



SAINIK SCHOOL PUNGLWA
DIST – PEREN

TENDER NOTICE FOR REGISTRATION OF VENDORS / SUPPLIERS
NOTICE: SL NO. SSPN/QM/311/TDR-01/2026-27 DATED 31 Mar 26

1. Sainik School Punglwa invites applications from the interested firms/companies, for services of specified categories such as Petty repairs/ Flooring, Plastering, Brick works, Addition/ Alteration works/painting works etc.
2. Registration Form and documents containing terms and conditions can be downloaded from the School web-site <http://www.sainikschoolpunglwa.nic.in>. Registration forms can be also obtained from the School Office on any working day between 0900hrs – 1400hrs from 01 Apr 2026.
3. Hard copy of the Registration Form along with non-refundable fee must reach the office of Sainik School Punglwa by registered post / speed post only.
4. Separate form and fee must be submitted for each category of item. The last date for submission of application is Application (s) received after last date of submission will not be considered.
5. For further details, please contact at Phone Number: 9867375195/9402988737

Principal

TERMS AND CONDITIONS

1. Eligibility & Categories for Registration / Empanelment All firms / agencies, which are in the business of construction and specified service provider are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

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

2.1 Tender enquiries against demands which are not advertised are sent to the registered firms.

2.2 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.

2.3 Empanelment / Registration Procedure:-

2.3.1 The applicant should read all the pages of the document.

2.3.2 Correct / relevant information / data have to be furnished by the vendors.

2.3.3 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.

2.3.4 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).

2.3.5 The cost of Registration and processing fees to be remitted along with the forms, shall be as Rs.1,000/-(Rupees One 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). Or transferred to School Account as per details below:-

Name of the Bank	: State Bank of India
Name of the Branch	: Medziphema
Branch Code	: 06759
Account No.(Current)	: 11667723555
IFSC Code	: SBIN0006759

2.3.6 Applications incomplete in any respect shall be summarily rejected.

2.3.7 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".

2.3.8 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.

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

Ser	DOCUMENTS REQUIRED	ANNEXURE NO.
2.3.9.1	Rs.1000/- as Registration Fees.	
2.3.9.2	Copies of Registration with other Organisation (Port/Govt/Pvt)	
2.3.9.3	Proof of category (Manufacturer/Authorised Dealer/Trader) Relevant certificate to be submitted.	
2.3.9.4	Copies of separate audited balance sheets with profit and loss statement showing turnover for last three years	
2.3.9.5	Copy of PAN Card	
2.3.9.6	Copy of certificate of latest VAT-TIN and CST - TIN Nos	
2.3.9.7	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	
2.3.9.8	Copy of SSI/NSIC/BIS/DGS&D Certificate	
2.3.9.9	Copy of ISO Certificate	
2.3.9.10	Copies of Performance certificate for executed purchase orders during last three years	
2.3.9.11	Proof of facilities for inspection and quality control, Details of Machinery and other equipments and List of dealers / Marketing agents (Only for manufacturers).	
2.3.9.12	Certificate of Authorised Dealership and Authorised service facility.(Only for authorised dealers)	
2.3.9.13	Current dealership/ Agreement from Principal along with SSI/NSIC certificate.	
2.3.9.14	Bank Details	

2.3.10 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.

2.3.11 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.

2.3.12 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.

2.3.13 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.

2.3.14 A security deposit of Rs10,000/- (Rupees Ten Thousand only) should be deposited to the school in favour of principal Sainik school Punglwa which is refundable without interest after a period of 1 yr and is applicable if the firm is approved. (Bank account details of as in para 2.3.5)

4. **CATEGORY WISE LIST OF ITEMS / WORK** Construction works/Petty repairs/ Flooring, Plastering, Brick works, Addition/ Alteration works/painting works etc.

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

5.1 General Clause

5.2 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.

5.3 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.

5.4 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.

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

5.6 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.

5.7 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.

5.8 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.

5.9 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.

5.10 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.

5.11 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.

5.12 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 fulfillment of the purchase orders.

5.13 **Termination for Default:** Default is said to have occurred

5.13.1 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

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

5.13.3 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.

5.14 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:-
- 5.1 Proprietary Trade License
- 5.1 Partnership Deed Trade License
- 5.3 Private Limited Company Memorandum of Article
- 5.4 Public Limited Company Certificate of Registration
- 5.5 Public Sector Trade License
6. Nature of Business:
- Manufacturing Service Dealership

Stockiest

Indian Agent

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

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

8.1 2022-23 _____

8.2 2023-24 _____

8.3 2024-25 _____

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

9.1 GST. No. _____

9.2 State ST Regn. No _____

9.3 TIN No. _____

9.4 Trade / Factory License No _____ (if any)

9.6 Service Tax Regn. No. _____

9.7 PAN _____

9.8 Current dealership agreement with Principal along with Certificate/copy of agreement. (if any)

9.10 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.1,000/-) D.D. No. _____

Date: _____

Bank: _____

DECLARATION BY VENDOR

I confirm that, (1) 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.

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(Signature of Proprietor/Partner/
Chief Executive)

Name
(In Capital Letter)

Place:

(Seal of Vendor)

Date: