

REQUEST FOR PROPOSAL(RFP)

Invitation of Bids for 'Supply of Name Plate Acrylic Board' Request for Proposal (RFP) No SSG/QM/3001/CONTRACT Dated Sep 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 | : The Principal, Sainik School Goalpara |
| (b) Postal address for sending the Bid | : As mentioned above |
| (c) Name /designation of the contact personnel | : Lt Col P Maulik, Vice Principal |
| (d) Telephone numbers of contact personnel | : 9101871214 |
| (e) E-mail ids of contact personnel | : ssgoalpara@sainikschoolsociety.in |

3. This RFP is divided into three 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 Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(c) **Part III**- Tender schedule.

(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 26 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. Bids to be submitted with Security Deposit/ Earnest money by Demand Draft favouring, The Principal, Sainik School Goalpara.

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 27 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 forwarding by bidders under their original memo/letter pad inter alia furnishing details like TIN number, VAT/GST number, Bank address with NEFT Account if applicable, etc and complete postal & e-mail address of their office.

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. **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 01yrs (copy to be enclosed).
- (c) GST Details (copy to be enclosed).

14. 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 – 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 the quoted rate along with their bids in the form of Demand Draft. 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 and Successful bidder have to submit the Security deposit.
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 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/GST 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.
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.
10. **Payee Authority:** Principal, Sainik School Goalpara

PART III- TENDER SCHEDULE
Supply of Name Plate Acrylic Board

<u>Ser</u>	<u>Items</u>	<u>Qty</u>	<u>Rate (including GST)</u>	<u>Amount</u>
1	Name Plate Acrylic Board (Size 4ft x 2.5ft) with name written on board <u>Sample</u> 	40 nos		

Note : The details of the content to be written on the board will be provided after finalization of tender. Acrylic board of 10 nos in quantity may be increased

Date :

Signature :

Name :

Mob No.

Address :

.....

PART IV – OTHER DETAILS

1. **Legal addresses of Buyer and Seller.**

BUYER

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

SELLER

.....
.....
.....
.....