

## **SAINIK SCHOOL KORUKONDA**

### **QUOTATIONS FOR EMPANELMENT OF TAILORS FOR ALTERATION AND OTHER MISC. STITCHING WORKS OF CADETS UNIFORMS**

**FROM 01 JAN 2025 TO 31 DEC 2025**

1. Quotations Forms to be submitted on or before : 1600 hrs on 10 Dec 2024
2. Quotations Box to be sealed : 1600 hrs on 10 Dec 2024
3. Date and time for Opening of Quotations : 1630 hrs on 10 Dec 2024

#### **GENERAL INFORMATION**

1. Quotation is to be kept in sealed cover super scribing "**QUOTATION FOR EMPANELMENT OF TAILORS FOR ALTERATION AND OTHER MISC. STITCHING WORKS OF CADETS UNIFORMS TO SAINIK SCHOOL KORUKONDA**".
2. **Place of opening of the Quotations.** Quotations will be opened in the Conference Hall of Sainik School, Korukonda. In case bidders are not able to attend for bidding, the Bidders may depute their representatives, duly authorized in writing, to attend the opening of Quotations 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.
3. **Forwarding of Quotations.** Quotations 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.
4. **Rejection of Quotations.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional Quotations will be rejected.
5. **Validity of Quotations.** The Quotations should remain valid for a period of 90 days from the last date of submission of the Quotations.
6. **Submission of Quotes.** Firms are requested to submit quotes on comprehensive basis with requisite technical, financial and statutory specification on scope of work wherever applicable during the contract whilst meeting specified parameters on original letter pad with TIN/PAN/GST/Registration number of firm.
7. **Past Experience.** Past experience if any, in providing contract to major organizations including Army / Navy / Air Force / Residential Public Schools are to be substantiated with a certificate issued by the organization.
8. **Contact Person.** Telephone / Cell /FAX numbers are to be clearly endorsed in the application along with the particulars of the Proprietor and Authorised Person to be contacted for official correspondence.
9. **Parallel Contract.** The contract concluding authority reserves the right to distribute /apportionment of total requirement between the firms in case it is considered that L1 is not able to meet requirement in full with the same terms and conditions and at L1 rate.

10. Applicants may please note that any amendments/corrigendum to the empanelment notice, if issued in future, will be notified on the School website and will not be published in the newspaper.

11. Applicants found eligible for empanelment will be intimated through letter by the this School.

12. Eligibility criteria and Terms & Conditions for empanelment of Tailor(s)

(i) Only experienced tailor(s) preferably with with GST registration and having track record of undertaking stitching work of uniforms for reputed institutions are expected to apply. Please submit relevant documents wherever necessary.

(ii) The applicant must understand the full scope of the work before applying. They may contact the QM Section of Sainik School Korukonda. for any clarification, if any.

(iii) The applicants should submit client's certificate for whom they have carried out uniform stitching work.

(iv) The applicant shall use only the forms issued by this School.

(v) Alteration works with regard to uniforms should be undertaken in accordance with the patterns approved by Sainik School Korukonda. For this purpose, a sample set of uniform may be inspected before undertaking the work.

(vi) It will be incumbent on the tailor(s) to carry out the job immediately on their being called upon to do so and under all circumstances the alteration work must be completed within one day or two, failure of which will attract penalty up to Rs.500/- per day including cancellation of the order / empanelment.

(vii) Applicants should have necessary manpower to complete the contract in time. Accepted rates will hold good for the supply of entire order.

(viii) Principal, Sainik School Korukonda reserves the right to accept or reject any application without assigning any reason.

(ix) The tailor shall be responsible for safety of the quantity of cloth in his / her possession from time to time.

(x) The period of empanelment will be from **01 Jan 2025 to 31 Dec 2025**

(xi) During scrutiny, if any of the applicants is found not possessing the required pre-qualification or to have submitted false/incorrect information, his/her application shall be liable for rejection and no correspondence shall be entertained by this School. in this regard. Applications of only those applicants who fulfil the specified Pre-Qualification Criteria and submit the required documents shall be processed further.

(xii) Decision of the Principal, Sainik School Korukonda with regard to empanelment of the vendors and other process in relation to this tender shall be final and binding.

(xiii) Alteration works fitting / stitching of the items, which will be undertaken on the basis of measurements of employees, should be of good standard. In case of defects, uniforms/liveries will have to be re-stitched or altered without any extra cost.

(xiv) Before handing over the alteration / stitching of clothes to the cadets / office / stores the same will have to be effected in the alteration / stitching list which is prepared as per format to the concerned along with the signatures of the cadets / store in-charges

(xv) The accepted rates only are to be charged.

(xvi) Presentation of bills. The tailor shall present the bill to the office on monthly basis for all the alteration works. The bill should clearly indicate the details of all the alteration works

(xvii) Payment of bill. Payment of the bill presented will normally be settled within 15 days from the date of presentation of the bill. However, no interest/damages shall be payable by this School in case the payment is delayed beyond 15 days for any reasons. The payments shall be made through NEFT for which tailor should give requisite details of bank address, name of the branch, account number, IFSC Code etc.

(xviii) The Principal Sainik School Korukonda may for any reasons whatsoever or without assigning any reason thereof discontinue the arrangement before the expiry of the period mentioned in this agreement by issuing a notice of 30 days to the service providers.

13. Termination Policy:

(i) The Principal, Sainik School, Korukonda reserves the right to levy penalty and even remove the vendor from empanelment with a notice of 10 days for reasons such as poor service, fraudulent activities etc. In case of any dispute in this regard, the decision of the School Authorities shall be final and binding.

(ii) The School also reserves the right to remove the vendor from empanelment by giving a notice of 30 days without assigning any reasons thereof.

(iii) Mutual Termination: The vendor(s) who wish to exit from the empanelment shall give a notice by assigning the reason(s) thereof. On acceptance by the Bank, the vendor(s) shall be removed from the list after a period of 30 days from the day of acceptance by the Bank

I/We have read and understood the terms & conditions of empanelment and instructions appended to the application proforma. I/We understand that if any false information is detected at a later date and at any stage during the currency of the contract, any future contract made between ourselves and the Sainik School Korukonda on the basis of the information given by me / us will be treated as invalid by the Principal, Sainik School, Korukonda.

I/We agree that the decision of the Principal, Sainik School, Korukonda in selection of the tailoring firm will be final and binding on me / us.

All the information furnished is correct to the best of my/our knowledge and belief.

I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.

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

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

**Signature of Tenderer(s)** \_\_\_\_\_

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised

Attorney etc.), Telephone No.

**SAINIK SCHOOL KORUKONDA**  
**EMPANELMENT OF TAILORS FOR ALTERATION AND OTHER MISC.**  
**STITCHING WORKS OF CADETS UNIFORMS FROM 01 JAN 2025 TO 31 DEC 2025**

Name of the firm	
Type of firm, whether proprietorship partnership	
Name(s) of the Proprietor/ Partner	
Full Postal Address with Landmark	
Phone No.	(Office) (Mobile)
Whether belongs to Micro or Small Enterprise category and if so, whether registered under MSME Act. If yes, then submit the copy of MSE registration certificate	
Experience in Tailoring work	_____ Years
Yearly turnover of the firm for the last three years	
Whether working with any of the Govt./Semi-Govt Undertaking/s or reputed Private Organizations as approved tailoring firm and if so, furnish details	

**EMPANELMENT OF TAILORS FOR ALTERATION AND OTHER MISC.**  
**STITCHING WORKS OF CADETS UNIFORMS – PRICE BID**

Sl No	Particulars	A/c Unit	Quoted Rate (In Rupees) Rate Includes GST / Taxes, etc in all respects
01	<u>Alteration Charges for Pant</u> (a) Waist (Loose / Tight) (b) Body (Loose / Tight) (c) Length (Short / Long)	Each	
02	<u>Alteration Charges for Shirt</u> (a) Sleeves (Short / Long) (b) Body (Loose / Tight) (c) Length (Short / Long)	Each	
03	Repairing of Zip	No	
04	Stitching press buttons	Set	
05	Stitching of Button	Set	
06	Stitching of Flags (As per sample)	Each	
07	Stitching of Aprons (As per sample)	Each	
08	Stitching of Idly Tray Cloths (As per sample)	Each	

<b>Sl No</b>	<b>Particulars</b>	<b>A/c Unit</b>	<b><u>Quoted Rate (In Rupees)</u> <u>Rate Includes GST / Taxes, etc</u> <u>in all Respects</u></b>
09	Stitching of Bearer Caps (As per sample)	Each	
10	Stitching of Cook Caps (As per sample)	Each	
11	Stitching of Napkins (As per sample)	Each	
12	Stitching of VIP Table Cloth (As per sample)	Each	
13	Stitching of Appointment Flaps (As per sample)	Each	
14	Stitching of Chair Covers (As per sample)	Each	
15	Stitching of Chest Numbers (As per sample)	Each	
16	Stitching of Dias Covers (As per sample)	Each	
17	Stitching of Fort Wall Cloth	Each	
18	Repairing of Fort Wall Cloth	Each	
19	Alteration / Repairing for Girl Cadets (Kurtha / Pyjama)	Each	

**Note:**

1. Successful bidder will be allotted / provided a room on payment basis at a very nominal rate along with electricity charges (as per meter reading) and water charges will be charged.
2. Interested firms / individuals are requested to quote after visiting the Clothing Store. So that above all items samples will be shown from 0930 hrs to 1300 hrs on all working days.
3. After finalization of contract the representative of the firm / individual / Tailor should be available in the school campus as decided by the school authorities. The same will be informed to the L-1 firm / individual / Tailor well in advance, before commencement of the agreement.
4. Please note that cash will not be collected directly from the cadets by the firm / individual / Tailor. However, recovery list should be prepared and after respective House Master's signature, the same will be remitted.
5. Any late supplies, the liquidated damages to the tune of 0.5 % of the work order will be charged.

6. Please ensure that school property should not be damaged.
7. All inventory should be brought by the contractor / individual / Tailor including machinery for the establishment of Tailor Shop.
8. In case of injury / death of any representative / Tailor / Contractor at the school premises, the school will not held any responsibility.
9. In case of any theft / damage in the Tailor Shop occurred then the school will not be held responsible. The contractor / Tailor / Firm should bear the loss and should ensure safety and security of the Tailoring Shop on their own.
10. In case of any school functions / any requirement from school side will be informed in advance so that the tailoring shop to be opened accordingly.
11. Main tailor / other supporting staff should not be involved in any of the indiscipline activity.
12. Visiting of the Cadets Hostels, MI Room, Swimming Pool, Instructional Block will be the out of bounds for tailors.
13. As per the laid down charges only to be charged and each and every cadet the same should be charged.
14. In case of any personal items / belongings lost, the school will not be held responsible.

GST/Tin/PAN No. \_\_\_\_\_  
(Copy must be enclosed)

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mobile No.....

Date:



