

**REQUEST FOR PROPOSAL (RFP) FOR PROCUREMENT OF DUAL DESK FOR  
ARMY PUBLIC SCHOOL, DELHI CANTT-10**

**REQUEST FOR PROPOSAL (RFP/03/PROC/2020-21/APSDC TO BE OPENED ON  
22 FEB 2021 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.

(Neetu Kapoor)  
Principal  
APS Delhi Cantt

Dated : Feb 2021

## **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 Banker's Cheque. EMD is to remain valid for a period of **06 months**. The Bid Security 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.

(b) Bidders are required to submit their technical and financial bids along with 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.

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

## **TECHNICAL BID ENVELOPE (ANNEXURE 1 TO 3)**

**“Technical Bid Envelope –PROCUREMENT OF DUAL DESK FOR PRIMARY WING-  
<Name of the firm>**

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

### **Financial Bid Envelope (Annexure 4)**

**“Financial Bid – PROCUREMENT OF DUAL DESK FOR PRIMARY WING - <Name of  
the firm>**

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

### **EMD Envelope**

**“EMD – PROCUREMENT OF DUAL DESK FOR PRIMARY WING-<Name of the firm>**

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

**The Technical Bid, Financial Bid and EMD in different - different envelopes and  
these envelopes in one envelope (Cover Bid Envelope)**

### **Cover Bid Envelope**

**“Bid – PROCUREMENT OF DUAL DESK FOR PRIMARY WING- <Name of the firm >**

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

2. **Last date for placing of bids:- 22 Feb 2021 at 1030 hrs**
3. **Location of the Tender Box.** Tender Box is placed at Principal Office, APS Delhi Cantt, Delhi Cantt-110010.
4. **Opening of the Bids.** Army Public School Delhi Cantt, Delhi Cantt-110010 on **– 22 Feb 2021 at 1130 hrs.** (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.
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 **– 22 Feb 2021 at 1000hrs.** if required. Copies of the query and clarification by the purchase will give to all bidders who have received the bidding documents.
6. **Validity of Bids.** The Bids should remain valid **06 months** the date of opening of tenders from the last date of submission of the Bids.

## **PART II – STANDARD CONDITIONS OF RFP**

1. **Warranty.** The seller will provide **guaranty/warranty** for minimum 12 months from the date of delivers of dual desk at Army Public School Delhi Cantt.
2. **Delivery Period.** Delivery period for supply of items/installed would be within 30 days from the date of supply order. Please note that contract can be cancelled unilaterally by the Army Public School Delhi Cantt in case items are not received within the time which is given on Supply Order. Extension of contracted delivery period will be at the sole discretion of the Army Public School Delhi Cantt, with applicability of LD clause.
3. **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 & 2019-20.
2	Attached ITR copy of previous year 2018-19 & 2019-20.
3	If participating is registered as Micro and Small Enterprises (MSME) in the state and registration with CSPO/NSIO/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 and 3 to be submitted.

4. **Performance Security.** PBG @ 10% of the bid amount will be applicable for successful bidder as per the laid down procedure & PBG hold for one year.
5. **Option Clause:** The contract will have an Option Clause, wherein the Buyer can exercise an option to procure an additional 100% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.
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.

(SIGNATURE OF THE BIDDER)

With address and seal

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 25% to 50% plus/minus increase or decrease the quantity of the required goods up to that limit 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. **Liquidated Damages:** 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 5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

(SIGNATURE OF THE BIDDER)  
With address and seal

**PART – III**

**ANNEXURE 1 – 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.

	Information Requested	Supporting documents required	Tick
1	Name of the firm/agency	Certificate of registration/incorporation	
2	Address of the firm/agency		
3	Telephone no.		
4	Email ID		
5	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	
6	Participating entity's turnover should be minimum Rs 5 lacs previous financial year 2018-19 & 2019-20	Copies of ITR for assessment years 2018-19 & 2019-20	
7	Address proof of office/firm/agency/shop	Copies of Electricity Bill, Water Bill, Telephone Bill, Rent Agreement, Bank Statement - any one document	
8	Tender Fee	Rs 1000/- (Rupees one thousand only)	
9	EMD	Rs 30,000/- (Rupees thirty thousand only)	

(SIGNATURE OF THE BIDDER)

With address and seal

## **ANNEXURE 2 – SPECIFICATION OF DUAL DESK**

Bidder to incl the details of the items are as under:-

### **Dual Desk:-**

Sr No	Specification
<b>Desk cum bench 2 seater (Dual Desk) is made from following:-</b>	
<b>Metal Framing</b>	
(a)	CRC(Cold Rolled Coil) frame thickness 1.2 mm
(b)	White Powder Paint Cotted
(c)	Width: 40 mm X 40 mm
<b>Bidding</b>	
(d)	2mm thick bidding edge bending all corner seat.
<b>Board</b>	
(e)	18 mm Pre Laminated MDF Board
(f)	Top: 950 X 400 X 750 mm (L X W X H)
(g)	Seat: 950 X 250 X 450 mm (L X W X H)
(h)	Back: 950 X 150 X 750 mm (L X W X H)

(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:

**ANNEXURE 3 – 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:-

**PROCUREMENT OF DUAL DESK FOR PRIMARY WING  
OF ARMY PUBLIC SCHOOL:-**

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

<b>Sr No</b>	<b>Specifications</b>	<b>A/U</b>	<b>Qty</b>	<b>Basic Cost</b>	<b>GST</b>	<b>Total Price (Rs.)</b>
1	Dual Desk	Pcs	300			
Total						

Total (in figure) : \_\_\_\_\_

Total (in word) : Rupees \_\_\_\_\_

\_\_\_\_\_

(SIGNATURE OF THE BIDDER)  
with company address and seal