

REQUEST FOR PROPOSAL(RFP)

Invitation of Annual Bids for 'Clothing items/ Garments 'Request for Proposal (RFP) No SSG/QM/3001/CONTRACT dated 17Jan 25.

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	:The Principal, Sainik School Goalpara
(b) Postal address for sending the Bids	: As mentioned above
(c) Name /designation of the contact personnel	: Lt Cdr Avnish Sethi Adm Officer
(d) Telephone numbers of contact personnel	9954981876
(e) E-mail id of contact personnel	: ssgoalpara@sainikschoolsociety.in

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 required, such as the Schedule of Requirements (SOR), Technical specifications.

(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: 06 Feb 25 at 1700 hrs.

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 : 07 Feb 25 at 1600hrs.

(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. One Bid System: The Bid would be opened on the time and date mentioned above.

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, Trade license, Last ITR of the firm for last three years (mandate), 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 06 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 03yrs (copy to be enclosed).
- (c) GST Details (copy to be enclosed).
- (d) Earnest Money Demand Draft

14. Other standard conditions of RFP given as Part III to Appendix - “C” of DPM 2009 are applicable. These conditions can be viewed at <https://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 17 Jan 25.

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

Ser	Description with feature & Specifications	Quantity Required	Basic price (Each)	Taxes on basic price	Total price	Remarks
(a)	Details are attached in Appendix-„A“	--	--	--	--	--

2. Clothing items for 650 cadets as per Appendix – “A” is to be held in stock throughout the academic session in a shop earmarked in the campus. Separate store will be allotted for maintaining stock on rent basis. Please refer **note (Page 12)** for further details.

Vendor Signature with rubber stamp

3. **Technical Details**

Detail Tec Specification of item to be purchased

Details of each item required is mentioned in the schedule of requirement (Appendix „A“).

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) for an amount of **Rs.3,50,000/- (Rupees Three lakh fifty thousand only)** 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 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.
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 FAX 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.
 - (a) **GST**
 - (i) GST bills will only be processed for payment.
 - (ii) The taxes will be paid on basic price; sellers are not to be charge GST 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>
7. **Inspection of Items & Work**

The items being supplied 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.
8. **Release of payment**

The payment will be made through NEFT with-in one month of submission of bills.
10. Successful bidder will submit 3 percent performance guarantee of value of the contract.

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 up to 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. **Quality:** - The items must be new and as per specification at Para 8 & Part II.
7. **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.
8. Principal, Sainik School Goalpara reserves the right for cancellation of the tender/RFP without assigning any reason.

PART V – OTHER DETAILS

1. Legal addresses of Buyer and Seller.

SELLER

BUYER

**Sainik School Goalpara
Post – Rajapara
Dist. Goalpara (Assam)
Pin. 783 133**

TENDER SCHEDULE
SUPPLY OF CLOTHING ITEMS/ GARMENTS AT SAINIK SCHOOL GOALPARA

Earnest Money: 1,50,000/- (Rupees One lakh fifty thousand only)

KHAKI DRESS

Ser	Name of Items	Unit	Basic Price Of Each/ Pair	GST %	Total Price Each/ Pair
1.	Beret/ Cap (Maroon) Brand Oswal Material Hosiery	Each			
2.	Pompom Yellow	Each			
3.	Cap Badge	Each			
4.	Title Shoulder	Pair			
5.	Socks Khaki Brand Power	Pair			
6.	Socks Khaki Brand Adidas	Pair			
7.	Jersey Pull Over with Shoulder flash	Each			
8.	Lanyard (Red)	Each			
9.	Kommar Bandh	Each			
10.	Scarf	Each			
11.	Leather Belt (School logo buckle in Stainless Steel)	Each			
12.	School Badge	Each			
13.	Cadet's Name Tally	Each			
14.	Shoes Black Brand Bata Oxford Shree leather Liberty	Pair Pair Pair Pair			
15.	Shoes Black Brand Khadim	Pair Pair			
16.	Formation Badge	Each			
17.	Socks Black Brand Power	Pair			
18.	Socks Black Brand Adidas	Pair			
19.	Collar Badge Class - VI, VII, VIII, IX, X, XI, XII	Pair			

20.	Khaki shirt assorted size Brand BSL Ltd Composition GSM 170 Fabric blend PV 65/35 Size - 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44				
21.	Khaki Trouser assorted size Brand BSL Ltd Composition GSM 170 Brand PV 65/35, Size - 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Each			
22.	Khaki short assorted size Brand BSL Ltd Composition GSM 170 Fabric blend PV 65/35 Size - 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Each			

MUFTI DRESS

Ser	Name of Items	Unit	Basic Price Each/ pair	GST %	Total Price Each/ pair
1.	School Tie (Maroon) To be designed with School Logo	Each			
2.	Neck Navy Blue Material woolen	Each			
3.	Belt for Mufti Dress (School logo buckle in Stainless Steel)	Each			
4.	Trouser Terry Cotton Grey assorted size Brand BSL Ltd Composition GSM 170 Fabric blend PV 65/35 Size - 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Each			
5.	Trouser Terry Cotton Grey assorted size Brand BSL Ltd Composition GSM 170 Mafatlal blend PV 65/35 Size - 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Each			
6.	Shirt Cotton White half Brand Siyaram Composition GSM - 120 Gorchi Blend 85/15 PV , Size - 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Each			
7.	Shirt Cotton White half Brand Mafatlal Composition GSM- 120 Blend 85/15 PV Size - 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Each			
8.	Shirt Cotton White full sleeve Brand Siyaram Composition GSM – 120 Gorchi Blend 85/15 PV Size - 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Each			
9.	Shirt Cotton White full sleeve Brand Mafatlal Blend 85/15 PV Composition GSM- 120 Size - 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Each			
10.	Socks White Cotton Brand Power	Pair			
11.	Socks White Cotton Brand Adidas	Pair			

GAMES & SPORTS DRESS

Ser	Name of Items	Unit	Basic Price Each/ pair	GST %	Total Price Each/ pair
1.	Sports Shirt (House colored with printing of School Name & Logo)	Each			
2.	Vest (House Colored with printing of School Name and Logo)	Each			
3.	Sports Cap (with printing of School Name and Logo)	Each			
4.	Sports Cap VIP/ Officers (Single/ Double braided)	Each			
5.	Track Suit (with printing of School logo, Name) Assorted size - 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Pair			
6.	Shorts Black/ White Assorted size - 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44)	Each			
7.	Sports Shoe White Brand Power Brand Campus Brand Red Tape	Pair Pair Pair Pair			
8.	T- Shirt for Officer and Staff Material Climacool	Each			
9.	Track Suit for staff (with printing of School logo, Name) Brand Shiv Naresh Size - 32, 34, 36, 38, 40, 42, 44	Pair			

UNIVERSAL

Ser	Name of Items	Unit	Basic Price Each/ pair	GST %	Total Price Each/ pair
1.	Bed Cover (House Colored) Cotton (Size : 5 ft x 7 ft with printing of School logo, Name)	Each			
2.	Bed Sheet Cotton Size : 5 ft x 7 ft	Each			
3.	School Bag (waterproof) Material (Nylon/ Cloth) (with printing of School logo, Name)	Each			
4.	Cap Balaclava Brand Navy Blue	Each			
5.	Rain Coat knee height Brand Wildcraft	Pair			
6.	Rain Coat knee height Brand Columbia	Pair			
7.	Blazer with breast pocket, school crest embossed (Good quality stitched as per measurement) Brand Siyaram Colour Navy Blue Assorted size - 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Each			
8.	Blazer with breast pocket, school crest embossed (Good quality stitched as per measurement) Brand Raymond Colour Navy Blue Assorted size - 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Each			
9.	Blazer with breast pocket, school crest embossed (Good quality stitched as per measurement) Brand Vimal Colour Navy Blue Assorted size - 26, 28, 30, 32, 34, 36, 38, 40, 42, 44	Each			

Note

- (i) Bidders may collect the sample on payment basis before bidding by contacting on the mobile number mentioned in the RFP and quote prices accordingly.
- (ii) The vendor is required to set up a store at an earmarked location in the school.
- (iii) The rent for this store will be Rs 5000 per month and Electricity bill will be charged as per usage.

- (iv) The vendor is required to maintain a stock for 650 cadets of all items mentioned in the Appx „A“.
- (v) The school will also provide an accommodation for the personnel employed by the vendor as per availability at a nominal charge of Rs 500 per month.
- (vi) Penalty of 3% of the bill amount for the current month will be imposed for delay in delivery of the items to the cadets or maintaining stock of items as per the Appx „A“.
- (vii) Vendor need to maintain a register to record the details of the cadets (**like Name, Roll number, Class and House**) to whom items are issued and the same need to be produced along with the bill for payment, failing which the school will not release any payment for the items issued to the cadets.
- (viii) The vendor need to supply each and every item mentioned in the list in **Appendix - "A"** without fail.
- (ix) Date of manufacturing of items must not be older than six months on the date of issue.
- (x) Vendor shall always maintain stock of readymade clothing (Khaki and Mufti).
- (xi) No manual measurement of clothing items (Khaki and Mufti) is to be taken. Only stock of assorted clothing is to be maintained.
- (xii) One dedicated tailor must be made available to make any kind of alteration in the readymade clothing, if required.
- (xiii) Assorted sizes for T Shirts, Shorts, Track suits (Pair), Pants and Shirts are to be maintained throughout the year.
- (xiv) Incase of need, the tender may be split amongst multiple vendors for various items based on quoted or negotiated L1 Pricing.

Date:

Signature:

Name:

Mob No.

Address:

Encl. Earnest Money DD No. Dt.