

**REQUEST FOR PROPOSAL(RFP)**

**Invitation of Bids for ‘purchase of laboratory items’ (Request for Proposal (RFP)**  
**No SSG/QM/3001/CONTRACT Dated Feb 24**

1. Bids in sealed cover are invited purchase of laboratory as listed in part II RFP.
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	: Cdr N S Chauhan
(d) Telephone numbers of contact personnel	: 9954981876
(e) E-mail ids of contact personnel	: <a href="mailto:ssgoalpara@sainikschoolssociety.in">ssgoalpara@sainikschoolssociety.in</a>
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 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 : 26 Feb 24 before 1700 hrs.**

(Date to be mentioned in terms of DD MM YEAR)

The sealed Bids (both technical and Commercial, in case two bids are called for) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

**2. Time and date for opening of Bids 1600hrs on 27 Feb 24**

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.

**3. Two- Bid System :** In case of the Two-bid system, only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant suitable after Technical evaluation is done by the Buyer.

**4. 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.

**5. 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.

**6. Forwarding of Bids –. Applicant should submit following along with bids :-**

- (a) Registration Certificate or Trade license copy to be enclosed.
- (b) Annual turnover of last 3 yrs (copy to be enclosed).
- (c) GST Details (copy to be enclosed).

**7. 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.

**8. Other standard condition of RFP given as part III Appx 'C' to DPM 2009 is applicable.** These condition can be viewed at DPM website.

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

**Request for Proposal (RFP) No SSG/QM/3001/CONTRACT Dated Feb 24**

1. **Schedule of Requirements** – List of items/ services is as follows:

Sl No	Description	Unit	Qty	Rate with GST	Amount
1	Acetaldehyde	500 gm	01 nos		
2	Acetic acid	05 ltr	01 nos		
3	Acetone	500 gm	01 nos		
4	Aluminum dust	500 gm	01 nos		
5	Ammonium sulphate	500 gm	02 nos		
6	Ammonia	500 gm	02 nos		
7	Ammonium acetate	500 gm	02 nos		
8	Ammonium carbonate	500 gm	02 nos		
9	Ammonium chloride	500 gm	03 nos		
10	Ammonium dichromate	500 gm	02 nos		
11	Ammonium ferrous sulphate	500 gm	03 nos		
12	Ammonium hydrogen orthophosphate	500 gm	02 nos		
13	Ammonium hydroxide	500 gm	02 nos		
14	Ammonium molybdate	500 gm	02 nos		
15	Ammonium oxalate	500 gm	02 nos		
16	Ammonium phosphate	500 gm	02 nos		
17	Ammonium nitrate	500 gm	02 nos		
18	Aniline	500 gm	01 nos		
19	Barium acetate	500 gm	02 nos		
20	Barium carbonate	500 gm	03 nos		
21	Barium chloride	500 gm	03 nos		
22	Barium nitrate	500 gm	02 nos		
23	Barium sulphate	500 gm	03 nos		
24	Benzene	500 gm	01 nos		
25	Benzoin	500 gm	01 nos		
26	Beta naphthol	500 gm	01 nos		
27	Chromatography Paper		20 sheet		
28	Blotting paper		20 sheet		
29	Bromine water	500 gm	01 nos		
30	Burette 25 ml	10 nos	10 nos		
31	Calcium Oxide	500 gm	02 nos		
32	Carbondisulphide	500 gm	01 nos		
33	China dish 8 cm dia	10 nos	10 nos		
34	Cobalt chloride	500 gm	01 nos		
35	Cobalt nitrate	500 gm	02 nos		
36	Conical flask 250 ml	10 nos	10 nos		

37	Copper sulphate	500 gm	02 nos		
38	Copper turning	500 gm	500 gm		
39	Dimethyl glyoxime	500 gm	01 nos		
40	Dinitrophenyl hydrazine	500 gm	01 nos		
41	Electronic balance (3 decimel)	01 nos	01 nos		
42	Ethyl alcohol	500 gm	02 nos		
43	Fehling solution A	500 gm	02 nos		
44	Fehling solution B	500 gm	02 nos		
45	Ferric chloride	500 gm	02 nos		
46	Ferrous sulphate	500 gm	02 nos		
47	Glucose	500 gm	02 nos		
48	Hydrochloric acid	05 ltr	02 nos		
49	Hydrogen peroxide 10%	500 ml	01 nos		
50	Hydrogen peroxide 30%	500 ml	01 nos		
51	Ignition tube 1.25 inch	02 gross	02 gross		
52	Indicator PH paper (full range) 200ls	03pkt	03pkt		
53	Ink Blue	100 ml	01 nos		
54	Ink Red	100 ml	01 nos		
55	Iron fillings	500 gm	01 nos		
56	Iodine	100 gm	01 nos		
57	Knife (good quality) Munix	02 nos	01 nos		
58	Lead acetate	500 gm	02 nos		
59	Lead chloride	500 gm	02 nos		
60	Lead sulphate	500 gm	02 nos		
61	Lime (general)	500 gm	02 nos		
62	Litmus paper blue	02 pkt	02 pkt		
63	Litmud solution 125 ml	125 ml	04 nos		
64	Magnesium ribbon	02 pkt	02 pkt		
65	Manganese dioxide	500 gm	01 nos		
66	Mohrs salt	500 gm	02 nos		
67	Nessler's reagent	125 ml	03 nos		
68	Ninhydrine solution	125 ml	03 nos		
69	Nitric acid	05 ltr	01 nos		
70	Oxalic acid	500 gm	04 nos		
71	Phenol	500 gm	01 nos		
72	Phenolphthelin reagent	125 ml	04 nos		
75	Potassium dichromate	500 gm	02 nos		
76	Potassium ferrocyanide	500 gm	02 nos		
77	Potassium Hydroxide	500 gm	02 nos		
78	Potassium iodide	500 gm	02 nos		
79	Potassium sulphocyanide	500 gm	01 nos		
80	Potassium chromate	500 gm	02 nos		
81	Sample bottle (FB)	50 ml	20 nos		
82	Schiff's reagent	125 ml	02 nos		
83	Silver nitrate	25 gm	04 nos		

84	Sodium bi sulphite	500 gm	01 nos		
85	Sodium bicarbonate	500 gm	02 nos		
86	Sodium chloride	500 gm	02 nos		
87	Sodium cobalt nitrate	500 gm	02 nos		
88	Sodium hydroxide	500 gm	02 nos		
89	Sodium nitrite	500 gm	02 nos		
90	Sodium nitroprusside	500 gm	01 nos		
91	Sodium silicate	500 gm	01 nos		
92	Sodium spoon	10 nos	10 nos		
93	Sodiumthiosulphate	500 gm	01 nos		
94	Sulphuric acid (05 Ltr)	05 ltr	02 nos		
95	Test tube (15x125 mm)	100 nos	100 nos		
97	Tollens reagent	125 ml	02 nos		
98	Zinc chloride	500 gm	02 nos		
99	Zinc nitrate	500 gm	02 nos		
100	Zinc sulphate	500 gm	02 nos		
101	Chemistry micro analysis Kit				
102	Potassium Ferricyanide	500 gm	01 nos		
103	Ammeter		5 nos		
104	Mili-Ammeter		5 nos		
105	Voltmeter		5 nos		
106	Galvanometer		5 nos		
107	Battery Eleminator		10 nos		
108	Digital Multimeter		2 nos		
109	Screw Gauge		10 nos		
110	Pencil Battery		20 nos		
111	Concave Mirror		20 nos		
112	Convex Lens		20 nos		
113	Rehostate		5 nos		
114	Resistance Box				
	1-5000 Ohm		5 nos		
	1-100 ohm		5 nos		
115	9 volt Battery		10 nos		
116	Meterbridge		5 nos		
117	Potentiometer		5 nos		
118	Connecting wires		2 nos		
119	Soldering Paste		5 nos		
120	Soldering wire		5 nos		
121	Board Pin Extended (Dozen)		10 nos		
122	Thumb Pin (pkt)		10 nos		
123	Extension Board		2 nos		
124	Cotton Thread Ball		5 nos		
125	P-N Junction Diode Characteristics Appratus		5 nos		
126	Slide Callipers		10 nos		

127	Meter Scale		5 nos		
128	Motor DC		20 nos		
129	Formaldehyde solution		10 Ltr		
130	Glycerine	500 ml	1 nos		
131	Safranin	200 ml	1 nos		
132	Dextrose	500 gm	1 nos		
133	Methylene blue	200 ml	1 nos		
134	Iodine Solution	200 ml	1 nos		
135	pH paper		10 Pkt		
136	Microslide		10 Pkt		
137	Conical Flask		03 Nos		
138	Coverglass		50 Pkt		
139	Blotting paper(28"x15")		20 Sheet		
140	Compound Microscope		01 No		
141	Permanent Slide - Blastula		01 No		
142	Permanent Slide - Testes		01 No		
143	Permanent Slide - Ovary		01 No		
144	Permanent Slide –Amoeba binary fission		01 No		
145	Permanent Slide – Budding in yeast		01 No		
146	Permanent Slide –Pollen germination		01 No		
147	Permanent Slide - Stomata		01 No		
148	Specimen - Ascaris		01 No		
149	Permanent Slide -Parenchyma		03 No		
150	Permanent Slide -Collenchyma		03 No		
151	Permanent Slide -Sclerenchyma		03 No		
152	Permanent Slide – Striped muscle		03 No		
153	Permanent Slide – Smooth muscle		03 No		
154	Permanent Slide – Cardiac muscle		03 No		
155	Permanent Slide -Neuron		03 No		
156	Permanent Slide - Binary fission in <i>Amoeba</i>		03 No		
157	Permanent Slide – Budding in Yeast		03 No		
158	Permanent Slide –Budding in Hydra		03 No		
159	Compound Microscope		02 No		

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. **Delivery period –** Delivery& Installation work period for the items would be **60 days** from the effective date of Supply Order. Please note that Supply Order can be cancelled unilaterally by the Buyer in case items are not received within the Supply Ordered delivery period. Extension of Supply Ordered delivery period will be at the sole discretion of the Buyer, with Applicability of LD clause.
4. **Consignee details -** Sainik School Goalpara, P.O. – Rajapara, Distt- Goalpara (Assam), Pin. 783133
5. **MODE OF DESPATCH -** The store shall be dispatched to the consignee by supplier under his own arrangement and cost.
6. 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 in the form of Demand Draft 5% of quoting rates of quotation 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 Buyer shall have the right to terminate this contract in part or in full in any the following cases:-
  - (a) The delivery of the material is delayed for not attributable to Force Majeure for more than (01 month) after the scheduled date of delivery.
  - (b) The Seller is declared bankrupt or becomes insolvent.
  - (c) The delivery of material is delayed due to causes of Force Majeure by more than (01 month).
  - (d) The Buyer has noticed that the Seller has utilized the services of any Indian/foreign agent in getting this Supply Order and paid any commission to such individual/company ect.
  - (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 registered pre-paid mail/ airmail, addressed to the last known address of the party to whom it is sent.
6. **Shelf life :** The shelf life of the item should be one year from the date of supply order or more as per OEM guideline.
7. **Taxes and Duties**
  - (a) **Sales Tax/ VAT/ OTHER TAXES**
    - (i) if it is desired by the Bidder to ask for GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of sales tax and no liability of tax will be developed upon the Buyer.
    - (ii) The taxes will be paid on basic price, sellers are not to be charge VAT on service charges and other taxes unless permitted by law for which a copy of notification should be attached with invoice/Bill
    - (iii) Remaining clauses as given in DPM refer <http://www.mod.nic.in>
8. **Inspection of Items & Work**

The items being supplied and works being carried out will be inspected by a board of members of Sainik School Goalpara as nominated, on behalf of the Principal. On completion of work a Work Completion Certificate needs to be issued by the board for processing of payment. The Principal can hire/ nominate any consultant to supervise the work.
9. **Release of payment**

The payment will be made through NEFT, within one month of submission of bills.



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

1. **Performance Guarantee** : The bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (SBI, ICICI, HDFC, AXIS Bank) for a sum of equal to 3% of the supply order value or a SBI Bank Draft in favour of the “Principal, Sainik School Goalpara” payable at SBI, Mornai, Code 09148 within 07 days of receipt of the confirmed order PBG should be valid up to 60 days beyond the date of warranty .
2. **Option Clause** : This Supply Order has an Option Clause, wherein the Buyer can exercise an option to procure an additional 50% of the original Supply Ordered quantity in accordance with the same terms & conditions of the present Supply Order. This will be applicable within the currency of Supply Order. It will be entirely the discretion of the Buyer to exercise this option or not.
3. **Repeat Order Clause** - This Supply Order has a Repeat Order Clause, wherein the Buyer can order upto 50% quantity of the items under the present Supply Order within six months from the date of successful completion of this Supply Order, cost terms & conditions remaining the same. It will be entirely the discretion of Buyer to place Repeat order or not.
4. **Payment terms for Indigenous Sellers** – 100% payment on completion of work and acceptance by the user.
5. **Paying Authority:** Principal, Sainik School Goalpara
6. **Specification:** *Schedule of Requirement.*
7. **Quality:-**The item should be new and as per specification at Part II.
8. **Warranty -**
  - (a) Except as otherwise provided in the invitation tender, the Seller hereby declares that the goods, stores articles sold/supplied to the Buyer under this Supply Order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/mentioned in Supply Order. The Seller hereby guarantees that the said goods/ stores/ articles would continue to conform to the description and quality aforesaid for a period of **12 months** from the date of delivery of the said goods stores/articles to the Buyer. If during the aforesaid period of 12 months the said goods/stores/articles be discovered not to conform to the description and quality aforesaid not giving satisfactory performance or have deteriorated, and the decision of the Buyer in that behalf shall be final and binding on the Seller and the Buyer shall be Entitled to call upon the Seller to rectify the goods/stores/articles or such portion thereof as is found to be defective by the Buyer within a reasonable period, so such specified period as may be allowed by the Buyer in his discretion in application made thereof by the Seller, and in such an event, the above period shall apply to the goods/stores/articles rectified from the date of rectification mentioned in warranty thereof, otherwise the Seller shall pay to the Buyer such compensation as may arise by reason of the breach of the warranty therein contained.

## **Part V – Other Details**

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

#### **SELLER**

#### **BUYER**

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