

REQUEST FOR PROPOSAL (RFP)

**INSTRUCTIONS FOR PURCHASE OF ONE/TWO SEATER
IRON CUM WOODEN DESKS/BENCHES
ARMY PUBLIC SCHOOL BAREILLY**

Dear Sir,

- 1 Please reference advertisement published in local news paper Amar Ujala dated 23 Aug 2024.
2. Tender are invited to purchase for One/Two Seater iron cum wooden desks/benches for classrooms of this school 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 07 Sep 2024 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 23 Aug 2024 .
 - (b) Last date and time for receipt of tenders 31 Aug 2024.
 - (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 - 243001
4. The tender shall be submitted **in single stage two - bid system**, the Technical and Commercial bids. The following enclosures are forwarded along with this enquiry to assist you in preparing your technical and commercial offer: -
5. Quotation shall remain valid up to 45 days from the date of opening of tender from the date of opening of Technical Bid. **(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 ONSEALED 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 07 Sep 2024 and "Commercial Bid for RFP No. 1035/APS dated 07 Sep 2024 ". The quotes 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 marked as "TENDER BOX NO:___" 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 (to be specified in the RFP). No responsibility will be taken for postal delay or non-delivery/non-receipt of tender documents.

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 renderer to ensure that tenders reach this office before due date. Late quotes will be rejected out right.

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 only with the selected bidder 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 or subject to minimum Rs 43,000- 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 paid 100% amount of total value of contract shall be paid to the contractor on supply of furniture as per agreement 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 lowest vendor and the price quoted must remain valid for 45 days.

(b) The selected vendor has to supply iron cum wooden desks/benches within 40 days from the date of Supply Order. This is a rate contract for a period of six months from the date of commencement of the contract.

(c) The school authorities have right to terminate the contract in case of unsatisfactory work, conduct, or any other dispute and no claim whatsoever of the contractor shall be admissible on this account.

(d) The contractor will obey and observe the instruction issued by Principal and Inspection committee or any other authority.

(e) The supply of iron cum wooden desk/bench has to be done by the vendor to the school.

(f) The specimen iron cum wooden desk/bench will be brought by the vendor at the time of dropping of tender/quotation at their own expenses. The specimen must be without polish.

(g) 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 alongwith a sample to be provided to the school on ___ Aug 2024 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

(Dr Sarita Sirohi)
Principal

Appx 'A'

TECHNICAL BID

While dropping the quotation in quotation box/forward the sealed quotation, the following points to be taken care of :-

Ser No	Documents/Features of items	Documents produced by Vendor Yes/No	Remarks
(a)	Certificate of experience in supply of Furniture		
(b)	Certificate of firm's registration for GST		
(c)	ITR for last two years		
(d)	DD of Rs 43,000.00 refundable as EMD		
(e)	Certificate for acceptance of terms & conditions mentioned in RFP.		

Consignees Details:

The Principal

Army Public School, Birdwood Lines,
Bareilly Cantt - Pin -243001.

Date : Sep 2024

Signature of the Authorized Signatory Company's Seal

COMMERCIAL BID

Ser No	Specifications	Unit	Qty	Rate	Amount
1.	<p>One Seater Iron Cum Wooden Chair size (L)18"x(B)16"x(H)18" . Painted with blue colour standard quality.</p> <p>One Seater Iron Cum Wooden Desk size (L)22"x(B)16"x(H)30" . Painted with blue colour standard quality.</p> <p>-Plywood with 0.75" (Any National Brand)</p> <p>-Pipe 1"x1" (Thickness 2.0 mm),</p>	Nos	200		
2.	<p>Two Seater Iron Cum Wooden Bench size (L)40"x(B)15"x(H)18" . Painted with blue colour standard quality. Back (H) 18" Back (9")</p> <p>Two Seater Iron Cum Wooden Desk size (L)40"x(B)16"x(H)30" . Painted with blue colour standard quality.</p> <p>-Plywood with 0.75" (Any National Brand)</p> <p>-Pipe 1"x1" (Thickness 2.0 mm),</p>	Nos	80		

Date : Sep 2024

Signature and authorized company seal

CERTIFICATE

Certified that I accept all terms and conditions mentioned in this RFP to purchase of One/Two Seater Iron Cum Wooden Desks & Benches by APS Bareilly.

Date : Sep 2024

Signature of auth dealer with firm