



**Netarhat Residential School**  
**Netarhat**

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

**Invites**

**Tender Notice No- 237, Dated -03.02.2017**

**Tender Document**

**For Supply, Installation of Newly build Steel Almirah Set for 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 Supply, Installation of Newly build steel almirah set for 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 three year income tax return i.e.P.Y-2013-14,2014-15 and 2015-16 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.
- 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 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 giving 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. **The bidder Should enclosed Of Catalog In Technical Bid Specified as per Tender .**

### **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 and must be enclosed with the tender form. Cost of tender form is Non-refundable.

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

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 Residential School payable at Netarhat. The details of payable EMD is mentioned below:

The bidder should deposit Rs.5000 as EMD.

- i. The EMD should be enclosed in a separate envelop.
- ii. The EMD will be returned to the successful bidder on providing the security deposit.
- iii. EMD will not be waived under any circumstances.
- iv. 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 noncompliance of the term and conditions mentioned in the tender document.

### **5. Submission of Tender**

- a) Separate envelopes for tender fees, EMD along with all document and annexure except price bid shall be submitted with Technical Bid and Financial Bid shall only contain the price bid duly sealed and superscripted as independent envelopes (Envelop I, II and III) should be placed in one big cover and sealed with the superscription **Tender for Supply, Installation of Newly build Steel Almirah set for 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 on till due date i.e. 11.02.2017 at 11.30 a.m.
- c) The school reserves the right to ignore any tender which fails to comply 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 delay.

**A. Envelope I (Tender fee)**

The Tender fee should be enclosed in a separate envelope 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. 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.
- vii. 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 **14<sup>th</sup> February, 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 15<sup>th</sup> February, 2017 at 3.30 P.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**

The offer must be valid for a period of **Six 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 all type of steel alimarah and all required accessories inclusive of all taxes and statutory levies including labor/ installation charges if any.
- 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, Netarhat Residential School 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.**

- i. 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.
- ii. The school reserves the right to make any changes in the terms and conditions of the work.
- iii. The School will not be obliged to meet and have discussions with any vendor, and or to listen to any representations.

### **11. Order Cancellation**

- i. The School also reserves the right to cancel the order in the event of one or more of the following circumstances:
- ii. Delay in work beyond the stipulated time mentioned in the work order from the date of issue of the work order.
- iii. Breach by the tenders of any of the terms and conditions of the tender.
- iv. Any action by the vendor, which is in breach of law or accepted practices in the commercial transactions.
- v. 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**, 2. **Mr. Roshan Kumar Baxi**

**Principal, Bursar,**

Netarhat Residential School, Netarhat Residential School,

Netarhat-835218

Netarhat-835218

Latehar Latehar

Ph no- 06569- 277644 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>Sl.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 school	
<b>9</b>	Contact details of the person authorized to make commitments to the school	
<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 \_\_\_\_\_

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.

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 two years and Subsequent AMC rate.

Yours faithfully  
Signature  
(Name and Designation)  
Date



**Annexure V**

**Name of Item- SteelAlmirah**

<b>S. No</b>	<b>Item Name</b>	<b>Specification</b>	<b>Illustration</b>	<b>Estimated Quantity</b>
1.	Steel Cupboard -Big Size Steel Almirah	Steel cupboards (6.5 feet x 3 feet) for record keeping Steel Almirah of the size 78"x36"x18" manufactured from 22 gauge with 2 steel doors for the books/files having four shelves making five compartments of standard size. The doors of almirah provided with stiffeners made of MS sheet spot welded to the doors. The almirah equipped with a special three way bolting device with tongue-in groove inter locking mechanism with sufficient lever lock. The handle made from a non ferrous metal alloy, chrome plated. The complete almirah duly painted with synthetic enamel paint of approved shade in and outside.		58 Pcs. Approx
2.	Steel Cupboard -Small Size Steel Almirah	Steel cupboards (4.2 feet x 3 feet) for record keeping Steel Almirah of the size 50"x30"x17" manufactured from 22 gauge with 2 steel doors having three shelves making four compartments of standard size. The doors of almirah provided with stiffeners made of MS sheet spot welded to the doors. The almirah equipped with a special three way bolting device with tongue-in groove inter locking mechanism with sufficient lever lock. The handle made from a non ferrous metal alloy, chrome plated. The complete almirah duly painted with synthetic enamel paint of approved shade in and outside.		38 Pcs. Approx

3.	Steel Book Case	Steel book case alimarah of 4mm glass (5.5 feet x 3 feet) for book keeping of the size 66"x33"x15" manufactured from 22 gauge with top having disappearing door having three shelves making four compartments of standard size with locking arrangement .The handle made from a non ferrous metal alloy, chrome plated. The complete almirah duly painted with synthetic enamel paint of approved shade in and outside.		12 Pcs. Approx
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### 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):
  - i. Draft No.
  - ii. Name of the issuing Bank with Date:
12. Demand Draft for the Earnest Money Deposit (EMD, Rs. \_\_\_\_\_):
  - i. Draft No.
  - ii. 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: