

**REQUEST FOR PROPOSAL (RFP)**

**Invitation of Bids for 'Auction items'** 'Request for Proposal (RFP) No SSG/QM/3001/CONTRACT  
Dated 25 Jul 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 I P Singh</b>                      |
| (d) Telephone numbers of contact personnel     | : | <b>9954497761</b>                            |
| (e) E-mail ids of contact personnel            | : | <b>ssgoalpara@sainikschoolssociety.in</b>    |

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**-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** : **15 Aug 24 at 1700.**

(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 1600 hrs on 16 Aug 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).

4. **Location of the tender Box** : **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** : **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. **Forwarding of Bids** –.Applicant should submit following along with bids :-

- (a) Pan Card
- (b) Adhar Card'
- (c) Voter ID

7. **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.

8. **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.

9. **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.
10. **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.
11. **Validity of Bids:** The Bids should remain valid for 03 months from the last date of submission of the Bids.
12. 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 25 July 24**

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

<b>Ser</b>	<b>Items</b>	<b>Bidding Auction Rate</b>
(i)	Wooden/ plastic items	
(ii)	Electric items	
(iii)	MT Vehicle (Motorcycle)	
(iv)	Non Expendable items	
(v)	Electrical items	
(vi)	Computer items	
(vii)	Crockery & cutlery items	
(viii)	Sport items	
(ix)	Tin box (approx. 700)	
(x)	Paper Carton	

**(Auction items will be placed for bidder at school earmarked area. Bidder can visit the school to see the items on 14 Aug 24 during office hours)**

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. Auction items :** Auction items should be cleared from the site within 02 days of finalization of bid.

**4. Consignee details -** Sainik School Goalpara, P.O. – Rajapara, Distt- Goalpara (Assam), Pin. 783133.

### **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. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) 5% of quoted rate in the form of Demand Draft 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.
3. **Cancellation of Tender.** Principal Sainik School Goalpara reserve rights to cancelled the tender without assigning reason
4. **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>

**PART IV – OTHER DETAILS**

1. Legal addresses of Buyer and Seller.

**SELLER**

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

**BUYER**