

**REQUEST FOR PROPOSAL(RFP)**

**Invitation of Bids for ‘SUPPLY OF STATIONARY SHOPS’ Request for Proposal (RFP) No SSG/QM/3001/CONTRACT Dated Mar 24.**

1. Bids in sealed cover are invited for supply of items and execution of works 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            | : | <b>The Principal, Sainik School Goalpara</b> |
| (b) Postal address for sending the Bids        | : | <b>As mentioned above</b>                    |
| (c) Name /designation of the contact personnel | : | <b>Lt Col IP Singh, Adm Officer</b>          |
| (d) Telephone numbers of contact personnel     | : | <b>9954981876</b>                            |
| (e) E-mail ids of contact personnel            | : | <b>ssgoalpara@sainikschoolociety.in</b>      |

3. This RFP is divided into four 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**-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** : **20 Mar 24 at 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. **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: 21 Mar 24 at 1600h.**

(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. **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.

7. **Forwarding of Bids** – Bids should be forwarded by bidders under their original memo/ letter pad inter alia furnishing details like TIN number, GST number, Bank address with NEFT, Bank Statement of the firm for last three years, Last ITR of the firm for last three years (mandate), if applicable, etc and complete postal & e-mail address of their office. **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).

8. **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.

9. **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.

10. **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.
11. **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.
12. **Validity of Bids:** The Bids should remain valid for 03 months from the last date of submission of the Bids.
13. Other standard condition of RFP given as part III Appx 'C' to DPM 2009 is applicable. These condition can be viewed at <http://www.mod.nic.in>

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

**Request for Proposal (RFP) No SSG/QM/3001/CONTRACT Dated ..... Mar 24-**

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

<b><u>Sr No.</u></b>	<b>Description with feature &amp; Specifications</b>	<b>Quantity Required</b>	<b>Basic price (Each)</b>	<b>Taxes on basic price</b>	<b>Total price</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. **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) in form of DD for an amount of **Rs.30000/- (Rupees thirty thousand only)** 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. **Shelf life** : The shelf life of the item should be one year from the date of supply order or more as per OEM guideline.
5. **Taxes and Duties**
  - (a) **Sales Tax/ VAT/ OTHER TAXES**
    - (i) if it is desired by the Bidder to ask for Sales tax/VAT/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>
6. **Inspection of Items & Work**

The items being supplied and works being carried out will be inspected by a board of members of SSG as nominated, on behalf of the Principal. A joint inspection will be carried out on completion of the work and works completion certificate needs to be issued by the Board for processing of payment.
7. **Release of payment**

The payment will be made through NEFT with-in one month of submission of bills.
8. **Payee Authority:** Principal, Sainik School Goalpara
9. Principal, Sainik School Goalpara reserves the right for cancellation of the tender/RFP without assigning any reason.
10. Successful bidder will submit 3 percent performance guarantee of value of the contract.

#### **PART IV – OTHER DETAILS**

1. Legal addresses of Buyer and Seller.

##### **SELLER**

##### **BUYER**

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

**TENDER SCHEDULE**  
**“RUNNING STATIONARY SHOP”**  
**Earnest Money :30,000/-**

**LIST OF STATIONARY ITEMS FOR STATOINARY ITEMS FOR SHOP**

<b>Ser</b>	<b>Name of Items</b>	<b>Unit</b>	<b>Rates</b>
1	Alpin	Pkt	
2	Answer Sheet 06 Pages (Instruction printed)	No.	
3	Answer Sheet 08 Pages (Instruction printed)	No.	
4	Answer Sheet 12 Pages (Instruction printed)	No.	
5	Answer Shhet 04 Pages (SSG Printed) Additional Sheet	No.	
6	Attendance Register for Staff (100 pages)	No.	
7	Attendance Register Students	No.	
8	Board Pin	Pkt	
9	Brown File Cover (SSG Printed)	No.	
10	Brown Paper for Cover	No.	
11	Calculator	No.	
12	Carbon	Pkt	
13	Cardboard Rectangular Box File	No.	
14	Cartridge Canon 47	No.	
15	Cartridge Canon 57	No.	
16	Cartridge Canon 88 Black	No.	
17	Cartridge Canon 98 Color	No.	
18	Cartridge Canon 303	No.	
19	Cartridge HP 704 Black	No.	
20	Cartridge HP 704 Colour	No.	
21	Cartridge HP 88A	No.	
22	Cartridge HP Black Laserjet Toner Cartride W1002YC Class OEM (Xe-Rox - PA Office)	No.	
23	Cartridge NPG - 59 Canon	No.	
24	CD	No.	
25	Chalk	Pkt	
26	Chalk Coloured	Pkt	
27	Chart Paper (various Color)	No.	
28	Colour (Fevicryl/Water Colour)	No.	
29	Dak Folder (Best Quality) SSG Printed	No.	
30	Duster for White Board	No.	
31	DVD	No.	
32	Envelope (Brown) (1 pkt = 100 pcs)	Pkt	
33	Eraser	No.	
34	Fevi Stick	No.	

35	File (Flat)	No.	
36	File (Normal)	No.	
37	File for Cadets (SSG Printed)	No.	
38	Flat File (SSG Printed)	No.	
39	Gum	No.	
40	Ink for Stamp Pads	No.	
41	Paper A4	Pkt	
42	Paper Clips (U Clips)	Pkt	
43	Paper Legal (FS)	Pkt	
44	Pen (Ball Pen)	No.	
45	Pencil Sharpner	No.	
46	Permanent Marker	No.	
47	Pilot Pen (Blue, Green, Black & Red)	No.	
48	Plastic Clip File	No.	
49	Pocket Shape Envelope (A4 Size) - 100 pcs	Pkt	
50	Pocket Shape Envelope (Legal Size) - 100 pcs	pkt	
51	Printing of Cadets Individual Record Book 45 pages Cover Bicolour	No.	
52	Printing of Dhobi Book - 100 Pages	No.	
53	Printing of School Pad Colour and Ambrose 50 Pages	No.	
54	Punch Machine ( Double)	No.	
55	Punch Machine (Single)	No.	
56	PVC Index File (SSG Printed)	No.	
57	Register (Rule) 100 pages	No.	
58	Register (Rule) 144/150 Pages	No.	
59	Register (Rule) 200 Pages	No.	
60	Riso KZ 30 Ink	No.	
61	Riso KZ 30 Master	No.	
62	Scale (Plastic)	No.	
63	Sealing Wax	Pkt	
64	Self Adhesive Paper 50 x 75 mm - 70 GSM	Pkt	
65	Self Adhesive Paper Note -75 GSM (100 x 75 mm)	Pkt	
66	Silk Ribbon	No.	
67	Sketch Pen	Pkt	
68	Stamp Pads	No.	
69	Staple Machine (10/4)	No.	
70	Staple Machine (24/6)	No.	
71	Staple Pin (Big)	No.	
72	Staple Pin (Small)	No.	
73	Stick File (SSG Printed)	No.	
74	Stock Ledger (SSG Printed) - 200 pages (DFC Size)	No.	
75	Stock Ledger (SSG Printed) - 200 pages (Half Size)	No.	
76	Tape Brown 2 inch	No.	
77	Tape Brown 3 inch	No.	
78	Thread Ball	No.	
79	Toner 303 (Prodor PLH-2612A HOT)	No.	
80	Toner 88A (Prodor PLH-388 HOT)	No.	
81	Transparent Tape 1 inch	No.	
82	Transparent Tape 12 mm (1/2 inch)	No.	



83	Transparent Tape 2 inch	No.	
84	Transparent Tape 3inch	No.	
85	Uniball Pen (Red & Blue)	No.	
86	Visiting Card with Ambrose - 50 pcs	No.	
87	Visiting Card without Ambrose - 50 pcs	No.	
88	Water Sponge	No.	
89	White Board Marker Ink (Blue & Black)	No.	
90	White Board Marker Pen	No.	
91	White File (SSG Printed	No.	
92	Wooden Pencil (1 pkt = 10 pcs)	Pkt	
93	Refilling of Cartridge 303, 88A .....	No.	
94	Geometry Box	Classmate / Camlin	Nos
95	Chemistry practical note book	Classmate	Nos
96	Physics practical note book	Classmate	Nos
97	Maths practical note book	Classmate	Nos
98	Biology practical note book	Classmate	Nos
99	Graph Book	Classmate	Nos
100	Crowned Size Rules Note Book 120-140 pages	Classmate	Nos
101	Long Exercise Rules note Book 180-200 pages	Classmate	Nos
102	Drawing Book	Classmate	Nos
103	Drawing pencil	Art Line	Nos
104	Oil Pastel	Camlin	Nos
105	Cursive writing	Classmate/ Puskar Raj	Nos
106	Graph Book	Classmate/ Oxford	Nos
107	Table Book	Puskar Raj	Nos
108	Cursive writing	Puskar Raj	Nos
109	Pad lock small	Godrej/Link	Nos
110	Pad lock medium	Godrej/Link	Nos
111	Pad lock big	Godrej/Link	Nos
112	Photopaper	( Kodak/HP)	Pkt
113	Thermal PVC Card	Nos	
114	Evolis Cartridge ( Ribbon) for Card	Nos	
115	Mailing bag large size	Nos	

Date :

Signature : .....

Name of Contractor : .....

Mob No. ....

Address : .....

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

**Note:**

1. The vendor will have to pay the room rent of Rs 3900/- per month for running the Stationary Shop.
2. The electricity charges will have to be paid as per use.