

Tele: 03712-259109 (Civ)

Regd by Post
Army Public School
Tezpur
Post – Dekargaon
Dist – Sonitpur (Assam)
PIN - 784501

31202/RFP/APS

26 Aug 2022

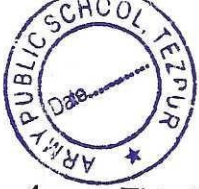


REQUEST FOR PROPOSAL
INVITATION OF BID FOR SUPPLY OF DOUBLE SEATER DESK AND CHAIRS

REQUEST FOR PROPOSAL (RFP) NO 31202/RFP/APS dated 26 Aug 2022.

1. Bids in sealed cover are invited for supply of items listed in Part II of this RFP. Please super scribe the above mentioned RFP No and date of opening of the Bids on the sealed cover to avoid the Bids being declared invalid.
2. The address and contact numbers for sending quotations or seeking clarifications regarding this RFP are given below:-
 - (a) Quotations/queries to be addressed to : Army Public School, Tezpur.
 - (b) Postal address for sending the Quotations : Army Public School, Tezpur.
Post – Dekargaon
Dist – Sonitpur (Assam)
PIN – 784501
 - (c) Name/designation of the contact personnel : Mrs Banani Hazarika
Principal, APS Tezpur
 - (d) Telephone numbers of the contact personnel : 03712-259109
9401369870
 - (e) E-mail IDs of contract personnel : apstezpur@gmail.com
 - (f) Fax number : Not Available
3. 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 the time, place of submission and opening of tenders, 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.
 - (e) **Part III.** Contains Evaluation Criteria and Format for Price Bid.

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AND STAMPED BY THE VENDOR**



-2-

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 Bid** : 08 Sep 2022 at 1630 hours. The sealed quotations (both Technical and commercial) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Quotations**. Sealed Quotations should be either dropped in the Tender Box marked as RFP No 31202/RFP/APS dt 26 Aug 2022 or sent by registered post at the address given above so as to reach by the due date and time. Late quotations will not be considered. No responsibility will be taken for postal delay or non delivery/non-receipt of bid documents. Quotations 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 Bid**. 09 Sep 2022 at 1000 hours. (If due to any exigency, the due date for opening of the Quotation is declared a closed holiday, the Quotations 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 placed in front of Gate No 1 with superscription Army Public School, Tezpur “RFP No 31202/RFP/APS dt 26 Aug 2022”. Only those quotations that are found in the tender box marked RFP No 31202/RFP/APS dt 26 Aug 2022 placed near Gate No 1/received by post on due date will be opened. Quotations dropped in the wrong Tender Box will be rendered invalid.
5. **Place of Opening of the Tender**. Principal Office, APS Tezpur
6. **Type of Bid Format**. Single bid (Commercial) format is provided as Appendix “A”
7. **Forwarding of Bid**. RFP to be deposited physically will be dropped in the sealed tender box or be dispatched by regd post/ speed post by outstation vendors. The physically receipt of these documents is mandatory.

Bhayanika
Principal
Army Public School Tezpur

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PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED



1. **Schedule of Requirements.** List of items/services covered under “Supply of Double Seater Desk and Chairs” For Army Public School, Tezpur are as under:-

Ser No	Nomenclature	A/U	Qty
(a)	Double Seater Desk and Chair Desk size – 1100 x 400 mm Material – Ply Thickness – 18 mm Table Height – 58 cm Plastic Chair made with MS pipe (16 gauge) powder coated Seat height- 34 cm	Pairs	60



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2. **Delivery Period.** Delivery period for supply of items would be 30 days from the effective date of supply order. Please note that supply order can be cancelled unilaterally by the buyer in case the works are not completed within the stipulated period. Extension period will be at the sole discretion of the buyer.
3. **Terms of Delivery** Local delivery at consignee site.
4. **Consignee Details.** Army Public School, Tezpur
Post - Dekargaon
Dist – Sonitpur (Assam)
PIN - 784501

PART III - EVALUATION CRITERIA AND PRICE BID ISSUES

1. **Evaluation Criteria.** The broad guidelines for evaluation of bids will be as follows:-
 - (a) Only those bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP commercially.
 - (b) The Lowest Bid will be decided upon the lowest price quoted by the particulars Bidder as per the price format given in **Appendix 'A'**. The total cost of the project **including GST** by the Bidder would be the deciding factor for ranking of Bids.
 - (c) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

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**COMMERCIAL BID FOR SUPPLY OF DOUBLE SEATER DESK AND CHAIRS
AT ARMY PUBLIC SCHOOL, TEZPUR**

Ser No	Nomenclature	A/U	Qty	Rate (less GST)	Total Amount (less GST) (a x b) = (c)	GST on Total amount	Grand Total (incl GST)
(a)	<u>Double seater Desk and Chair</u>		(a)	(b)	(c)	(d)	(c) + (d) = (e)
	Desk size – 1100 x 400 mm Material – Ply Thickness – 18 mm Table Height – 58 cm Plastic Chair made with MS pipe (16 gauge) powder coated Seat height- 34 cm	Pairs	60				
Grand Total (less GST)					Grand Total (less GST)		Grand Total (incl GST)

Grand Total excluding GST (in word) _____

Note:-

1. No separate charge for lodging/ boarding of works are acceptable.
2. L1 Bidder will be decided on total cost including GST.

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(Signature of authorized signatory
with stamp/seal)



DETAILS OF VENDORS

Company/Firm Name : _____

Postal Address : _____

E-mail ID : _____

Contact Person : _____

PAN Card NO : _____ (attach PAN Card copy)

GST No : _____ (attach GST Cert copy)

Trade License No : _____ (attach Trade License copy)

Bank A/c No : _____

Bank IFSC : _____

Bank Name : _____