

REQUEST FOR PROPOSAL

Principal
Army Public School Panagarh
PO: Panagarh
Dist: Burdwan WB-713420

M/s _____

INVITATION OF BIDS FOR PROCUREMENT OF PLASTIC MOULDED FURNITURE AT ARMY PUBLIC SCHOOL, PANAGARH

Sir,

1. The offline Bids OTE (Open Tender Enquiry) are invited from vendors by Army Public School, Panagarh for supply and execution of items. The tender reference number is 049/APS/01/A dated 01 Nov 2023.

2. The address and contact numbers for seeking clarifications regarding this RFP are given below:-

- | | | | |
|-----|--|---|--|
| (a) | Postal address for sending requisite documents | - | Principal Army Public School Panagarh PO: Panagarh Dist : Burdwan WB-713420 |
| (b) | Bids/queries to be addressed to | - | Principal, APS, Panagarh |
| (c) | Name/designation of the contact personnel | - | Mr Mukesh Kumar Parasar Principal, APS, Pangarh |
| (d) | Telephone numbers of the contact personnel | - | 0343-2513216 |
| (e) | e-mail ID of contact personnel | - | aps.panagarh2012@gmail.com |

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 tender, validity period of tenders, Delivery Period, Mode of Delivery and consignee details etc.

(b) **Part-II.** Contains essential details of the items / stores required, such as the schedule of requirement (SOR), along with Technical Specification.

4. **Placement of order.** The purchase/ work order will be placed on successful conclusion of negotiations on L1 firm.

5. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
6. **Commercial Bid**. Commercial Bid is to be submitted strictly in accordance with **Annexure I** to this tender enquiry. The Commercial bid once opened will not be subjected to unilateral revision by the firm, unless the firm is called for price negotiations by the board of Officers.
7. Please acknowledge receipt.

PART I- GENERAL INFORMATION

1. **Last date and time for depositing the Bids (14 Nov 2023).** The sealed Bids (Technical bids and Commercial bids) 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 deposited in the Tender Box marked as Bids for **procurement of Plastic Moulded Furniture (Bench)** or send 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 no delivery/non-receipt of Bid documents. Bids sent by FAX or email 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. (15 Nov 2023)** 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.** "TENDER BOX" is placed at **Entrance Gate of APS Panagarh and Gate No 1, Panagarh Mil Stn.** Only those Bids that are found in the tender box will be opened. Bids dropped/ deposited in the wrong Tender Box will be rendered invalid.
5. **Place of Opening of the Bids.** **Principal's Office APS Panagarh.** The Bidders may depute their representatives, duly authorised in writing, to attend the opening of Bids on the due date and time. Important 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 representative.
6. **Opening of Bids (Technical and Commercial).** In case of the Two-bid system, only the Technical Bids shall be opened as per critical date sheet mentioned in this tender document. 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 on the document as downloaded from APS, Panagarh website 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. **Validity of Bids.** The Bids should remain valid till **30 days** from the last date of submission of the Bids.
9. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for sum of Rs 10,000/- (Rupees ten thousand only) in favour of APS Panagarh along with their bids.

10. **Delivery Schedule.** Delivery of stores and execution of work will be completed within **45 Days** from the date of issue of work Order at **APS, Panagarh**. Date of supply will be strictly followed. Principal, APS Panagarh reserves the right to not to accept supplies after the stipulated delivery period and cancel the supply order.
11. **Inspection Authority.** The store will be subjected to an inspection to ascertain that they confirm to the specification as laid down in the supply order by a nominated Board of Officer. The costs incurred during inspection, if any (only for testing of material), will be borne by the Vendor / Supplier.
12. **Specification.** The Seller guarantees to meet the specifications of the Supply Order and to incorporate the modifications to the existing design configuration to meet the specific requirement of the Buyer Services as per modifications/requirements recommended after the Maintenance Evaluation Trials. All technical literature and drawings shall be amended as per the modifications by the Seller before supply to the Buyer. The Seller, in consultation with the Buyer, may carry out technical up gradation in the design, drawings and specifications due to change in manufacturing procedures, indigenization or obsolescence.
13. The quality of the stores delivered according to the present Supply Order shall correspond to the technical conditions and standards or specifications enumerated as per QUOTATION and shall also include therein modification to the stores suggested by the Buyer. Such modifications will be mutually agreed to.
14. **Quality Control.** The supplier will be responsible for quality of items.
15. **Consignee Details:-**
- (a) The store will be consigned to APS Panagarh, WB-713420
 - (b) Delivery will be at, **as specified in Supply Order/ Work Order.**
 - (c) The rate quoted is accepted for delivery of stores inside the premises of the consignee i.e. unloading at the consignee end will be arranged by the Supplier.
16. **Paying Authority.** The bills of the complete items should be prepared in favor of Principal, APS Panagarh as per supply order along with the bill:-
- a. Details for electronic payment via Account holder's name, Bank name, Branch Name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).



TECHNICAL BID
PART – II

ESSENTIAL DETAILS OF ITEMS/ STORES / SERVICES REQUIRED

1. **Schedule of Requirements.** List of items / stores / services required is as follows:-

| Ser No | Nomenclature/ Technical Specs | Brand Make/Model | A/U | Qty | Brand Make/Model |
|---------------|--------------------------------------|---|------------|-----------------|-------------------------|
| (a) | Plastic Moulded Furniture (Bench) | PGS 3502 Length-37" Width- 35" Height- 28" | Nos | 140 (280 Seats) | |

Company's Stamp/Seal

Date :

Signature _____

(Authorized Signature)

Name

ANNEXURE I

EARNEST MONEY DEPOSIT (EMD) CERTIFICATE

1. It is hereby certified that this firm has deposited the Earnest Money Deposit (EMD) amount of Rs 10,000/- to APS Panagarh in the form of DD, Bankers Cheque, FDR or Bank Guarantee.
2. In case of any discrepancy in this regard, the firm will be disqualified in technical bid.
3. I understand and agree that no compensation will be sought from the Govt or from any officer or other rank or from employee of the Indian Army in respect of the above and further agree so as to bind myself any heirs, my executors and administrators to indemnity you and officer or other rank or employee of Indian Army, any of them arising out of any act or default on the part of this firm.

Company's Stamp/Seal

Signature____ (Authorized Signature)

Date :

Name

ANNEXURE II

WORK COMPLETION CERTIFICATE

1. This is certified that this firm will complete supply and execution of work within 45 days after the placement of Work Order/ Supply Order
2. In case of delay, accepting officer reserve the right not to accept this supplies and cancel the supply order of the balance quantity.
3. I understand and agree that no compensation will be sought from the Govt or from any officer or other rank or from employee of the Indian Army in respect of the above and further agree so as to bind myself any heirs, my executors and administrators to indemnity you and officer or other rank or employee of Indian Army, any of them arising out of any act or default on the part of this firm.

Company's Stamp/Seal

Signature____ (Authorized Signature)

Date :

Name

**COMERCIAL BID****ESSENTIAL DETAILS OF ITEMS/ STORES / SERVICES REQUIRED**

1. **Schedule of Requirements.** List of items / stores / services required is as follows:-

| Ser No | Nomenclature/ Technical Specs | A/U | Qty | Rate (In Rs) | Amount (In Rs) |
|--------------------|--|------------|-----------------|-------------------------|---------------------------|
| (a) | Plastic Moulded Furniture (Bench) | Nos | 140 (280 Seats) | | |
| Total | | | | | |
| GST | | | | | |
| Grand Total | | | | | |