

REQUEST FOR PROPOSAL (RFP) No SSGJ/TRG/4080/18 dt 08 FEB 2019

SUPPLY OF STATIONARY ITEMS TO SAINIK SCHOOL GOPALGANJ

1. Sealed quotations are invited for **SUPPLY OF STATIONARY ITEMS** to Sainik School, Gopalganj (Bihar). "**Quotation For SUPPLY OF STATIONARY ITEMS**" 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
(a)	Date of issue of quotation	08 Feb 19	On School web site (www.ssgopalganj.in) & e-CPPP www.eprocure.gov.in/epublish/app
(b)	Pre bid meeting to show the sample	20 Feb 19	At School Main Hall
(c)	Last date of submission of Tender Documents	27 Feb 19 1700 hrs	-
(d)	Mode of submission	-	Offline/Drop in tender box placed at this school
(e)	Date of opening of tender	28 Feb 19 1000 hrs	
	Envelop must contain the heading on top " Quotation for Supply of Stationary items ")"		

3. **Pre Bid Meeting.** A pre-bid meeting will be held on **20 Feb 2019 at 1000hrs.** Clarification of bidders with regard to contents of tender documents, specification/quality of items required will be discussed during pre-bid meeting. **Samples of items required will be shown to the bidders. All interested bidders must attend the 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 STATIONARY ITEMS** to Sainik School, Gopalganj (Bihar). Firms fulfilling the conditions and capable to undertake above supplies may submit bid form with the requisite documents such as Earnest Money Deposit, GST Registration Certificate etc. Quotation is to be kept in sealed cover super scribing **“QUOTATION FOR SUPPLY OF STATIONARY ITEMS TO SAINIK SCHOOL GOPALGANJ”**.

7. **Last date and time for depositing the Bid.** The last date for depositing of quotation will be on **27 Feb 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. **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).

9. **Time and date for opening of Bids.** Received quotations will be opened on **29 Feb 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.
10. **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.
11. **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.
12. **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 if applicable, etc and complete postal & e-mail address of their office.
13. **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.
14. **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.
15. **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.
16. **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.
17. **Validity of Bid.** The quotation should remain valid for a period of 90 days from the last date of submission of the Bids.

18. **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.

19. **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.

20. **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.

21. The Principal, Sainik School, Gopalganj shall have the right to accept or reject bids without assigning any reason.

PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

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

SUPPLY OF STATIONARY ITEMS

Ser No	Items Name	GSM	A/U	Approx Qty Reqd
(a)	Excercise Book 96 Rulled sheets with School Logo, Size 23 x 17 cm	60	Nos	5500
(b)	Long Registers 200 Rulled sheets with School Logo, Size 29 x 18 cm	60	Nos	6000
(c)	Small Copy 56 rulled pages Size 23 x 17 cm for unit Test	60	Nos	4200
(d)	Practical Exercise book 108 Pages, Size 26.5 x 21.5 cm for Chemistry	70	Nos	300
(e)	Practical Exercise book 108 Pages, Size 26.5 x 21.5 cm for Biology	70	Nos	125
(f)	Practical Exercise book 108 Pages, Size 26.5 x 21.5 cm for Physics	70	Nos	300
(g)	Practical Exercise book 108 Pages, Size 26.5 x 21.5 cm for Computer	70	Nos	25
(h)	Graph Copy (CM Scale /32 Pages)	-	Pkt	400
(j)	Brown Paper pkt with school logo (10 piece of each pkt)	-	Pkt	1000
(k)	Transparent book Cover/Sheet (36mm x 10 yards)	-	Roll	500

23. **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.

24. **Delivery Period.** Delivery period for supply of items would be as per the supply order issued by Sainik School Gopalganj. Extension of delivery period will be at the sole discretion of the Buyer.

25. **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.

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.

26. **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.

27. **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.

28. **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.

29. **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.

30. **Taxes/GST and Duties Charges.** The quoted rates will be inclusive of all taxes, transportation, packing, loading/unloading charges etc. 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.

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

32. **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.

33. **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

34. **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) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price format (QUOTATION FORMAT) given at enclosure 1. The consideration of taxes and duties in evaluation process will be as follows.

(c) In cases where only indigenous Bidders are competing, all taxes and duties (including those for which exemption certificate are issued) quoted by the Bidders will be considered. The ultimate cost to the Buyer (including all taxes and transportation/delivery charges at school location) would be the deciding factor for ranking of Bids.

Station : Hathwa

Dated : Feb 2019

(S Akhtar)
Sqn Ldr
Adm Officer
For Principal

FORMAT FOR QUOTATION

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, etc 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 STATIONARY ITEMS

1. I hereby quote to supply stationary items to Sainik School Gopalganj.

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

2. Photocopy of GST Registration certificate attached.
3. The rates quoted are inclusive of all applicable taxes, transportation, loading/unloading charges and items will be delivery at Sainik School, Gopalganj, Post Hathuwa, Dist Gopalganj.
4. Supplies will be made in time and date stipulated without causing any delay.

Date:

Signature of Tenderer(s) _____

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

(RUBBER STAMP)

