

REQUEST FOR PROPOSAL (RFP) No SSGJ/2021/18 dt 29 APR 2019

**SUPPLY OF SUITING AND SHIRTING CLOTH FOR UNIFORM
TO SAINIK SCHOOL GOPALGANJ**

1. Sealed quotations are invited for **SUPPLY OF SUITING AND SHIRTING CLOTH FOR UNIFORM** to Sainik School, Gopalganj (Bihar). "**QUOTATION FOR SUPPLY OF SUITING AND SHIRTING CLOTH FOR UNIFORM**" is to be clearly written on top of the sealed envelope that contains the tender document. Sealed Quotations are to be addressed to the Principal, Sainik School Gopalganj and not to any officer by name.

2. The address and contact numbers for sending quotation/bid or seeking clarifications regarding this RFP are given below :-

(a) Bids/queries to be addressed to : **The Principal, Sainik School,
Gopalganj**

(b) Postal address for sending the Bids : **The Principal, Sainik School,
Gopalganj, Post- Hathwa
District- Gopalganj. 841436**

(c) Contact number for clarifications, if any, should be made by contacting Quarter Master Section. Interested / eligible firms desirous of undertaking site-inspection with regard to execution of the contact may visit the school on any working day between 0900 h to 1300 h upto three working days prior to bid closing date. : **06150-231681/232446**

(d) e-mail ids of contact personnel : **ssgopalganj@rediffmail.com
ss-gopalganj-bih@nic.in**

(e) Fax number : **06150-231681/232446**

(f) Schedule/other details of the tender are give below :-

S No	Contract Details	Date	Remarks
(i)	Date of issue of RFP/Call for quotation	29 Apr 19	On School web site (www.ssgopalganj.in) & e-CPPP www.eprocure.gov.in/epublish/app
(ii)	Last date of submission of Tender Documents	20 May 19 1700 hrs	-
(iii)	Pre bid meeting to give the sample	09 May 19 1100hrs	At School Main Hall
(iv)	Mode of submission	-	Offline/Drop in tender box placed at this school
(v)	Date of opening of bids	21 May 19 1000 hrs	
(vi)	Envelop must contain the heading on top " Quotation for Suiting & Shirting Cloth for Uniform ")		

3. **Pre Bid Meeting.** A pre-bid meeting will be held on **09 May 2019 at 1100hrs.** **All interested bidders must attend the pre-bid meeting.**

(a) Sample of each fabric will be given to the vendors during pre-bid meeting duly stamped. Same quality and colour shade to be provided.

(b) Clarification of bidders with regard to contents of tender documents, specification/quality of items required will be discussed during pre-bid meeting.

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

(a) Part I -**Contains General Information and Instructions of RFP**

(b) Part II -Essential details of the items/services.

(c) Part III-Standard Conditions of RFP,

(d) Part IV-Special Conditions applicable to this RFP

(e) Part V -Evaluation Criteria and Format for Price Bids.

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.

6. The approval or rejection of tenders rests with the Principal, Sainik School, Gopalganj who reserves the right of rejecting any tender in whole or in part without cause assigned. The lowest quotation will not necessarily be accepted.

PART I – GENERAL INFORMATION

Sealed Quotations are invited for **SUPPLY OF SUITING AND SHIRTING CLOTH FOR UNIFORM** to Sainik School, Gopalganj (Bihar). Firms fulfilling the conditions and capable to undertake above supplies may submit bid form with the requisite documents, GST Registration Certificate etc. Quotation is to be kept in sealed cover super scribing **“QUOTATION FOR SUPPLY OF SUITING AND SHIRTING CLOTH FOR UNIFORM”**

7. **Last date and time for depositing the Bid.** The last date for depositing of quotation will be on **20 May 2019 at 1700 hrs.** The sealed quotations should be deposited / reach by the due date and time. The responsibility to ensure this lies with the Bidder.

8. **Submission of Bids.** Bid will be submitted in sealed envelope indicating “Quotation for supply of Suiting and Shirting Cloth for Uniform” under single bid system. Tenderers will place Commercial bid as per Annexure I alongwith Technical compliance as enclosure, as per format at Annexure II. Tenderers are advised to quote the prices, as per all bye law’s in vogue related with present tender. Cutting/ alteration/overwriting in bids will not be acceptable and will render the bid invalid leading to its rejection. The prices quoted in the bids will be inclusive of GST and all other applicable taxes and charges for doorstep delivery.

9. **Manner of depositing the Bid.** Sealed quotation should be either dropped in the Tender Box at the school or sent by registered post at the address given above so as to reach by the due date and time. When a quotation is sent by post, this cover will be enclosed in a second strong cover. The outer cover will not bear any indication of the contents. It may be noted that quotation submitted without sealed cover may be summarily rejected. 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).

10. **Time and date for opening of Bids.** Received quotations will be opened on **21 May 2019 at 1000hrs** and analysed by a board of Officers suitably nominated. 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.

11. **Location of the Tender Box.** The tender box will be located at Sainik School, Gopalganj. Only those Bids that are found in the tender box will be opened.

12. **Place of opening of the Bids.** Quotations will be opened in the Conference Hall at Sainik School, Gopalganj. The Bidders may depute their representatives, duly authorized in writing, to attend the opening 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.

13. **Forwarding of Bids.** Quotation should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with NEFT Account and complete postal & e-mail address of their office.

14. **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 07 (seven) days prior to the date of opening 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.

15. **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 fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may 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 Bidder's forfeiture of bid security.

16. **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.
17. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected with forfeiture of EMD.
18. **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.
19. **Validity of Bid.** The quotation should remain valid for a period of 90 days from the last date of submission of the Bids.
20. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs. 50000.00 (Rupees fifty thousand only)** along with their bids. Earnest Money Deposit shall be paid in favour of the Principal, Sainik School, Gopalganj in the form of an Account Payee Demand Draft payable at State Bank of India, Sainik School, Gopalganj Narainia, Mirganj, Branch (Code No.9212). 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 supply. The EMD (Bid Security) of the successful bidder will be returned, without any interest whatsoever, alongwith payment after 100% delivery of tendered items as per supply order. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC). 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 or fails to supply items as ordered.
21. **Submission of Quotes.** Firms are requested to submit quotes on comprehensive basis with requisite technical, financial and statutory specification on scope of work during the contract whilst meeting specified parameters on original letter pad with PAN/GST/Registration number of firm.
22. **Past Experience.** Past experience if any, in providing supply to major organizations including Educational institutions is to be substantiated with a certificate issued by the organization.
23. **Contact Person.** Telephone / Cell /FAX numbers are to be clearly endorsed in the application along with the particulars of the Proprietor and Authorised Person to be contacted for official correspondence.
24. The Principal, Sainik School, Gopalganj shall have the right to accept or reject bids without assigning any reason.

PART II – ESSENTIAL DETAILS OF ITEMS REQUIRED

25. **Schedule of Requirements** – List of items required to be supplied as per supply order issued by Sainik School Gopalganj:-

Ser No.	Nomenclature and specification of the item	Accounting Unit	Approx Quantity Required
(a)	Shirting Cloth Terry Cotton White (Width – 90 CM)	Mtr	4000
(b)	Suiting Cloth Terry Cotton Khaki (Width – 148 CM)	Mtr	4000
(c)	Suiting Cloth Terry Cotton Grey (Width – 148 CM)	Mtr	2000
(d)	Suiting Cloth Terry Wool Grey (Width – 148 CM)	Mtr	600
(f)	Blazer Cloth Navy Blue (Width – 148/150 CM, Fibre dyed suiting, 70% Polyester & 30% viscoe)	Mtr	750

26. **Technical Details**. Technical details are as under :-

(a) Each vendor to enclose sample of fabric of size 30cm x 30 cm duly signed and seal affixed alongwith technical compliance/specification as per format at annexure II. Commercial bid will be considered for only those vendors who qualify on technical compliances/specification (as per sample attached as annexure II of this RFP) as well as the sample matches.

(b) Any variation in quality and colour shade will not be acceptable to ensure uniformity of School uniform. In case, the quality and colour shade does not match, the bid will be rejected.

27. **Single Bid System** - In respect of one bid system, Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any.

28. **Delivery Period**. Delivery period for supply of items would be within 30 days of date of supply order issued by Sainik School Gopalganj. Extension of delivery period will be at the sole discretion of the Buyer.

29. **Payment Terms**. The payment should be made on receipt of 100% delivery of the items as per supply order at site and inspection. No advance payment will be made by the school. All the invoices / bills shall be supported by necessary documents and submitted in duplicate for the certification of authorized official of the unit/firm. The rates are inclusive of all taxes, transportation, packing charges etc. Nothing shall be paid over and above these unit rates and shall remain firm.

30. **Liquidity Clause**. In the event of the Seller's failure to submit supply the goods the buyer may, at his discretion, withhold any payment until the completion of the delivery of the items. The buyer may also deduct from the seller, liquidated damages to the sum of 0.5% of the contract price for delay of every week or part thereof, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of contract price.

PART III – STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the User. Failure to do so may result in rejection of the Bid submitted by the Bidder.

31. **Law:** The supply shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

32. **Arbitration:** All disputes or differences arising out of or in connection with the supply shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the supply or relating to performance, which cannot be settled amicably, may be resolved through arbitration.

33. **Non-disclosure of supply documents.** Except with the written consent of the User / Bidder, other party shall not disclose the supply or any provision, specification, or information thereof to any third party.

34. **Notices.** Any notice required or permitted by the contract 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.

35. **Taxes/GST and Duties Charges.** The quoted rates will be inclusive of all taxes, transportation, packing, loading/unloading charges for doorstep delivery. Nothing shall be paid over and above these unit rates and shall remain firm.

PART IV- SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the contract concluded with the successful bidder (i.e Bidder in the Contract) as selected by the User. Failure to do so may result in rejection of Bid submitted b the Bidder.

36. **Delivery Period.** Supplies will be made in time and date stipulated without causing any delay. Please note that order can be cancelled unilaterally by the Buyer in case items are not received within the delivery period. Extension of delivery period will be at the sole discretion of the Buyer.

37. **Stage Payment Terms.**

(a) All payments will be made to the contractor on completion of successful delivery of requisite items after deducting the income tax/TDS as per Govt rules.

(b) The rates are inclusive of all taxes, transportation, packing charges etc. Nothing shall be paid over and above these unit rates and shall remain firm.

(c) **Advance.** No advance payment will be made to the successful vendor. Payment will be made only after delivery of tendered items is received and found correct in quality and quantity by the Board of Officers at this school.

38. **Payment Terms for indigenous Bidder:** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payment could be made through ECS/EFT mechanism instead of payment of through cheques, wherever feasible. No advance payment will be made. The payment will be made on the basis of satisfactory certificate by the User.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

39. **Evaluation Criteria.** The broad guidelines for evaluation of bids will be as follows:

(a) Only those Bid will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.

(b) Technical Compliances/Specifications (as per annexure II) alongwith samples is a mandatory attachment of Commercial bid (as per annexure I). Hence Commercial Bid without attachment of technical compliance/specification and samples will not be considered.

(c) Commercial bid will be considered for only those vendors who qualify on Technical Compliances/Specification as well as the sample matches.

(d) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Commercial bid.

Station : Hathwa

Dated : Apr 2019

(SI Rabbani)

PGT

Offg Adm Officer
for Offg Principal

FORMAT FOR COMMERCIAL BID

Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with NEFT Account and complete postal & e-mail address of their office.

To,

The Sainik School Gopalganj
Post – Hathwa (Dist – Gopalganj)
State – Bihar, PIN -841436

**QUOTATION FOR SUPPLY OF SPORTS SUITING AND
SHIRTING CLOTH FOR UNIFORM**

1. I hereby quote to supply Suiting and Shirting cloth for uniform to Sainik School Gopalganj.

Ser No	Nomenclature of Item	Accounting Unit	Quoted Rate (in Rupees) (inclusive of all taxes and delivery charges)	Brand Name/ Remarks, if any

2. The rates quoted are inclusive of all taxes, transportation, loading/unloading charges and items will be delivery at Sainik School, Gopalganj, Post Hathuwa, Dist Gopalganj.

3. Supplies will be made in time and date stipulated without causing any delay.

Signature of Tenderer(s) _____

Date:

Name in full
(i.e, Proprietor/Partner/Authorised Attorney etc)
Telephone No.

(RUBBER STAMP)

TECHNICAL COMPLIANCES/SPECIFICATIONS1. **Sample attachment.**

Ser No	Nomenclature and specification of the item	Sample of fabric of size 30cm x 30cm duly signed and stamped attached (Yes/No)
(a)	Shirting Cloth Terry Cotton White (Width – 90 CM)	
(b)	Suiting Cloth Terry Cotton Khaki (Width – 148 CM)	
(c)	Suiting Cloth Terry Cotton Grey (Width – 148 CM)	
(d)	Suiting Cloth Terry Wool Grey (Width – 148 CM)	
(e)	Blazer Cloth Navy Blue (Width – 148/150 CM, Fibre dyed suiting, 70% Polyester & 30% viscoe)	

2. **Quality.**

Ser No	Nomenclature and specification of the item	Quality of sample attached is matching with sample received from school authority (Yes/No)
(a)	Shirting Cloth Terry Cotton White (Width – 90 CM)	
(b)	Suiting Cloth Terry Cotton Khaki (Width – 148 CM)	
(c)	Suiting Cloth Terry Cotton Grey (Width – 148 CM)	
(d)	Suiting Cloth Terry Wool Grey (Width – 148 CM)	
(e)	Blazer Cloth Navy Blue (Width – 148/150 CM, Fibre dyed suiting, 70% Polyester & 30% viscoe)	

Annexure II Continued3. **Colour/Shade.**

Ser No	Nomenclature and specification of the item	Colour/shade of sample attached is matching with sample received from school authority (Yes/No)
(a)	Shirting Cloth Terry Cotton White (Width – 90 CM)	
(b)	Suiting Cloth Terry Cotton Khaki (Width – 148 CM)	
(c)	Suiting Cloth Terry Cotton Grey (Width – 148 CM)	
(d)	Suiting Cloth Terry Wool Grey (Width – 148 CM)	
(e)	Blazer Cloth Navy Blue (Width – 148/150 CM, Fibre dyed suiting, 70% Polyester & 30% viscoe)	

4. Photocopy of GST registration documents of the firm attached. _____ (Yes/No).

5. Demand Draft of EMD as asked attached. _____ (Yes/No).

Date:

Signature of Tenderer(s) _____

Name in full
(i.e, Proprietor/Partner/Authorised Attorney etc)
Telephone No.

(RUBBER STAMP)

