

**REQUEST FOR PROPOSAL (RFP)**

**Invitation of Annual Bids for ‘COLLECTION OF WASTE FOOD’ Request for Proposal (RFP) No SSG/QM/3001/CONTRACT/WASTEFOOD/2026 Dated 10 JUL 2026.**

1. Bids in sealed cover are invited for “Collection of Waste Food” as listed in Part II RFP. Please super scribe the above mentioned Title, RFP number and date of opening of the bids on the sealed cover to avoid the bid being declared invalid.
2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below-
  - (a) Bids/queries to be addressed to - The Principal, Sainik School Goalpara
  - (b) Postal address for sending the Bids - As mentioned above
  - (c) Name /designation of the contact personnel -Lt Avnish Sethi, Adm Officer
  - (d) Telephone numbers of contact personnel -9954981876
  - (e) E-mail ids of contact personnel - ssgoalpara@sainikschoolociety.org
3. This RFP is divided into five parts as follows:-
  - (a) **Part I**- Contains general information and instruction for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period, Mode of tenders etc.
  - (b) **Part II**- Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical specifications, Delivery and Consignee details.
  - (c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
  - (d) **Part IV** – Contains special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
  - (e) **Part V**-Other details.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to Change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, Should it become necessary at any stage.

## **PART I- GENERAL INFORMATION**

1. **Last date and time for depositing the Bids : 01 AUG 2026 at 1330 hrs.** The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids :** Sealed Bids should be either dropped in the Tender Box in-front of Adm Officer's Office at Sainik School Goalpara, or sent by registered post at the address given above so as to reach by the due date and time. **Late tenders will not be considered.** No responsibility will be taken for postal delay or non –delivery /non receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).
3. **Time and date for opening of Bids 1500hrs on 01 Aug 2026.**  
(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 Buyer).
4. **Location of the tender Box : In front of Adm Officer's Office Sainik School Goalpara** (Only those Bids that are found in tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid).
5. **Place of opening of the Bids : At the office of Adm Officer.** The Bidders may depute their representative, duly authorized in writing, to attend 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. **Single Bid System :** Forwarding of bid – Applicant should submit following along with bids. Certificate/ License/ any documents found not up to date will be rejected.
  - (a) Pan Card (copy to be enclosed).
  - (b) Voter ID (copy to be enclosed).
  - (c) GST Details (copy to be enclosed).
  - (d) Earnest Money Demand Draft, exempted for MSME (copy to be enclosed).
7. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarification sought not later than 7 (Seven) days prior to the date of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

8 **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer 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. No post-bid clarification on the initiative of the bidder will be entertained.

9. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tender will be rejected.

10. **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.

11. **Validity of Bids:** The Bids should remain valid for 03 months from the last date of submission of the Bids.

12. Other standard condition of RFP given as part III Appx 'C' to DPM 2009 is applicable. This condition can be viewed at <http://www.mod.nic.in>

13 Successful bidder will submit 3 percent performance guarantee of value of the contract.

14. The period of the contract shall be extendable upto 3 months at the discretion of the Sainik School Goalpara.

**Note.:**

1. **Black listed** : Bidder should not be black listed by the Central/ State Govt/ School.

2. **Bank Loan defaulter** : Bidder should not be bank loan defaulter in any bank.

3. In case of any false undertaking / violation, the tender may be cancelled without any reason prior given.

## **PART II-ESSENTIAL DETAILS OF ITEMS/SERVICES**

**Request for Proposal (RFP) No SSG/QM/3001/CONTRACT/WASTE FOOD Dated 10 Jul 2026.**

1. **Schedule of Requirements** – Details of Waste Food Items is as follows :-

| <b><u>Sr No.</u></b> | <b>Description with feature &amp; Specifications</b> | <b>Basic Price (Kg)</b> | <b>Taxes on basic price</b> | <b>Total Price (Incl Tax)</b> | <b>Remarks</b> |
|----------------------|------------------------------------------------------|-------------------------|-----------------------------|-------------------------------|----------------|
| (a)                  | Details are attached in Appendix-'A'                 |                         |                             |                               |                |

Vendor Signature with rubber stamp

2. **Technical Details:**

**(Detail Tec Specification of item to be purchased/Service):** Clear details of items are mentioned in the schedule of requirements.

3. **Collection of Waste Food** – Collection of Waste Food items from Cadets' Mess will be as per direction and schedule time of SSG. Extension of Delivery Order delivery period will be at the sole discretion of the school, with Applicability of LD clause.

4. **Consignee details** - Sainik School Goalpara, P.O. – Rajapara, Distt- Goalpara (Assam), Pin. 783133.

5. **Container Pack** – **(As per requirement)**

### **PART III – STANDARD CONDITIONS OF RFP**

1. **JURISDICTION OF COURTS :** The District Court, Goalpara from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.
2. **Liquidated damages :** In the event of the seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training etc. as specified in this Supply Order, the Buyer may, at his discretion, withhold any payment until the completion of the Supply Order. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the Supply Order price of the delayed/undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.
3. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs 2,500/- (Rupees two thousand five hundred only)** in the form of Demand Draft along with their bids. 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 30<sup>th</sup> day after the award of the contract. 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.
4. **Termination of the Contract:** The school shall have the right to terminate this contract in part or in full in any the following cases:-
  - (a) The collection of waste food material is delayed for not attributable to Force Majeure for more than (01 month) after the scheduled date of collection.
  - (b) The Vendor is declared bankrupt or becomes insolvent.
  - (c) The collection of Waste Food is delayed due to causes of Force Majeure by more than 01 week.
  - (d) The School has noticed that the Vendor has utilized the services of any Indian/foreign agent in getting this contract and paid any commission to such individual/company etc.
  - (e) As per decision of the Arbitration Tribunal.
5. **Notices :** Any notice required or permitted by Supply Order shall be written in the English Language and may be delivered personally or may be sent by FAX or registered pre-paid mail/ airmail, addressed to the last known address of the party to whom it is sent.
6. **Release of payment**

The payment will be made to the school on quarterly basis.
10. Successful bidder will submit 3 percent performance guarantee of value the contract.
11. The period this contract shall be extendable upto 03 months at the discretion of the Sainik School Goalpara.

#### **PART IV – SPECIAL CONDITIONS OF RFP**

1. Waste Food will be collected from Cadets' Mess twice a day by the Vendor without fail.
2. Waste Food collection vehicle should be entry and exit through Nilachal Gate only.
3. Waste Food collection should be collected from Cadets' Mess in presence of Mess Manager/ Incharge only.
4. Weight of Waste Food should be recorded in "Waste Food Collection Record Register" in each time in presence of Mess Manager/ Incharge only.
5. It is mandatory to collect dry / liquid **or** any type of waste food from Cadets' Mess by the Vendor.
6. The Vendor should use proper packaging utensils/ dustbins to carry the waste food, so that the same should not expose or smell during transportation.

## **PART V – OTHER DETAILS**

### **1. Legal addresses of Buyer and Seller.**

#### **SELLER**

Sainik School Goalpara  
P.O. – Rajapara  
Distt.Goalpara (Assam)  
Pin. 783 133

#### **BUYER**



**TENDER SCHEDULE**

**COLLECTION OF WASTE FOOD FROM CADETS’ MESS OF SAINIK SCHOOL GOALPARA**

**Earnest Money : 2,500/-**

- |    |                                                              |               |                 |
|----|--------------------------------------------------------------|---------------|-----------------|
| 1. | <b>Collection of Waste Food</b><br>(Dry/ Liquid or any type) | <b>Per kg</b> | <b>Rs. ....</b> |
|----|--------------------------------------------------------------|---------------|-----------------|

Date :

Signature : .....

Name : .....

Mob No. ....

Address : .....

.....

.....

**Encl.** Earnest Money DD No. .... Dt. ....