

**REQUEST FOR PROPOSAL (RFP) FOR INSTALLATION OF RAIN WATER
HARVESTING SYSTEM AT ARMY PUBLIC SCHOOL, DELHI CANTT-10**

**REQUEST FOR PROPOSAL (RFP/02/PROC/2020-21/APSDC TO BE OPENED
ON 27 OCT 2020 at 1030 hrs)**

1. 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 Delhi Cantt
(b)	Postal address for sending the Bids	Army Public School Delhi Cantt-10
(c)	Name/designation of the contact personnel	Principal
(d)	Tele numbers of the contact personnel	011-25693777

2. The Request for proposal (RFP) consists of three parts as indicated below: -

- (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.
- (c) **Part III.** Details of Technical Specification to be attached in bids with ANNEXURE.

3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any and part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Sd/xxxxxxx
(Neetu Kapoor)
Principal
APS Delhi Cantt

Dated : 03 Oct 2020

PART I – GENERAL INFORMATION

1. **Manner of Depositing the Bids.** The bids will be submitted in the following manner:-

(a) The original of following documents shall be submitted physically in the sealed tender box prior to bid submission closing date.

(i) **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for **Rs 30,000/-** (Rupees thirty thousand only) with their bids in the form of Account Payee Banker's Cheque in favour of "**Army Public School Delhi Cantt**" drawn at "**Delhi Cantt**". EMD is to remain valid for a period of **06 months (180 Days)**. The EMD would be returned, after the receipt of Performance Security as called for the contract. The EMD will be forfeited if the bidder withdraws or derogates from the tender within the validity period of **6 Months**.

(b) **Performance Certificate.** A performance Certificate is required to be submitted by the firms in order to establish their work experience in the field Rain Water Harvesting System.

(c) Bidders are required to submit their Technical and Commercial bids along with the EMD in separate sealed envelopes, with company seal and signature of the authorized signatory. All the envelopes should be enclosed in a cover envelope, which is to be sealed with company seal and signature of the authorized signatory. Each page of the bid would be required to be initialized by the authorized signatory along with company stamp.

(d) Bidders registered as Micro and Small Enterprises (MSME) in the state and having registration with CSPO/NSIC/DGSND will be exempted from EMD on submission of the required registration certificates as above.

(e) The following needs to be clearly type written on the envelope:-

(i) **Technical Bid Envelope (Annexure 1 To 3)**

"Technical Bid–INSTALLATION OF RAIN WATER HARVESTING SYSTEM-<Name of the firm>"

Principal
Army Public School,
Sadar Bazar, New Delhi-10

(ii) **Commercial Bid Envelope (Annexure 4)**

"Commercial Bid – INSTALLATION OF RAIN WATER HARVESTING SYSTEM - <Name of the firm>"

Principal
Army Public School,
Sadar Bazar ,New Delhi-10

(iii) **EMD Envelope**

**“EMD – INSTALLATION OF RAIN WATER HARVESTING SYSTEM -
<Name of the firm>”**

Principal
Army Public School,
Sadar Bazar, New Delhi-10

(iv) **Cover Bid Envelope ##**

**“Bid – INSTALLATION OF RAIN WATER HARVESTING SYSTEM -
<Name of the firm>”**

Principal
Army Public School,
Sadar Bazar, New Delhi-10

Note ##: The Technical Bid, Commercial Bid and EMD should be enclosed in different envelopes and all the three envelopes should be enclosed in the Cover Bid Envelope.

2. **Last date for placing of bids:- 27 Oct 2020 at 1030 hrs**
3. **Location of the Tender Box.** Tender Box is placed at Main Gate, APS Delhi Cantt, Delhi Cantt-110010.
4. **Opening of the Bids.** Conference Hall/SO Office, APS Delhi Cantt, Delhi Cantt-110010 on **– 27 Oct 2020 at 11:00 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 any other day/time, as intimated by the Buyer). The bidders to 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.
5. **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 **– 26 Oct 2020 in working hrs,** if required. Copies of the query and clarification by the purchase committee will be given concerned bidders who have received the bidding documents.
6. **Validity of Bids.** The Bids should remain valid **06 months** from the date of opening of tenders (the last date of submission of the Bids).

PART II – STANDARD CONDITIONS OF RFP

1. **Scope of Service:** - Army Public School, Delhi Cantt, New Delhi (APS-DC) invites sealed tender from the Vendor/Contractor/Firm, based out of Delhi NCR for Installation of Rain Water Harvesting System for covering the following aspects:

2. **Warranty.** The seller will provide **guaranty/warranty** for minimum 12 months from the date of completion of work at Army Public School Delhi Cantt.

3. **Work Completion Period.** Work completion period would be within **30-45 days** from the date of supply order. Please note that contract can be cancelled unilaterally by the Army Public School Delhi Cantt in case work not started within the time which is given on Supply Order. Extension of contracted delivery/work period will be at the sole discretion of the Army Public School Delhi Cantt, with applicability of LD clause.

4. **Eligibility Criteria.** The Tenders must fulfill following tender enquiry for successful bidder as per the following laid down procedures. In order to be technically qualified, bidder has to fulfill the following criteria:-

1	Participating entity's turnover should be minimum Rs 5 lacs for previous financial year 2018-19 or 2019-20.
2	Attached ITR copy of previous year 2018-19 or 2019-20.
3	If participating is registered as Micro and Small Enterprises (MSME) in the state and registration with CSPO/NSIC/DGSND photocopy of certificate attach.
4	Participating entity should have valid Permanent Account Number (PAN) , manufacturing/trading license/contractor (if applicable), and Goods and Services Tax (GST) number.
5	Annexure-1, 2, 3 and 4 to RFP to be submitted.

5. **Performance Security.** PBG @ 5% (five percent) of the bid amount will be applicable for successful bidder as per the laid down procedure & PBG hold for one year.

6. **Repeat Order Clause:** The contract will have a Repeat Order Clause, wherein the Army Public School Delhi Cantt can order upto 100% quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Army Public School Delhi Cantt to place the Repeat order or not.

7. **Tolerance Clause:** To take care of any change in the requirement during the period starting from issue of tender enquiry till placement of the contract. Army Public School Delhi Cantt reserves the right to increase or decrease the quantity of the required goods **up to 25%** without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the Army Public School Delhi Cantt within this tolerance limit.

8. **Advance Payments:** No advance payment(s) will be made by the Army Public School Delhi Cantt - 110010.

9. **Certificate Required By Delhi Jal Board:-** Vendor/Contractor is required to submit a compliance certificate from **Delhi Jal Board** to Army Public School Delhi Cantt on the completion of Rain Water Harvesting System works successful and serviceable .

10. **OTHER TERMS & CONDITIONS :-**

(a) If any information / facts submitted by the bidder are found misleading /incorrect etc., Army Public School, Delhi Cantt reserves the right to reject its bid.

(b) The competitive rate given by the Vendor/Contractor/Firm during the contract process is inclusive of all taxes, imports costs, transportation costs, any other cost involved.

(c) The address for delivery Army Public School, Delhi Cantt, New Delhi. This will be informed to the Vendor/Contractor at the time of placing the Supply Order/ Work Order.

(d) Minimum warranty period guaranteeing free repaired/replacement against poor quality/work should be clearly spelt out.

(e) **EMD :-** EMD to the unsuccessful bidder will be refunded after finalization of the Tender.

(f) Interest free performance security deposit equivalent to 5% of the total estimated value of the supply order will be deposited by the successful bidder, within seven days of award of supply order. Bidders will not be liable to pay any interest on the SD/EMD. Vendor/Contractor registered as Micro and Small medium Enterprises (MSME) in the state and having registration with CSPO/NSIC/DGSND, will be required to pay only 3% of the total estimated value of the supply order as security deposit. Security Money will be refunded within 60 days on completion of all contractual obligations, if no complaints are received during the period of warranty.

(g) Principal, Army Public School, Delhi Cantt will be legally competent to cancel the supply order and also to take any other action against the vendor/contractor/firm including imposing of any penalty on the vendor/contractor/firm during pendency and till the final execution of the contract of the supply, in case the preparation of synthetic basketball court is not upto the mark thereof causing any financial losses during contract period.

(h) Army Public School, Delhi Cantt taking into accounts past performance of party, reserves the right to reject any tender.

(j) In case any dispute arises in regard to the tender, the decision of the Principal, Army Public School, Delhi Cantt will be final and binding.

(k) In case of litigation, the courts at New Delhi only will have jurisdiction for deciding case according to Indian law in force.

(l) The technical bid of the bidders will be opened first and the financial bid will be opened only of those bidders whose Technical bid shall be accepted by the competent authority.

(m) It must be noted that this is just an enquiry and does not amount to any commitment on the part of Army Public School, Delhi Cantt, New Delhi to order any products offered. The decision of Army Public School, Delhi Cantt in this regard would be final and be entirely, at its discretion.

(n) Rates should be valid for 12 months from the date of work order; no escalation in price on any account will be acceptable.

(o) Details for payment: 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) be provided.

(p) Any other document/ certificate that may be provided for in the Supply Order/Contract.

11. **Liquidated Damages:**

(a) In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Army Public School Delhi Cantt may, at his discretion, withhold any payment until the completion of the contract. The Army Public School Delhi Cantt may also deduct from the Seller as agreed, liquidated damages to the sum of 1% of the contract price of the delayed/undelivered stores/services mentioned above per day of delay or part thereof, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

(b) If manpower/items/services delivered by the vendor/contractor, not found as per specification of the tendered work, the same are liable to be rejected.

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PART – III

ORGANIZATIONAL BACKGROUND

Provide here a brief (two pages) description of the Organizational background of your firm/entity. Please include the following information:-

- a) No. of Years in Operations
- b) Areas of Work/Products/Solutions
- c) Details about each director of the firm
- d) Special Milestones
- e) Achievements and Recognitions
- f) Affiliations to Govt. Ministries/Departments, Govt Sports and Education Bodies, Central/State Boards, Industry Forums

ORGANIZATION DETAILS

The following information requested needs to be submitted in the technical bid to the concerned authorities with appropriate supporting documentation, duly attested by authorized signatory of the firm/agency, failing which the bid would be rejected.

Sr No	Information Requested	Supporting documents required	Tick (Check list)
1	Name of the firm/agency	Certificate of registration/incorporation from the concerned authority	
2	Telephone no.		
3	Email ID		
4	Participating entity should be a Service Provider of Physical Education with a valid Permanent Account Number (PAN), manufacturing/trading license (if applicable), and Goods and Services Tax (GST) number	PAN card copy	
		GST certificate copy	
		Manufacturing/trading license	
5	Participating entity's turnover should be minimum Rs 10 lacs in previous financial year 2018-19 or 2019-20	Copies of ITR for assessment years 2018-19 or 2019-20	
6	Address of the firm/agency	Copies of Electricity Bill/ Water Bill/Telephone Bill/ Rent Agreement etc.	
7	Experience Certificate for last three year	Photocopy of supply order for pervious work done will be enclosed with complete description	
8	Tender Fee	Rs 500/- (Rupees five hundred only)	
9	EMD	Rs 30,000/- (Rupees thirty thousand only)	

(SIGNATURE OF THE BIDDER)

With address and seal

TOTAL AREA OF ARMY PUBLIC SCHOOL DELHI CANTT-10

(a) Total area of Army Public School Delhi Cantt= 12.35 Acres
Area in Sq Mtrs = 12.35 X 4840= 59774 Sq Mtrs

(b) Total buildup/covered area of Army Public School Delhi Cantt:-

Sr No	Nomenclature	Area Sqft
(a)	Main Building (Junior & Senior Wing)	10783.58
(b)	Adm Block/office	935.32
(c)	Staff Accn	591.94
(d)	MP Hall	3570.04
(e)	Estate office (Facilities & Guard Room)	169.40
(f)	Cycle Shed	248.40
Total		16298.68

(c) Total uncovered area of Army Public School Delhi Cantt = **43475.32 Sq Mtrs**

(SIGNATURE OF THE BIDDER)
with company address and seal

FINANCIAL PROPOSAL FORM

It is to be noted that the consideration for the quote for the purpose of determining the lowest financial bid would be in following format:-

INSTALLATION OF RAIN WATER HARVESTING SYSTEM
AT ARMY PUBLIC SCHOOL:-

(a) Details of are given below, as mentioned in the Scope of Work:-

(i) Area of the School open & covered as under:-

Sr No	Installation of Rain water Harvesting System in the school premises	A/u	Area
(1)	Total open area	SqrMtrs	43475.32
(2)	Total buildup area	SqrMtrs	16298.68
(3)	Total Area	SqrMtrs	59774.00

(ii) Requirement of 2 X pits at APS Delhi Cantt:-

Sr No	Scope of work	Qty	Length (Meter)	Width (Meter)	Height (Meter)
			One Pit Size		
(1)	Size of pit	02	7.00	5.00	3.50
(2)	Excavation required at size		7.30	5.30	3.50
(3)	Wrapping of Geotextile		7.00	5.00	

(iii) Scope of work

Sr No	Scope of work	Rate	GST	Total Cost
(1)	Steel reinforced CC manhole 24"X24" with frame			
(2)	Interconnection pit 18"X18"X18" with Top			
(3)	Supply & Laying of ISI PVC Pipe with 6Kg Pressure Including trench			
	(a) 100 MM/Meter			
	(b) 150 MM/Meter			
	(c) 200 MM/Meter			
(4)	Laying of PVC Pipe with 6kg, Pressure including trench (only labour)			
	(a) 100 MM/Meter			
	(b) 150 MM/Meter			
	(c) 200 MM/Meter			
(5)	Laying of CC over pipe trench			
(6)	Guli pits 12"X12" for Inter Water Connection pipes & covers			
(7)	Any other Charges			

Total (in figure) : _____

Total (in word) : Rupees _____

(b) All vendors are requested to visit the school before placing of tender bid for the subject.

(c) Provide NOC for installation of rain water harvesting system from the concerned Dept (Govt of NCT of Delhi Hon'ble National Green Tribunal (NGT), Principal Bench, New Delhi).

(SIGNATURE OF THE BIDDER)
with company address and seal