

REQUEST FOR PROPOSAL(RFP)

Invitation of Bids for 'Renovation of Office' Request for Proposal (RFP) No SSG/QM/3001/CONTRACT Dated Mar 24.

1. Bids in sealed cover are invited Renovation of Office 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	: Lt Col IP Singh, Adm Officer
(d) Telephone numbers of contact personnel	: 9954981876
(e) E-mail ids of contact personnel	: ssgoalpara@sainikschoolociety.in
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 : 20 Mar 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 21 Mar 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

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

Ser	Works	Amount with GST
(a)	Renvoation of Office Ceiling Board 676 sq ft Pillar Design – 4 nos Design Arc with materials PVC Panel Window Wall PVC panel 26 ft x 11ft (four side) 1.5 Copper wire180 mtr 2.5 Copper wire 180 mtr Wire pipe – 300ft Room painting (26ft x 26ft) 12W Led – 20 nos Including installation works, labour charge & GST	

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 30th 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