

**REQUEST FOR PROPOSAL(RFP)**

**Invitation of Bids for 'Printing of School Magazine (The Puberun)' Request for Proposal (RFP) No SSG/QM/3001/CONTRACT Dated 25 Jul 24.**

1. Bids in sealed cover are invited Printing of School Magazine (The Puberun) 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            | : <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>9954981876</b>   |
| (e) E-mail ids of contact personnel            | : <b><a href="mailto:ssgoalpara@sainikschoolociety.in">ssgoalpara@sainikschoolociety.in</a></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 – 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 : 19 Aug 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. **Time and date for opening of Bids : 20 Aug 24 at 1600 hrs.**  
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				
(a)	<b>TENDER SPECIFICATIONS FOR SCHOOL MAGAZINE (THE PUBERUN) 2024-25 (DIAMOND JUBILEE ISSUE)</b>				
Size – ¼ Demy Page – 200 Nos (Estimated) Quantity – 1000 Nos					
Ser No	Specification	Description	Rate	Qty for 1000 Books	Total Cost in Rs
1	Jacket Cover - 190 FBB Board <i>Drip off Coating, Golden foil on 'Title' &amp; Embossing</i>	Per Cover		1000	
2.	Cover - 170 Matt Lamination	Per Cover		1000	
3.	Inside Pages : 150 GSM Matt Finish	Per Page		200000	
4.	Design & Layout Charges	Per Page		200	
5.	Multi-colour Print Charge	Per Page		200000	
6.	Hard Board Binding with Printed Pustani	Per Book		1000	
7.	Packaging & Carrying (delivery)	-		1000	
8.	GST on Total Cost	-	-	-	
<b>TOTAL COST</b>					
<b>Note:</b> Actual cost may increase/decrease depending on the actual no of pages finalised for printing.					
Contact Person : Mr P K Adhikary, PGT Mobile - 7002931418					

Vendor's Signature with rubber stamp

2. **Technical Details:**

Clear details of conducting event management are mentioned in the schedule of requirements.

3. **Delivery period** – Please note that Work / Supply Order can be cancelled unilaterally by the Buyer in case items/ management work are not received within the work/ Supply Ordered delivery period. Extension of Work/ 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. Principal, Sainik School Goalpara reserves the right for cancellation of the notification without assigning any reason.

### **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 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.
3. **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) As per the discretion Power of Buyer.
4. **Notices** : Any notice required or permitted by Work/ 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.
5. **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>
6. **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.
7. **Release of payment**

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

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

1. **Payment terms for Indigenous Sellers** – 100% payment on completion of work and acceptance by the user.
2. **Paying Authority:** Principal, Sainik School Goalpara
3. **Specification:** *Schedule of Requirement.*
4. **Quality:-**The work should as per specification at Part II.

## **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