

**REQUEST FOR PROPOSAL(RFP)**

**Invitation of Bids for Supply of Medallion Memento Request for Proposal (RFP) No  
SSG/QM/3001/CONTRACT Dated 28 Aug 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 P Maulik, Vice Principal</b>
(d) Telephone numbers of contact personnel:	<b>9954981876</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** – 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 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** : **14 Sep 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 1600hrs on 16 Sep 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** : **Infront 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 copy to be enclosed.(Applicant should be a legal entity including the company, trust, partnership firms registered in India)
  - (b) Annual turnover of last 1 yrs
  - (c) GST details.
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>


**Note.:**

1. **Splitting of tender:** The tender may be split by the buyer based on L1 cost of multiple items, if required.
2. **Black listed** : Bidder should not be black listed by the Central/ State Govt/ School.
3. **Bank Loan defaulter** : Bidder should not be bank loan defaulter in any bank.
4. In case of any false undertaking / violation, the tender may be cancelled without any reason prior given.

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

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

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

<b><u>Ser No</u></b>	<b>Description with feature &amp; Specifications</b>	<b>Quantity Required</b>	<b>Taxes on basic price</b>	<b>Total price with GST</b>	<b>Remarks</b>
(a)	Supply of Medallion memento ( Medal size 3.5" with wooden box & medal to be engraved as per deisgn show below ) <b><u>Design</u></b>	100 pcs			
		200 pcs			
		500 pcs			
		1000 pcs			
					

**Note** : Design will be provided by the school, sample should be approved after finalization of tender

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 period for supply of items would be as per 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 Order delivery period. Extension of Supply Order 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)

**Note.:**

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4. In case of any false undertaking / violation, the tender may be cancelled without any reason prior given.

## **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) 5% of bid value 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 etc.
  - (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 email or 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 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>
8. **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.
9. **Release of payment**

The payment will be made through NEFT with-in one month of submission of bills.

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

1. **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.
2. **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.
3. **Payment terms for Indigenous Sellers** – 100% payment on completion of supply and acceptance by the user.
4. **Paying Authority:** Principal, Sainik School Goalpara
5. **Specification: As per LPP & Schedule of Requirement.**
6. **Packing and Marking:**
  - (a) The Seller shall provide packing and preservation of the equipment and spares/goods Supply Ordered so as to ensure their safety against damage in the conditions of land, sea and air transportation, transshipment, storage and weather hazards during transportation, subject to proper cargo handling.
7. **Quality:-** The item should be new and as per specification at para 8 & 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