

SAINIK SCHOOL SUJANPUR TIRA

Tele : 01972-272024

No: SSST /QM /TAILOR /2021-22

Date _____

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

Earnest Money Rs.2,000/- paid vide DD No. _____ dated _____

**TENDER FORM FOR PROVISIONING OF TAILORING SERVICES
FOR THE PERIOD 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 **1700 hrs on 06 April 2021**, for providing skilled Tailoring services purely on contractual basis from **01 May 2021 to 30 Apr 2022**.

2. Tender forms are available at school office on payment of **Rs.500/-** (non-refundable) through **PNB/SBI/CANARA DEMAND DRAFT** in favour of **PRINCIPAL, SAINIK SCHOOL SUJANPUR TIRA**, payable at Sujapur Tira, up to **1700 hrs on 06 April 2021**. Earnest money of **Rs.2,000/-** in the form of Demand Draft, refundable on finalization of tender, in favour of Principal Sainik School Sujapur Tira, as mentioned above, is to be remitted along with filled-in tender form. Photocopy of Money Receipt issued by the School, vide which the tender form was purchased, shall also be attached with the filled in Tender Form for verification. In case the tender form is down loaded from the school website, 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.2,000 /-** (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 **1000 hrs on 08 April 2021** in presence of the bidders / authorized agents, in the School premises. **Principal reserves the right to accept or reject any or all tenders without assigning reasons thereof.**

3. **TERMS AND CONDITIONS FOR PROVIDING TAILORING SERVICES**

(a) The rates quoted should be for high quality tailoring services towards collection of cloth, stitching as per samples, inclusive of all tax 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 quote IT, GST, CST, PAN, TIN, as applicable and attach documentary proof for the same along with the tender papers.

(c) The bidder is to note that once contract is finalized, after due negotiations of rates, has to deposit Rs.5,000/- as security amount in the form of DD, before the indent for supply is placed. In case the approved bidder fails to deposit security money by the due date, the EMD will stand forfeited and he has 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 where in the tailors would entertain the students for any emergent requirements. On Sundays, additional services be provided between 0900 hrs to 1300 hrs 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) The tailors (**at least 02 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.

(f) Electrically charges will be levied as per the HP SEB rates /actual consumption and shop rent at the rate of Rs. 1000/-pm.

(g) Any alteration /deletion in whatever 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 finalized. 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.

(k) Payment will be made by crossed cheque only, once in a month on submission of the corrected and verified bill through the staff in charge, for total number of washes, laundry services actually given to the students. Payment will be made within a month from the date of the receipt of the corrected bill. **TDS will be deducted** from each payment, where applicable, as per latest Income Tax Rules. No advance payment is permissible. However, for services rendered to the staff, approved charges may be collected from the member of the staff, directly.

(l) In the event of irregular or failure of adherence to service schedule on the stipulated date and time , or rejection of the serviced items, and if no satisfactory remedial action is accomplished with in seven (07) days of demand, the school is at liberty to get the required services from the local market without prejudice. The excess

cost paid over and above the contract rate of such services locally availed, inclusive of charges and departmental charges will be recoverable from amount due to be paid to the service provider 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, Sujanpur Tira 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.

(m) 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.

(n) In case of any dispute, the decision of the Principal, Sainik School Sujanpur Tira shall be final which will be disposed off with in the Hamirpur court jurisdiction only.

(o) 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 PROVIDING TAILORING SERVICES for 2021-2022.**

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

(q) An agreement bond is to be executed on a non-judicial paper of Rs.50/- value by the approved supplier/ contactor before placement of order.

(r) The Principal SSST reserves the right to fine upto Rs. 5000/- or terminate the contract in case of unsatisfactory services.

4. **SPECIFICATIONS OF TAILORING SERVICES TO BE PROVIDED**

<u>S.No</u>	<u>Articles</u>	<u>Cloth Required</u>	<u>Rate Tendered (Per Pc)</u>
(a)	Trouser Terrycot Khaki / Any other colour		
(b)	Shirt Terrycot Khaki Half Sleeve		
(c)	Shirt Terrycot Khaki Full Sleeve		
(d)	Trouser Woolen Grey/ Any other colour		
(e)	Shorts Terrycot Navy Blue		

5. The above mentioned details with terms and conditions from Sl. No 1 to 3 (p) have been read and understood by me/us and I/we express my /our acceptance towards them same.

Signature of the Bidder.

Name: _____

Address _____

Tel : _____

E-mail (if any) : _____

To

The Principal,
Sainik School
Sujanpur Tira-176110
Distt. Hamirpur (HP)

Enclosed Demand Draft for

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

**(b) For Rs. 2000/- as EMD along with
this Tender Form.**

(Tick / Strike out as applicable)