

REQUEST FOR PROPOSAL (TENDER BID)

Army Public School
Bathinda Mil stn
c/o 56 APO

800/APS/Dual Seating Furniture

11 Oct 2024

**REQUEST FOR PROPOSAL (RFP) AGAINST
OPEN TENDER ENQUIRY (OTE)**

**INVITATION OF BIDS FOR DUAL SEATING FURNITURE FOR CLASSROOM AT ARMY
PUBLIC SCHOOL, BATHINDA**

**REQUEST FOR PROPOSAL (RFP) NO 800/APS/Dual Seating Furniture Dated
11 Oct 2024**

1. Bids are invited for procurement and subsequent installation of Dual Seating Furniture for Classroom at Army Public School, Bathinda (Punjab) as listed in Part II of this RFP, on school website www.apsbathinda.org.
2. Failure to submit technical bid documents will render the bid invalid at the technical evaluation stage itself. The project will be treated as a **Turnkey Project** and bidders will be required to bid for all items/services. Piecemeal bids will be considered as invalid.
3. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below: -
 - (a) Bids/queries to be addressed to : Principal
Army Public School
Bathinda, PIN-151004
 - (b) Postal address for sending the bids : Principal
Army Public School
Bathinda, PIN-151004
 - (c) Name/designation of the contact personnel : Principal
Army Public School
Bathinda, PIN-151004
 - (d) Telephone numbers of the contact personnel : 7626004733
 - (e) e-mail IDs of contact personnel : apsbathindacantt@gmail.com
 - (f) Fax number : Nil



4. This RFP is divided into five parts as follows: -

(a) **Part-I.** Contains general information and instructions for the Bidders about the RFP such as critical date and time, place of submission & opening of tenders and validity period of tenders etc.

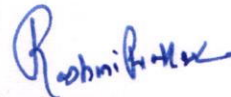
(b) **Part-II.** Contains essential details of the items/services required, such as the Schedule of Requirement (SoR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(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 will also form part of the contract with the successful bidder.

(e) **Part-V.** Contains evaluation criteria.

5. 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.



(Rashmi Prakash)
Maj (Retd)
Principal
APS, Bathinda

Enclosures : (As above).

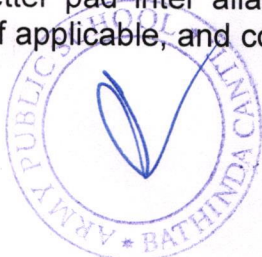


PART-I : GENERAL INFORMATION

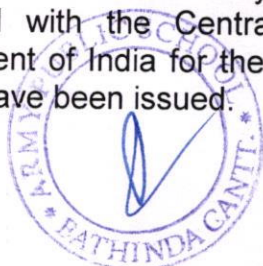
1. **Critical Dates.** The critical dates with respect to the Tender ref 800/APS/Dual Seating Furniture are as follows:-

<u>Ser No</u>	<u>Event</u>	<u>Date</u>	<u>Time</u>
(a)	Date of Publishing of Bid (Advertisement) and uploading of RFP on school website	12 Oct 2024	
(b)	Pre-Bid meeting	18 Oct 2024	10:30 AM at APS, Bathinda
(c)	Last Date for Bid Submission	26 Oct 2024	Latest by 2:00 PM
(d)	Tender Opening	28 Oct 2024	11:00 AM

2. **Manner of Depositing the Bids.** Tender to be submitted offline. Sealed Manual Bids to be dropped in the tender box, marked as "**TENDER BOX : DUAL SEATING FURNITURE FOR CLASSROOM**" kept at Main Gate, Army Public School, Bathinda. 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.** **28 Oct 2024 at 1100 AM.** 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.** Army Public School, Bathinda. Only those Bids that are found in the Tender Box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
5. **Place of Opening of the Bids.** Army Public School, Bathinda. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Tender on due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representative of all the Bidders. This event will not be postponed due to non-presence of representative any other bidder.
6. **Two-Bid system.** Technical and commercial bids should be deposited in 02 separate sealed envelopes placed in third sealed envelope. Only the Technical Bid would be opened at the time and date mentioned above. Date of opening of the Commercial Bid will be decided 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 by the Buyer.
7. **Forwarding of Bids.** Bids should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing details like GST number, Bank address with NEFT Account if applicable, and complete postal address, contact Number & 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 clarifications sought not later than 05 (five) days prior to the date of opening of tender.
9. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission, provided that, the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail but it should be followed by a signed confirmation copy sent by post or delivered by hand and such signed confirmation should reach the Buyer not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid will be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in forfeiture of bid security submitted by the bidder.
10. **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.
11. **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 tenders will be rejected.
12. **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 blacklisted for the given range of items as mentioned in this RFP.
13. **Validity of Bids.** The Bids should remain valid after 120 days from the last date of submission of the Bids.
14. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit for an amt of Rs 1,00,000/- (**Rupees One Lakh Only**) of the quoted amount along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, from any of the Public Sector Banks or a Private Sector Bank authorized to conduct government business. EMD is to remain valid for a period of thirty days beyond the bid validity period. EMD of unsuccessful bidders will be returned at the earliest, after expiry of the bid validity and latest on or before the 30th day after the award of the Supply Order/ contract. The Bid security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Bank Guarantee (PBG) as called for in the contract. The EMD will be forfeited if the bidder withdraws or amend, impairs or derogates from the tender in any respect within the validity period of the tender.
15. **Exemption from Submission of Bid Security.** Bid security is not required to be obtained from Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)/ MSEs registered with NSIC and under Udyog Aadhaar Memorandum (UAM) and those firms who are registered with the Central Purchase Organisation or Departments/ Ministries of the Government of India for the same item/ range of products, goods or services for which the tenders have been issued.



ESSENTIAL DETAILS OF ITEMS/ SERVICES REQUIRED

1. **Schedule of Requirement and Technical Specifications of items are as under.**

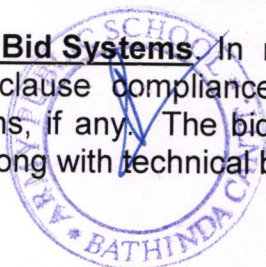
S/No	Item Name	Specification	A/U	Qty												
1.	Dual Seating Furniture for Classroom	<p><u>Modern Capsule Pipe Dual Desk (One Table and Two Chair)</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item</th> <th style="text-align: center;">Height</th> <th style="text-align: center;">Length</th> <th style="text-align: center;">Width</th> </tr> </thead> <tbody> <tr> <td>Dual Desk Table</td> <td style="text-align: center;">30 inch</td> <td style="text-align: center;">42 inch</td> <td style="text-align: center;">16 inch</td> </tr> <tr> <td>Chair</td> <td style="text-align: center;">18 inch</td> <td colspan="2"> <ul style="list-style-type: none"> • <u>Chair Seat</u> L 15.2" x W 14.5" Chair • <u>Chair Back</u> L16.5" x W 9.3 inches • <u>Weight – 1.7Kg (approx)</u> </td> </tr> </tbody> </table> <p><u>Specification.</u></p> <p>Shelf L 36.5" x W 9.5", Apron Planks L 36.5" x W 6", Gap between Top & Shelf is 4". Tray for school bag at the bottom of chair.</p> <p><u>Material</u></p> <p>25mm x 50mm for table, 20mm x 40mm for chair CRC Capsule pipe of 16 Gauge for Main Frame. Seat & Back made of HDPE Blow molding material MIG welded, Powder Coated Paint, Top, Shelf and Apron Planks will be made of 18mm calibrated Ply board with one side 1mm mica and matching paint on other side, edges of the top, shelves & Apron Plank will be painted with the same colour of the mica, heavy duty shoes for table and chair and hanging hooks for both side table.</p> <p><u>Note.</u> Height may slightly vary and colour will be decided at the time of placing order. The items are reqd to be delivered and assembled at APS, Bathinda under the supervision of the bidder. No transportation charges will be provided for delivery and installation of items. Vendor will provide the sample of the product for approval before supplying the complete Stock Approval is contingent upon sample compliance with specification and quality standard.</p>	Item	Height	Length	Width	Dual Desk Table	30 inch	42 inch	16 inch	Chair	18 inch	<ul style="list-style-type: none"> • <u>Chair Seat</u> L 15.2" x W 14.5" Chair • <u>Chair Back</u> L16.5" x W 9.3 inches • <u>Weight – 1.7Kg (approx)</u> 		Set	400
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2. **Technical and Commercial bids** will be submitted in specific formats enclosed with tender document in separate sealed envelopes marked as **Technical Bid** and **Commercial Bid for Dual Seating Furniture for Classroom** at Army Public School, Bathinda. Please ensure the following: -

- (a) Technical bid will comprise of the following: -
- (i) Appendix A - Technical Specification Compliance.
 - (ii) Appendix B - Non-Disclosure Agreement Certificate
 - (iii) Appendix C - Self certificate
 - (iv) Appendix D - Certificate by the OEM
 - (v) Appendix E - Performance Bank Guarantee
 - (vi) Appendix F - Model ECS Mandate Form.
 - (vii) Appendix G - Certificate of Acceptance of Terms and Conditions (ATC) of tender/bid duly signed & stamped by vendor.
 - (viii) EMD worth - As per Para 14 of Part-1 of RFP.
 - (ix) ISO Certificate of Firm.
 - (x) Information on Bidder Profile.
 - (xi) GST/TIN Regn and Validity.
 - (xii) Copy of PAN card (The PAN number of individuals will not be acceptable)
 - (xiii) Last two years' Experience/ Past performance Certificate.
 - (xiv) Last two years Annual Turnover of Bidder.
 - (xv) Copy of NEFT Mandate duly certified by Bank.
 - (xvi) IT returns of last two years and audited balance sheet duly signed by Chartered Accountant.
 - (xvii) RFP duly signed by the Bidder.
 - (xviii) Technical literature of the product being offered by the Bidder in original. Photostat copies will not be accepted.
 - (xix) Self attested Non-Chinese certificate/ Make in India cert.
 - (xx) Only the enclosed formats in original will be used. All sheets will be submitted duly affixed with company's stamp and signature of the authorised signatory of the company. Additional sheets, duly authenticated may be attached to elucidate specific issue.

3. **Two Bid Systems** In respect of two bid system, bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specifications, if any. The bidders are advised to submit the compliance statement as per **Appx 'A'** along with technical bids.



4. **Delivery Period.** Delivery period for supply of items and installation of items would be 45 days from the effective date of contract. Please note that the contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of the contracted delivery period will be at the sole discretion of the Buyer, with applicability of Liquidated Damages (LD) clause.

5. **Consignee Details:**

Rashmi Prakash
Maj (Retd)
Principal
Army Public School
Bathinda Mil Stn

