

REQUEST FOR PROPOSAL (RFP)

INSTRUCTIONS FOR PURCHASE OF OFFICERS TABLE, SIDE TABLE & SIDE BOARD ARMY PUBLIC SCHOOL BAREILLY

Dear Sir,

- 1 Please reference advertisement published in local news paper Amar Ujala dated 20 Mar 2021.
2. Tender are invited from contractors having GST No for purchase of Officers Table, Side Table and Side board for Army Public School, Bareilly in accordance to the specification of work, items to be used for purchase as enclosed herewith vide Appx 'B'. Sealed tenders are invited to be dropped in the sealed tender box on or before **31 Mar 2021 till 1200hrs**. The sealed tender will be opened by a board of officers on date and time to be intimated later.
3. General Information about the tender:-
 - (a) Tender reference No 1035/APS dated 20 Mar 2021.
 - (b) Last date and time for receipt of tenders 31 Mar 2021, 1200 hrs
 - (c) Time and date for opening of tenders will be intimated later.
 - (d) Place of opening of tenders – Senior Wing, Army Public School, Bareilly Cantt.
 - (e) Address for Communication- Senior Wing, Army Public School, Bareilly Cantt.
4. The tender shall be submitted **in single stage two - bid system**, of the Technical and Commercial bids.
5. Quotation shall remain valid up to 45 days from the date of opening of tender. (**Note: Bid Validity period may be increased/decreased on a case to case basis with the approval of CFA**).

Submission/Opening of Tenders

6. PLEASE QUOTE OUR RFP NO AND DATE OF TENDER OPENING ON SEALED COVER. FAILURE TO DO SO WILL RENDER YOUR OFFER INVALID.
7. The Technical and Commercial bids are to be submitted in two separate sealed envelopes, duly marked as "Technical Bid as per Appx 'A' for RFP No.1035/APS dated 20 Mar 2021 and "Commercial Bid for RFP No. 1035/APS Dated 20 Mar 2021". The quotation are to be super-scribed with your firm's name, address, and official seal and ink signed by an authorized representative of the Tenderer. Sealed Bids addressed to Principal, Army Public School, Bareilly Cantt should be dropped in tender box located at Army Public School, Bareilly Cantt (Senior Wing), or to be sent by registered post so as to reach this office by due date and time. No responsibility will be taken for postal delay or non-delivery/non-receipt of tender documents. Tenders sent by fax would not be considered.
8. Sealed quotations will be opened by a committee on due date and time. Your authorized representative from the Company can attend the tender opening.

9. To avoid any complications with regard to Late Receipt/Non-receipt of Tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach this office before due date. Late quotes will be rejected out rightly.
10. Commercial offers will be opened only of those firms, who's Technical Offers have been found suitable after technical evaluation. Further negotiations will be made with the selected bidder (L1) as determined by the committee. The date, time and venue fixed for this purpose will be intimated separately.
11. **Earnest Money Deposit.** The bidders are required to deposit an EMD amounting of 5% of total contract value and subject to minimum Rs 10,000/- with a validity of 180 days in the form of an Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque or Bank Guarantee from any of the public or a private sector bank authorized to conduct government business.
12. **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 the eqpts, training, etc as specified in this contract. The buyer may, at his discretion, withhold any payment until the completion of the contract. The buyer may also deduct from the seller as agree liquidated damages to the sum of Rs. 0.5% of the contract price of the delayed/ undelivered stores/services mentioned above for every week of delay or part of a week, subject to maximum value of liquidated Damages being not higher than 10% of the value of delayed stores/ services.
13. **Payment Terms.** The Payment Terms for the Contract Price shall be 100% amount of total value of contract paid to the contractor on supply of 01x Officers Table, 02 x Side Table and Side board after approval by Inspection and checking committee on receipt of bills duly supported with all documents through cheque. Bills must clearly indicate GST registration No and detailed break-up of GST, failing which the payment will not be released.
14. **TERMS AND CONDITIONS**
- (a) The contract will be given to the selected vendor and the price quoted must remain valid for 45 days.
- (b) The selected vendor has to supply Officers Table, Side Table & Side board within 30 days from the date of Supply Order. This is a rate contract for a period of 180 days from the date of commencement of the contract.
- (c) The school authorities have right to terminate the contract in case of unsatisfactory quality and quantity, or any other dispute and no claim whatsoever the contractor shall be admissible on this account.
- (d) The contractor will obey and observe the instruction issued by Principal, purchase committee or competent authority.
- (e) The supply of Officers table, Side table & Side board has to be done by the vendor at his own expenses.
- (f) Maintenance of Officers table, Side table & Side board to be done by the vendor during warranty period.

(g) The specimen hard copies of photographs of Officers table, Side table & Side board will be brought by the vendor at the time of dropping of tender/ quotation. The supply of the above furniture must be without polish and polishing will be carried out in the school after verification its quantity and quality.

(h) It must be noted that only Bareilly Court have jurisdiction to entertain any Proceedings related to this contract whether during pendency or after expiry/ termination.

Pre-Bid Conference

15. All clarifications are to be resolved in the Pre-Bid Conference on 27 Mar 2021 at Principal Office, Army Public School, Bareilly, prior submission of bids. No revision of Commercial Bid would normally be permitted after opening of the Technical Bid.

Commercial Bid

16. The Commercial bid is to be submitted strictly in accordance with **Appx 'B'** to this tender enquiry. The Commercial bid once opened, will not be subjected to unilateral revision by the firm, unless the firm is called for price negotiations specifically and asked to justify the rates.

Conditions under which this RFP is issued.

17. This RFP is being issued with no financial commitment and School reserves the right to change or vary any part thereof at any stage. The School reserves the right to reject any or all of the offers without assigning any reason whatsoever. The School also reserves the right to withdraw the RFP should it be so necessary at any stage.

18. Please acknowledge receipt.

Thanking you,

Yours faithfully

Sd/-----
(Aparna Tripathi)
Capt (Retd)
Principal

TECHNICAL BID

TENDER DOCUMENTS AND TERMS OF CONDITIONS

The following documents and specification will also be submitted with Technical Bid :-

Ser No	Documents/Features of items	Documents Produced by Vendor Yes/No	Remarks
1.	No of years experience in Supply of IT eqpt		
2.	Certificate of firm's registration for GST, excise and TIN.		
3.	ITCC for last two years		
4.	List of establishments/organization where your firm is executing supply along with a zerox copy of work order/certificate of satisfactory performance		
5.	Profile of company		
6.	DD of Rs 10,000/- (refundable)		
7.	Features of Specification Brochure for each items and each Brand are enclosed		
8.	Terms and conditions accepted or not.		

Date : Mar 2021

Signature of the Authorized Signatory Company's Seal

COMMERCIAL BID

Ser No	Specification	Unit	Qty	Rate	Amount
1.	Officers table size 210x110x76cm having 3 drawers on right hand side of the table and a cupboard on left hand side, all sides to be made up of wooden beadings with melamine furnishing as per approved design.	Nos	01 (One)		
2.	01 x side table for "L" shape size 105x50x76cm having shelves and partition, 01 x side table with in/out tray size 105x50x76 having cupboards in the bottom, both teak ply face with melamine furnishing.	Nos	02(Two)		
3.	Side board size 210x50x200cm bottom with cupboards and upper with glasses made of teakply face in two parts having melamine furnishing as per selected design.	Nos	01(One)		
	Total				
	GST				
	Grand Total				

Date : Mar 2021

Signature and authorized company seal