



# **Netarhat Residential School**

## **Netarhat**

**(An Autonomous Institution under School Education & Literacy  
Department, Govt. of Jharkhand)**

**Invites**

**Tender Notice No- 13 , Dated - 03.01.2017**

### **Tender Document**

**For Supplying & Installing of furniture for Class Rooms and Staff Room  
i. e. Bench, Desk, Chairs, Conference table etc at Netarhat Residential  
School premises at Netarhat-835218, District- Latehar,  
Jharkhand.**

Sealed tenders are invited from Netarhat Residential School, Netarhat from Manufacturers, Companies, OEMs, Authorized Distributors, Dealers and reputed firms having relevant experience under two bid system i.e. Technical Bid & Financial Bid for Supplying and Installing of furniture for Class Rooms and Staff Room (Meeting Hall) at Netarhat Residential School premises at Netarhat-835218, District- Latehar Jharkhand

### **Terms and Conditions**

#### **1. Eligibility Criteria**

- a. The Bidder should be a leading name in the field of respective items .
- b. Bidder should be an Original Equipment Manufacturer (OEM)/Authorized distributor /Authorized Dealer/Authorized service provider of the OEM.
- c. The bidders must submit self-attested copies of last 3 month Income Tax return in the name of the firm/proprietor/partner.
- d. The bidder shall provide the Registration number of the firm along with the TIN/CST No. and the PAN Number allotted by the concerned authorities.
- e. The bidder must have experience of supplying similar orders of items/equipments as mentioned in list. The documentary evidence of this regard must be attached. Contact details of the concerned person of institutions where installation have been made by the bidder should also be enclosed.
- f. One OEM can give only one quote either directly or through an authorized distributor/dealer /service provider.
- g. The bidder must not be blacklisted either by Netarhat Residential School, Netarhat or any other University/institution/Government department. An affidavit to this effect must be submitted.
- h. Entire work must be implemented within stipulated time from the date of issue of Work Order/Purchase order. Delay in delivery will have penalty of 0.5 % of order value per week to total of 5% of order value.
- i. **Netarhat Residential School reserves the right to cancel/ change/reject the entire tender at any time/stage without giving any reason.**
- j. Netarhat Residential School, Netarhat reserves the right to cancel or give the order to some other party who have contested in this tender if it is not deployed even after the date mentioned in the purchase order. Delay due to school would not be considered.
- k. Vendor has to furnish the required for the Installation and commissioning of the project. A detailed layout plan document must be submitted to the school along with the bid.

2. **Cost of tender** - Cost of tender form is Rs. 1000.00 which is to be submitted in the form of bank draft from any nationalized bank in favour of the Principal, Netarhat Residential School payable at Netarhat must be enclosed with the tender form. Cost of tender form is Non-refundable.

#### **3. Earnest Money Deposit :**

- a. The interested firm may put the complete document in all respects along with Earnest Money Deposit (EMD) as a demand draft from any nationalised bank of India drawn in favour of Principal, Netarhat Vidyalaya Samiti, payable at Netarhat. The details of payable EMD is mentioned below :
  - i. The bidder should deposit Rs. 5000 as EMD.
  - ii. The EMD should be enclosed in a separate envelop.
  - iii. The EMD will be returned to the successful bidder on providing the security deposit.
  - iv. EMD will not be waived under any circumstances.
  - v. Non submission of EMD will lead to rejection of tender at the opening stage itself.

#### **4. Security Deposit**

- a) Within 15 days of award of work order/purchase order, the vendor shall furnish a security deposit amounting to 5% of Purchase Order value in the form of Fixed Deposit,/ NSC/ Bank Guarantee/ Bond (from scheduled bank only) favouring the principal, Netarhat Residential School, Netarhat.
- b) The security deposit should be kept for entire warranty period.**
- c) The security deposit will be forfeited in the case of non-execution of the order and non-compliance of the term and conditions mentioned in the tender document.

5. **Submission of Tender :**

- a) Separate envelopes for Tender fees, Technical and Financial Bids duly sealed and superscripted as independent envelopes (Envelope I, II and III) should be placed in one big cover and sealed with the superscription **Tender for Supply, Installation of** Newly build furniture set for Class Rooms and Staff **Netarhat Residential School campus situated at Netarhat, District- Latehar.**
- b) The tender has to be dropped in the TENDER BOX kept for this purpose in the Principal's Office till due date i.e. 23.01.2017.
- c) The Institute reserves right to ignore any tender which fails to complete with the above instructions.
- d) The tender not submitted in the prescribed format or incomplete in detail is liable for rejection. The School will not be responsible for the non-receipt of quotation within the specified date and time due to any reason including holidays or delays.

A. **Envelope I (Tender fee)** -The Tender fee should be enclosed in a separate envelop marked for the same and noting to be made in the original covering letter.

B. **Envelope II (Technical Bid)** - The technical bid/offer should be complete in all respects and contain all information asked for except prices. The Technical offer should include all components asked for in Annexure I-V. The suggested format for submission of technical offer is as follows :

- i. Covering Letter as per Annexure – I.
- ii. The Company profile as per Annexure – II.
- iii. Details of 3 major projects as per Annexure – III.
- iv. Warranty Compliance statement as per Annexure – IV.
- v. Comprehensive list of Items with specifications according to the information given in Annexure V. It should not contain any price information.
- vi. Technical Documentation (Product, Brochures, leaflets, manuals etc.)
- vii. Undertaking (on stamp paper of Rs. 10.00) that the successful bidder agrees to submit a security deposit amounting 5% of Purchase Order Value in form of NSC/Bank Guaranty/FD/Bond in favour of the Principal, Netarhat Residential School, Netarhat.
- viii. The tender form should be completed in all aspect as mentioned in last of the tender document.

C. **Envelope III (Financial Offer)** - The Financial Offer (C.O.) should give all relevant price information . The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial offer must not contradict the technical offer in any way.

6. **Opening of Tender:**

- a. The tender will be opened in the office of The Principal, Netarhat Residential School, Netarhat on **24<sup>th</sup> January, 2017 at 3.30 P.M.**
- b. Financial Bids of only those firms shall be opened which qualify in technical bids and would be opened on **24<sup>st</sup> January at 11 A.M**
- c. The bidders have to be present or send their authorized representative to be present in the opening of the tender at the time and date specified in the Schedule.

7. **Offer validity Period**

- a. The offer must be valid for a period of **One Month** from the closing date of the tender. Any offer falling short of the validity period is liable for rejection.

8. **Costs and Payment Terms**

- a. The offer should include the cost of equipment and all required accessories inclusive of all taxes and statutory levies. Labor/ installation charges if any should be mentioned separately (inclusive of taxes leviable on them).
- b. Vague terms like "packing, forwarding, transportation etc. extra" without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.
- c. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail.

- d. Discount, if any, should be indicated prominently.
- e. **Payment will be made after the successful delivery, installation and commissioning of their scope of work mentioned in respective work/purchase orders. However, Principal, NetarhatVidyalaya reserves the right to consider any appeal with regard to amendment in payment terms if any.**
9. **Clarification of Offers** - To assist in the scrutiny, evaluation and comparison of offers, The School administration may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will be in writing.
10. **No Commitment to Accept Lowest rate in the Tender procedure.**
- The School shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete without assigning any reason whatsoever.
  - The school reserves the right to make any changes in the terms and conditions of the work.
  - The School will not be obliged to meet and have discussions with any vendor, and or to listen to any representations.
11. **Order Cancellation**
- The School also reserves the right to cancel the order in the event of one or more of the following circumstances:
  - Delay in work beyond the stipulated time mentioned in the work order from the date of issue of the work order.
  - Breach by the tenders of any of the terms and conditions of the tender.
  - Any action by the vendor, which is in breach of law or accepted practices in the commercial transactions.
  - If the Firm/Vendor goes into liquidation voluntarily or otherwise.
12. **Completeness of the Contract** - The contract will be deemed as incomplete until the system becomes fully operational. Until then the installation will be termed as incomplete and the warranty period will not commence. The warranty period will commence only on acceptance (based on acceptance test) of the installation.
13. **Pre-installation requisites** - Pre-installation requisites (electrical/floor/space etc.), should be done from the vendor on their own cost at site before submission of tender.
14. **Installation and Commissioning** - Free of cost at Netarhat Residential School, Netarhat.
15. **Tender updates** - Prospective bidders please refer to our website [www.netarhatvidyalaya.com](http://www.netarhatvidyalaya.com) for any changes which may appear from time to time.
16. **Signing of Tender** - The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in Annexure enclosed herewith. Each page of the tender documents required to be signed and bear the official seal of the bidders.
17. **Transit Insurance** - The Purchaser will not pay separately for Transit Insurance.
18. **Amendment in tender conditions** - The Principal, Netarhat Residential School, Netarhat reserves all right to amend or withdraw any of the terms and conditions contained in tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Principal in this regard shall be final and binding on all.
19. **Enquiry**: All query and clarifications regarding this tender can be had from the

1. **Mr. Bindhyachal Pandey**  
Principal,  
Netarhat Residential School,  
Netarhat-835218  
Latehar  
Ph no- 06569- 277644

2. **Mr. Roshan Kumar Baxi**  
Bursar,  
Netarhat Residential School,  
Netarhat-835218  
Latehar  
Mob No- 9472762056

(Bindhyachal Pandey)  
Principal  
Netarhat Residential School  
Netarhat

**Annexure I**

**(Letter on the vendor's/OEM letterhead**

**Company Profile**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

<b>S.No.</b>	<b>Item Details</b>	<b>Details</b>
<b>1</b>	Name of Company	
<b>2</b>	Corresponding Address	
<b>3</b>	Telephone and Fax numbers	
<b>4</b>	Email	
<b>5</b>	Website	
<b>6</b>	Date of Registration of the Company	
<b>7</b>	Year of Commencement of Business	
<b>8</b>	Name and designation of the person authorized to make commitments to the University	
<b>9</b>	Contact details of the person authorized to make commitments to the University	
<b>10</b>	Sales Tax Number /Registration with VAT	

Signature  
(Name and Designation)  
Date:

**Annexure II**

**(Letter on the vendor's/OEM letterhead)**

To,  
The Principal,  
Netarhat Residential School,  
Netarhat-835218

Dear Sir/Madam,  
Subject: **Your tender ref no** \_\_\_\_\_, **dated** \_\_\_\_\_.

This bears reference to our quotation Ref. \_\_\_\_\_ Dated \_\_\_\_\_

We warrant that everything to be supplied by us shall be brand new, free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and quality and consistent with the established standards for materials specification, drawings or samples if any, and shall operate properly. We shall be fully responsible of its efficient operation.

Yours faithfully

Signature  
(Name and Designation)  
Date

**Annexure- III**

**Tender Form**

The bidders should furnish the under mentioned information and also enclose the copy of the respective document as mentioned below failing which their bids will not be considered.

1. Name of the Firm along with Full Address:
2. Name of the Proprietor:
3. Telephone / Mobile Number:
4. Email:
5. Website:
6. Bank Account Number:
7. Income Tax Permanent Account Number (Please enclose photocopy):
8. Registration with Trade Tax:
  - a. Trade Tax Reg. No.
  - b. C.S. T. No.
  - c. ST/VAT No.
  - d. TIN No.
9. Income Tax Return for the last three months (Please enclose photocopy):
10. Firm deed and Registration of the firm: (Please enclose photocopy):
11. (a) Demand Draft towards the cost of the Tender Form (Rs. 1000.00):
  - a. Draft No.
  - b. Name of the issuing Bank with Date:

**Demand Draft should be drawn in favour of the Principal, Netarhat Residential School, Netarhat payable at Netarhat. Tenders/Bids not accompanied by the requisite Demand Drafts shall not be considered and shall be rejected.**

Signature  
(Name and Designation)  
Date:

**Annexure IV**

**(Letter on the vendor's/OEM letterhead)**

To,  
The Principal,  
Netarhat Residential School,  
Netarhat-835218

Dear Sir/Madam,  
Subject: **Your tender ref no** \_\_\_\_\_, **dated** \_\_\_\_\_.

This bears reference to our quotation Ref. \_\_\_\_\_ Dated \_\_\_\_\_

1. We warrant that everything to be supplied by us shall be brand new, free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and quality and consistent with the established standards for materials specification, drawings or samples if any, and shall operate properly. We shall be fully responsible of its efficient operation.

2. We would provide free on-site warranty of the installed system for a period of three years and subsequent AMC rate.

Yours faithfully




Signature  
(Name and Designation)  
Date







**Annexure V**  
**Comprehensive list of Items with specifications and Quantity**

**Financial Bid**

**Name of Item- Furniture for Class Room**

<b>S. No</b>	<b>Item Name</b>	<b>Specification</b>	<b>Dimension</b>	<b>Illustration</b>	<b>Estimated Quantity</b>
1.	Two Seater Desk & Bench for Students	Top, Seat Back in 18mm should be made from commercial MDF board/ Engineered Wood or equivalent with wood finish. The desk should have partitioned book shelf, foot rest with all in MS ( Mild Steel Frame) in 1" Round/Square pipe fully powder coated. The Thickness of the round pipe should be 1.2 mm(18 guage). Structure should be powder coated(dark coloured texture). 40 x 20 mm good quality rubber/ plastic shoes fixed in structure footing . All corners and edges of top and benches are chamfered properly sanded finished with wooden primer and synthetic clear varnish as per the material used for making top, seat back. Top and strips fixed with wooden screws having countersinked. All the MS frame should be properly and firmly welded. The welds should be properly Grinded/ Smoothen to give proper finish.	Top: L 970mm x W 400mm x 780 mm Seat: L 970 mm x W 155 mm x H 460 mm Back: L 970mm x W 155mm x 820 mm  Gap between desk and bench = 260 mm		450 Pcs. Approx
2.	Class Teacher Desk	Top of 18mm should be made from commercial MDF board/ Engineered Wood or equivalent with wood finish. All corners and edges of top and benches are chamfered properly sanded finished with wooden primer and synthetic clear varnish as per the material used for making top, seat back.	Size of :- L- 5 Feet W- 3 Feet		50 Pcs. Approx
3.	Meeting Hall Table	Top of 25 mm should be made from commercial MDF board/ Engineered Wood or equivalent with wood finish. All corners and edges of top and benches are chamfered properly sanded finished with wooden primer and synthetic clear varnish as per the material used for making top, seat back.	Size of :- L- 16 feet W- 4 Feet ( 5 feet along with gap)		01 Pc.

4.	Chairs for Meeting Table	The Chairs should be hydraulic system and adjustable. Hand should be of fine stainless steel. The Base should be revolving and fine wheel along with strong base. Seating are made up of leather and good foam used.			30 Pcs.
5.	Fix Chairs for Meeting Hall	It has to be fixed along with floor. The arm should be made up of plastic. Base should be fixed with floor and fine plastic.			20 Pcs.
6.	Chair	The base should be made up off stainless steel. The back and lower seats has to be good cushioned.			150 Pcs.
7.	Foldin g Centre Table	The centre table should be made of 10mm top wooden sheet. It should be foldable and easy to use and handle.	Size- L- 24" W-24" H- 18"		30 Pcs.
8.	Standa rd Plastic Chair	Reputed Brand			300 Pcs.

**General Notes:-**

1. **The product should be given from reputed brand.**
2. **The product can be customized as per customer needs.**
3. **The size and quantity are based on the actual requirements.**
4. **It is advisable to give option in different items if asked for.**
5. **The quantity can be increased or decreased according to requirement.**

## Tender Form

The bidders should furnish the under mentioned information and also enclose the copy of the respective document as mentioned below failing which their bids will not be considered.

1. Name of the Firm along with Full Address:
2. Name of the Proprietor:
3. Telephone / Mobile Number:
4. Email:
5. Website:
6. Bank Account Number:
7. Income Tax Permanent Account Number (Please enclose photocopy):
8. Registration with Trade Tax:
  - a. Trade Tax Reg. No.
  - b. C.S. T. No.
  - c. ST/VAT No.
  - d. TIN No.
9. Income Tax Return for the past three years (Please enclose photocopy):
10. Firm deed and Registration of the firm: (Please enclose photocopy):
11. (a) Demand Draft towards the cost of the Tender Form (Rs. 1000.00):
  - a. Draft No.
  - b. Name of the issuing Bank with Date:
12. Demand Draft for the Earnest Money Deposit (EMD, Rs. \_\_\_\_\_):
  - a. Draft No.
  - b. Name of the issuing Bank with Date:

**Demand Draft should be drawn in favour of the Principal, Netarhat Residential School, Netarhat payable at Netarhat. Tenders/Bids not accompanied by the requisite Demand Drafts shall not be considered and shall be rejected.**

Signature  
(Name and Designation)  
Date: