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Sainik School Punglwa  
Punglwa BPO  
Medziphema SO  
Dist – Peren (Nagaland)  
Pin – 797106

SSPN/QM/311/TDR-02/2024-25

Apr 2024

To,  
The Vendor

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**REQUEST FOR PROPOSAL (RFP)/ INVITATION OF BIDS (IOB) FOR  
REPAIR/MODIFICATION WORKS OF SCHOOL BUILDINGS  
AT SAINIK SCHOOL PUNGLWA**

1. The Principal, Sainik School Punglwa hereinafter referred to as Lessor, is interested in repair/modification works of school buildings at Sainik School Punglwa for the FY 2024-25.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below:-

- |   |   |  |
|---|---|--|
| (a) <u>Bids/queries to be addressed to</u>                | : | Principal, Sainik School Punglwa.<br>Punglwa BPO, Medziphema SO,<br>Dist – Peren; Nagaland<br>Pin - 797106 |
| (b) <u>Name/designation of the<br/>contact personnel</u>  | : | Adm Officer<br>Sainik School Punglwa   |
| (c) <u>Telephone numbers of the<br/>contact personnel</u> | : | 03839-262002<br>9402988732/988754669   |
| E-mail ids  | : | <a href="mailto:sspunglwa@sainikschoolsociety.in">sspunglwa@sainikschoolsociety.in</a>                     |

3. This RFP is divided into five Parts as follows:

- (a) **Part I** - Contains General Information and Instructions for the 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), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
- (c) **Part III** - Contains Standard Conditions of invitation of Bids(IOB), which will form part of the Contract with the successful Bidder.
- (d) **Part IV** - Contains Special Conditions applicable to this IOB and which will also form part of the contract with the successful Bidder.
- (d) **Part V** - Contains Evaluation Criteria and Format for Price Bids.

4. This IOB is being issued with no financial commitment and the Lessor reserves the right to change or vary any part thereof at any stage. Lessor also reserves the right to withdraw the IOB, should it become necessary at any stage.

5. The approval and rejection of tenders rests with the principal Sainik School Punglwa who reserves the right of rejecting any Tender in whole or in part without cause assigned. The highest bidder will not necessarily be accepted.

6. Please return this letter duly signed along with the complete Tender Documents.

II

I/We/am/are in possession of complete set of tender documents/forms issued by you and have understood and agree to abide by the above terms and conditions as well as those contained in the contract forms. The attached tender form duly completed and signed is submitted herewith.

Station: \_\_\_\_\_

Signature of Tenderer(s) \_\_\_\_\_  
(Name & Address in full and Capacity)  
(i.e. Proprietor/ Partner/ Authorised Attorney etc.)

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

Telephone No. (Rubber Stamp)

## **PART I - GENERAL INFORMATION**

1. **Critical Date.** The critical dates with respect to the tender are as follows:-

CRITICAL DATE SHEET			
Ser	Item	Date	Time
(a)	Published Date	04 Apr 2024, (P day)	0900 hrs
(b)	Bid Documents Download	'P' day	0900 hrs
(c)	Clarification Start	'P' day	0900 hrs
(d)	Bid Submission Start	'P' day	0900 hrs
(e)	Clarification End Date	14 Apr 2024	1700 hrs
(f)	Bid Submission End	26 Apr 2024	1100 hrs
(g)	Bid Opening Start	26 Apr 2024	1200hrs
Note :- 'P' Day is Date of Publishing (P Day – 04 Apr 2024)			

2. **Manner of Depositing the Bids.** Sealed Bid should be dropped in the Tender Box kept at the office of the Administrative Officer prior to bid submission end date i.e 1100 hrs 26 Apr 2024, duly marked with Tender ID along with a covering letter under company letter head. Late Tenders will not be considered.
3. **Time and Date for Opening of Bids.** 1200 hrs on 'P' day + 21, i.e. 26 Apr 2024 (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 Lessor).
4. **Location of the Tender Box.** Adm Block, Sainik School Punglwa, Nagaland. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
5. **Place of Opening of the Bids.** Adm Block, Sainik School Punglwa. The Bidders may depute their representatives, duly authorised 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.
6. **Forwarding of Bids.** Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
7. **Clarification regarding Contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Lessor in writing about the clarifications sought not later than 14 (Fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be uploaded as corrigendum for all prospective bidders who have received the bidding documents.
8. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Lessor prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation 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/ EMD.
9. **Clarification regarding contents of the Bids.** The detailed instructions, Terms and

Conditions, for bidders are placed at **Appendix B**. During evaluation and comparison of bids, the Lessor 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.

10. **Rejection of Bids**. Canvassing by you in any form, unsolicited letter and post-tender correction may invoke summary rejection and forfeiture of EMD. Conditional tenders will not be accepted.

11. **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 Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

12. **Validity of bids**. The Bids should remain valid for 120 days from the date of opening of tenders from the last date of submission of the Bids.

13. **Earnest Money Deposit**. Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs 10,000.00/- (Rupees Ten Thousand only) in favour of **The Principal, Sainik School Punglwa, SBI Medziphema, Branch Code – 6759**, along with their technical bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee as per (Appendix C) from any of the public sector banks or a private sector bank authorized to conduct government business (viz SBI only) as per Form DPM-16. (Available in MoD website and can be provided on request). EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organisation (e.g. DGS&D), National Small Industries Corporation (NSIC), DGQA or similar procurement organisations of Ministries of the Government of India for the same item/range of products, goods or services for which the tenders have been issued. Firms registered with Units/Establishments of Army, Air Force, Navy or DRDO Labs which do not qualify to be part of Central Purchase Organisations will not be exempted from EMD. The bidder is required to attach the copy of proof for exemption of EMD with their technical offer. 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.

14. **Manner for obtaining the Tender Set**. The tender documents are available for download at [www.sainikpunglwa.nic.in](http://www.sainikpunglwa.nic.in) and [Central Public Procurement Portal eprocure.gov.in](http://Central Public Procurement Portal eprocure.gov.in). Interested firms may download the documents and submit the same along with required tender fees.

15. The Principal, Sainik School, Punglwa shall have the right to accept or reject tender bids without assigning any reason.

Station: \_\_\_\_\_

Signature of Tenderer(s) \_\_\_\_\_  
(Name & Address in full and Capacity)  
(i.e. Proprietor/ Partner/ Authorised Attorney etc.)

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

Telephone No. (Rubber Stamp)

## TERMS AND CONDITIONS

1. Eligibility & Categories for Registration / Empanelment All firms / agencies, which are in the business of manufacturing, stocking or marketing of stores and specified service provider are eligible for registration, subject to specific conditions or restrictions stipulated in this document. Categories of items for registration are mentioned at Para No 4 of the document.

2. Benefits of Registration: The firms registered with Sainik School Punglwa (Nagaland) will enjoy the following benefits:-

(a) Tender enquiries against demands which are not advertised are sent to the registered firms.

(b) In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the Tender sets.

(c) Empanelment / Registration Procedure:-

(i) The applicant should read all the pages of the document.

(ii) Correct / relevant information / data have to be furnished by the vendors.

(iii) The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria & experience for that category of work / item.

(iv) Service providers / suppliers seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favour of "Principal Sainik School Punglwa (Nagaland).

(v) The cost of application forms will be Rs 100/-(Rupees One Hundred only) and Registration and processing fees (EMD) to be remitted along with the forms, shall be as Rs. 10,000/- (Rupees Ten Thousand only). Service providers / suppliers have to attach SBI Demand Draft towards applicable Registration Fee 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 only).

(vi) Applications incomplete in any respect shall be summarily rejected.

(vii) The sealed envelope containing the Registration Form, documents & fee should be clearly super-scribed on the top of the envelope as "APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR THE CATEGORY CODE .....".

(viii) Vendors / Firms registered with DGS&D, NSIC (National small scale industries), NCCF (national cooperative consumers) (for items specified by

NCCF), shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.

(ix) The following self-certified essential documents (as applicable) should accompany the Registration Form:

<b>Ser</b>	<b>DOCUMENTS REQUIRED</b>	<b>ANNEXURE NO.</b>
(aa)	D.D. Rs.10,000/- as Registration Fees.	
(ab)	Copies of Registration with other Organisation (Port/Govt/Pvt)	
(ac)	Proof of category (Manufacturer/Authorised Dealer/Trader) Relevant certificate to be submitted.	
(ad)	Copies of separate audited balance sheets with profit and loss statement showing turnover for last three years	
(ae)	Copy of PAN Card	
(af)	Copy of certificate of latest VAT-TIN and CST - TIN Nos	
(ag)	Copies of purchase orders executed for supply of similar items during last three years for Govt./Semi Govt/Port/Private Organisation showing value of purchase orders. Average Value A) More than 10 Lakhs B) More than 6 Lakhs to 10 Lakhs C) More than 2 Lakhs to 6 Lakhs D) Upto Rs. 2 Lakhs Note	
(ah)	Copy of SSI/NSIC/BIS/DGS&D Certificate	
(ai)	Copy of ISO Certificate	
(aj)	Copies of Performance certificate for executed purchase orders during last three years	
(ak)	Proof of facilities for inspection and quality control, Details of Machinery and other equipments and List of dealers / Marketing agents (Only for manufacturers).	
(al)	Certificate of Authorised Dealership and Authorised service facility.(Only for authorised dealers)	
(am)	Current dealership/ Agreement from Principal along with SSI/NSIC certificate.	
(ao)	Bank Details	

(d) On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the School.

(e) The firm will be considered for registration / Empanelment for an initial period of one year and will be considered for renewal for another two years or so at a time subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the Institute.

(f) After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details: (1) Registration No. (2) Vendor Trade Group/ Category No. along with description.

(g) Service Centers: Service Centre (s) in Nagaland for more than 3 years may be mentioned. For authorized distributor / OEM centers the vendor shall

produce a copy of the valid agreement / undertaking from authorized distributor / OEM. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the firm may be black listed & the EMD / SD will be forfeited by the School.

4. **CATEGORY WISE LIST OF ITEMS / WORK**

SER	PARTICULARS	
(a)	Repair/Modification works of buildings	

5 **Terms & Conditions for Vendor Registration / Empanelment as a Supplier**

(a) General Clause

(b) The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work / purchase order.

(c) Sainik School Punglwa, reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of Principal, Sainik School Punglwa in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of.

(d) Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of Sainik School Punglwa and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

(e) Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techni commercial and price bids separately. Price bids of technically accepted bids only will be opened.

(f) This document is treated as a valid contract between Sainik School Punglwa and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by Sainik School Punglwa from time to time during the registration period.

(g) In case of empanelled vendor is found in breach of any terms & condition(s) of Sainik School Punglwa or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by Sainik School Punglwa, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with Sainik School Punglwa.

(h) The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.

(i) All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all

future correspondence with Sainik School Punglwa, empanelled vendors are required to quote the Registration No.

(j) Sainik School Punglwa has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

(k) Price Variation Clause During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for Sainik School Punglwa, the vendor must voluntarily pass on the price difference to Sainik School Punglwa with immediate effect.

(l) Indemnity The selected vendor shall indemnify the Sainik School Punglwa and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. Sainik School Punglwa User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.

(m) **Termination for Default:**

(i) Default is said to have occurred

(aa) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Sainik School Punglwa

(ab) If the vendor fails to perform any other obligation(s) under the empanelment.

(ii) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from Sainik School Punglwa (or takes longer period in spite of what Sainik School Punglwa may authorize in writing), Sainik School Punglwa may terminate the empanelment/ Purchase Order in whole or in part without assigning any reasons whatsoever.

(n) All disputes in this connection shall be settled in Dimapur jurisdiction only.

**APPLICATION FORM FOR REGISTRATION**

1. Name of the Company: \_\_\_\_\_

2. (a) Head Office / Registered Office: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

Web site (if any) \_\_\_\_\_

Date of Establishment \_\_\_\_\_

(b) Branch Office in Dimapur, if any \_\_\_\_\_

Telephone No \_\_\_\_\_ Fax No. \_\_\_\_\_

Email \_\_\_\_\_ Web site (if any) \_\_\_\_\_

4. Name of Contact Person: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email \_\_\_\_\_

5. Type of Organization Documents to be enclosed:-

(a) Proprietary  Trade License

(b) Partnership Deed  Trade License

(c) Private Limited Company  Memorandum of Article

(d) Public Limited Company  Certificate of Registration

(e) Public Sector  Trade License

6. Nature of Business:

Manufacturing  Service  Dealership

Stockiest  Indian Agent

7. Class / Type of Product / Materials Manufactured / Sold / Serviced/ Fabricated:  
(Please Specify)

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8. Audited Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Chartered Accountant's certification):

(a) 2020-21 \_\_\_\_\_

(b) 2021-22 \_\_\_\_\_

(c) 2022-23 \_\_\_\_\_

9. Commercial Information Registration (Enclose Attested Copy wherever Applicable)

(a) GST Regn. No. \_\_\_\_\_

(b) State ST Regn. No \_\_\_\_\_

(c) TIN No. \_\_\_\_\_

(d) Excise Center No \_\_\_\_\_

(e) Trade / Factory License No \_\_\_\_\_

(f) Service Tax Regn. No. \_\_\_\_\_

(g) PAN \_\_\_\_\_

(h) Registration Certificate with DGS&D/NCCF: \_\_\_\_\_

(i) Current dealership agreement with Principal along with Certificate/copy of agreement.

(j) Relevant ISO Certificate, if any \_\_\_\_\_

10. Details of Major Customers Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your firm is registered:

S. No	Name of the Institution	Empanelled for	Contact Name	Contact Number

11. Details of Registration fee (Rs.100/-) D.D. No. \_\_\_\_\_

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

Bank: \_\_\_\_\_

**DECLARATION BY VENDOR**

(1) I confirm that, No employee or direct relation of any employee of Sainik School Punglwa is in way connected as Partner shareholder/ Director/ Advisor/ Consultant/ Employee etc. with the Company.

(2) The information furnished is correct to the best of my knowledge and belief.

.....  
(Signature of Proprietor/Partner/ Chief Executive)

Name .....  
(In Capital Letter)

Place: .....

(Seal of Vendor)

Date: .....