect, the Tenderer may be rejected by the School. The filled tender along with the stated attachments has to be submitted in the Tender Box(kept in the office of the Registrar, Sainik School, Punglwa) latest by 1100hrs on 25 Sep 2018, in a sealed envelope prominently marking the envelope as 'TENDER FOR SUPPLY & SERVICES OF WOODEN TABLES & CHAIRS addressed to 'The Principal, Sainik School, Punglwa(Nagaland)'.  
  
**TENDER BOX WILL BE CLOSED AT 1100 hrs 25 Sep 2018. THE TENDERS WILL BE OPENED AT 12 NOON on 25 SEP 18 BY A BOARD OF OFFICERS APPOINTED BY THE PRINCIPAL, SAINIK SCHOOL PUNGLWA.** All are requested to cooperate with the School authorities for smooth conduct of the proceedings.
5. Every page of the Tender form should be Signed (full Signature) stating name below, rubber stamped and dated. It should also be signed wherever there is any unavoidable overwriting and cutting. Additional information, terms of warranty, sketches, leaflets, etc., when enclosed, the same need to be signed as above.
6. Tender Documents to be submitted:-
  - (a) EMD
  - (b) Tender form signed in all pages duly stamped & dated.
  - (c) GST Registration photocopy duly self attested in Tender form.
  - (d) Financial stability Certificate during current financial year from Scheduled Bank preferably Nationalized Bank mentioning the appropriate value upto which the Tenderer is capable of undertaking the contract.
  - (e) Valid Trading License for the State(s) for which tender is submitted.

- (f) A passport photograph of the signatory of the Tenderer and duly attested.
- (g) One Cancelled Original Bill to be submitted along with the tender Form.
- (h) Cost Bid Shall be Submitted on Annexure as applicable only and no Bids will be accepted on letter Pad of the Tenderers.
- (i) All rates should be inclusive of GST taxes charges & transportation charges etc.
- (j) All cutting/amendments must be authenticated by affixing signature in full by the Tenderer else the same will be termed invalid.
- (k) Any alteration made in the tender before submission must be signed by the Tender, failing which the tender will not be considered. No alteration or modification of rates will be allowed once the Tenders are submitted.

7. Tenderers have to quote their lowest possible bids as applicable for all the list of items inclusive of all Taxes, etc., [i.e F.O.R. Sainik School Punglwa (Nagaland)] both in figure and words at Annexure as applicable. The rates quoted on the individual firm's letter pad or any other paper will not be considered under any circumstances. School authorities have the right to reject any or all the tenders without assigning any reason. PART orders for supplies to different tenderers based on the individual item rate/unit quoted is also applicable.

8. Tenders should satisfy themselves fully about the location of the School and existing facilities before offering their quote/Bid.

9. The successful bidder, when so declared must deposit the security money @5% of the total value of the One time order within ten School working days from the date of issue of such order. If bidder fails to deposit the full security money on time (after reducing the amount of Earnest Money retained by the School), his/her earnest money will be summarily forfeited and the next lowest bidder(as applicable) may be considered for awarding of tender.

10. The suppliers shall be solely responsible for any damage or loss of goods during transportation/loading or unloading or otherwise irrespective of cause, and replace the damaged ones with brand new goods within 10 days (including Sundays). Damage to public property and life due to any form of negligence of their labourers/other staff or vehicles/machinery at the time of supply/services in the School campus and the damage shall be good at their own or suitably compensated at the earliest as reasonably demanded by the School authorities.

11. All Supplies/Services will be according to brand, specifications and quantity stated so, if any. The agreement bond must be signed prior to the first/only supply order. Ambiguity if any will be clarified by the School authorities in writing duly approved by the Principal/Board of Officers/Committee appointed by him at any time of acceptance of the order(s). All Bills will be settled as per the existing procedures including the refund of the earnest money and security deposit.

- PRINCIPAL, SAINIK SCHOOL, PUNGLWA

**TENDER FORM & DECLARATION**

**TO BE COMPLETED BY THE TENDERER WITH AUTHORISED SIGNATURE**

1. NAME OF THE FIRM: .....
2. ADDRESS OF HEAD/ REGISTERED OFFICE  
.....  
.....  
.....  
BRANCH OFFICE : .....
3. TELEPHONE NO(s) : .....
4. FAX NO. : .....
5. MOBILE NO(s) .....
6. GST No. : .....
7. NAME AND ADDRESS OF YOUR BANKER, ACCOUNT NO., MICR NO. (FOR ECS)  
: .....
9. ARE YOU ONE OF MES/ PWD(H) GOVT OF NAGALAND/ANY PSU. APPROVED CONTRACTOR? IF SO, GIVE COMPLETE DETAILS & ALSO ATTACH CERTIFICATE OF PROOF:-  
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.....
10. NAME OF THE PARTNERS / PROPRIETOR: .....
11. SIMILAR SUPPLY / WORK DONE DURING THE LAST THREE YEARS IN REPUTED CONCERNS/INSTITUTIONS WITH DETAILS:  
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.....  
12. DETAILS ABOUT EARNEST MONEY : DD NO.....  
DATE.....AMOUNT.....

ISSUING BANK NAME AND BRANCH .....  
.....

**CERTIFICATE**

In consideration of our tender, being contractor, we hereby agree that we shall not withdraw, amend or attach any conditions to our tender submitted to the school authorities before six months from the date of Work order of the said tenders for acceptance; and if we do so, the Principal, Sainik School Punglwa 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. We promise to cooperate with the School authorities to promote corrupt-free deal and not to indulge in any form of unfair means to influence any individual/authorities while carrying out the supplies/services.

**DECLARATION**

I ..... (Proprietor/ Partner/ Manager \*)  
do hereby declare that the entire declaration made in the application form are true to the best of my knowledge. [\* Strike out if not applicable]

PLACE:

DATE:

AUTHORISED SIGNATURE  
WITH RUBBER STAMP