



Netarhat Residential School
Netarhat

(An Autonomous Institution under Ministry of School Education & Literacy Dept. , Govt. of Jharkhand)

Invites

Tender Notice No 1770 , Dated 26.09.2017

Tender Document

For Supplying, Installing and Furnishing of Newly renovated Ashram Sets (6 Ashrams and 2 Kitchens) with necessary Furniture, Kitchen Items, Electrical & Electronic Equipments and Other Miscellaneous Items in Netarhat Residential School premises at Netarhat-835218, District Latehar Jharkhand.

Sealed tenders are invited for 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, Installing and Furnishing of newly renovated 6 Ashrams and 2 Kitchens with necessary Furniture, Kitchen Items, Electrical & Electronics equipments and other Miscellaneous items in Netarhat Residential School campus at Netarhat, District- Latehar.

Terms and Conditions

1. Eligibility Criteria

- a. The Bidder should be a leading name in the field of respective items which are being mentioned in Annexure V.
- 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 years 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 GST 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 Annexure V. 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, 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.
- j. 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.
- k. **A Vendor is at liberty to quote for any number of items which are being listed item wise in Annexure V of this tender document. There is no compulsion that a bidder has to quote entire list of items.**
- l. **The complete List of items with specification and quantity of requirement is mentioned in Annexure V of this tender document. The bidder has to quote strictly in format of the Financial Bid mentioned in Annexure VI.**

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 favor of the Principal, Netarhat Residential School payable at Lohardaga and must be enclosed with the tender form. Cost of tender form is Non-refundable.

3. Earnest Money Deposit

- a. The interested firms may put the document complete in all respects along with Earnest Money Deposit (EMD) as a demand draft from any nationalized bank of India (for a minimum period of 6 months from the date of opening of tender) drawn in favor of the Principal, Netarhat Vidyalaya Samiti, payable at Netarhat. The details of payable EMD is mentioned below:-
 1. Furniture and Fixtures- 2 % of the Quoted Price/Value.
 2. Kitchen Utensils, Crockery, Storage and other allied items- 2 % of the Quoted Price/Value.
 3. Electronics and Electrical Items- 2 % of the Quoted Price/Value
- b. The EMD should be enclosed in a separate envelop marked for the same and nothing to be made in the original covering letter.
- c. The EMD will be returned to the successful bidder on providing the security deposit.

- d. EMD will not be waived under any circumstances.
- e. Non submission of EMD will lead to rejection of tender at the opening stage itself.

4. **Security Deposit**

- a. Within fifteen (15) days of the award of Work order/Purchase order, the vendor shall furnish a security deposit amounting to 10% of the purchase order value in the form of Bank Guarantee/FD/NSC/Bond etc favoring the Netarhat Vidyalaya Samiti, payable at Netarhat. The security deposit should be valid for the entire warranty period.
- b. All Bank details like Name, address, phone/fax no., e-mail etc. should be mentioned clearly.
- c. The security deposit will be forfeited in the case of non-execution of the order and non-compliance of the terms and conditions provided in the tender document.

5. **Submission of Tender**

- a. Separate envelopes for Tender fees, EMD, Technical and Financial Bids 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 and Furnishing of Furniture, Kitchen Items, Gas Pipeline Connection with necessary fittings, Electrical & Electronics equipments and other Miscellaneous items for newly renovated Ashram sets (6 Ashrams and 2 Kitchens) in 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 due date: **12th October, 2017 on or before 11.00 A.M.**
- c. The Institute reserves 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 delays.
 - i. **Envelope I (Tender fee and EMD)**- The Tender fee and EMD should be enclosed in a separate envelop marked for the same and noting to be made in the original covering letter.
 - ii. **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:
 - a) Covering letter as per Annexure I
 - b) The Company profile as per Annexure II
 - c) Details of 3 major projects as per Annexure III
 - d) Warranty compliance statement as per Annexure IV
 - e) Comprehensive list of items with specifications according to the information given in Annexure V. It should not contain any price information.
 - f) Technical Documentation (Product Brochures, leaflets, manuals etc.)
 - g) Undertaking (on stamp paper of Rs. 10.00) that the successful bidder agrees to submit a security deposit amounting to 10% of the purchase order value by way of Bank Guarantee/FD/NSC/Bond etc. in favor of the **Principal, Netarhat Residential School, Netarhat.**
 - h) 'Tender form' completed in all aspect as mentioned in last of this tender document.
 - iii. **Envelope III (Financial Offer)** -The Financial Offer (C.O.) should give all relevant price information as per Annexure VI. 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 **12th October, 2017 at 04.30 P.M.**

- 14. 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.
- 15. Installation and Commissioning :** Free of cost at Netarhat Residential School, Netarhat.
- 16. Compliance List :** The firm/vendor must submit a table indicating the compliance of the features of the model of the components being quoted with those given in the indent.
- 17. Tender updates :** Prospective bidders please refer to our website www.netarhatvidyalaya.com for any changes which may appear from time to time.
- 18. 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 bears the official seal of the bidders.
- 19. 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.
- 20. Number of items and Placement of Order :** The number of items mentioned in the tender may vary as per requirement and budget. The work order of items as mentioned in Annexure- V could be placed in two parts depending on the readiness of the site.
- 21. 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- 9771521409

Annexure I
(Letter on the vendor's/OEM letterhead)

To,
The Principal,
Netarhat Residential School,
Netarhat

Dear Sir,

Sub: Your tender for Quotations for Item SI No- _____, Item Name- _____ as mentioned in Tender notice no _____, Dated _____ in the Netarhat Residential School premises at Netarhat.

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for the supply of the following items as detailed in your above referred tender.

Item No.	Item Description	Brand/Specification/Model No.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in your tender documents and its enclosures. We also understand that The Netarhat Residential School, Netarhat is not bound to accept the offer either in part or in full and have a right to reject the offer in full or in part without assigning any reasons whatsoever. We also hereby undertake that this firm or the OEM represented by us have not been black listed by either by your institution or any other University/institution/Government department.

Yours faithfully,

Authorized Signatories
(Name and Designation, seal of the firm)
Date:

Annexure II

(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.

S.No.	Item Details	Details
1	Name of Company	
2	Corresponding Address	
3	Telephone and Fax numbers	
4	Email	
5	Website	
6	Date of Registration of the Company	
7	Year of Commencement of Business	
8	Name and designation of the person authorized to make commitments to the University	
9	Contact details of the person authorized to make commitments to the University	
10	Sales Tax Number /Registration with VAT	
11	Brief description of post installation service facilities available with the vendor.	

Signature
(Name and Designation)
Date:

Annexure III

(Letter on the vendor's/OEM letterhead)

Details of projects executed.

Name of the Vendor _____

S. No.	Name of Client / institution/University/ Govt. Department	Details of work carried out	Clients contact Details (including name, email phone and fax no. and address)	Remarks

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

Item Sl no- 1
Furniture and Fixtures

1A. Dining Room

S. No	Item Name	Specification and Brand	Total Quantity (6 Ashrams)	Instruction/s
1	Dining Chair	Plastic Make, Without Arm Brand- Supreme/Neelkamal/Cello	240	Sample is necessary

1B. Study Room

S. No	Item Name	Specification and Brand	Total Quantity (6 Ashrams)	Instruction/s
1	Study Chair	With Cushion at both seat and back (Stackable) Brand - Preferably Godrej. Or With Cushion at both seat and back, S type understructure (Non- Stackable) Brand preferably Godrej	240	Sample is necessary
2	Study Table	Table Size : 48"X18"X 30"(L x W x H) with 2 Nos of shelves of size 48"x 6"with four members of rubber in the leg. Made of 19mm thick block board (MR grade 1) and laminated with 1.0 mm thick (green or sun mica only). Table top should 1.5"thick in the front side, front should be 2"deep than of the top and fully covered and laminated in all exposed area even in the bottom of the leg. No polish or beading. Complete finish	120 (2 persons sitting capacity per table)	Sample is necessary

Item Sl. No- 02**Kitchen Utensils, Crockery, Storage and other Allied Items**

S. No	Item Name	Brand/Specification	Quantity (2 Kitchens)	Instruction/s
1	Containers	Stainless Steel, Reputed Make (For Storage of Food Items- Different sizes from Largest, Large, Medium, Small, Very Small)	1 Quintal- 8 Nos. 50 Kg-8 Nos. 25 Kg- 8 Nos. 10 Kg-8Nos. 5 Kg-8 Nos. 2 Kg- 8Nos.	Sample is Necessary
2	Balti	Stainless Steel. Reputed Make	20 Ltrs- 30 Nos. (Ashram Purpose) 10 Ltrs- 10 Nos. (Kitchen Purpose)	Sample is Necessary
3	Mugs	Stainless Steel of Reputed Make	40 Nos	Sample is Necessary
4	Pressure Cooker	Hawkins/Prestige - 22 Ltrs.,	6 Nos.	Catalogue is necessary
5	Plates with partitions	Stainless Steel of Reputed Make	300 Nos.	Sample is Necessary
6	Serving Set With Cover	Stainless Steel of Reputed Make	6 Sets	Sample is Necessary
7	Wiper	Large Size, Reputed Plastic Make	15 Nos.	Sample is Necessary
8	Onion Cutter	Stainless Steel of Reputed Make	2 Nos.	
9	Chopper's Board	Large Size, Reputed Make	4 Nos.	Sample is Necessary
10	Knife	Stainless Steel, Reputed Make Large-8, Medium-8, Small-8	24 Nos.	Sample is Necessary
11	Strainer	Stainless Steel of Reputed Make	2 Nos.	Sample is Necessary
12	Chalni	Stainless Steel of Reputed Make, Large Size	4 Nos.	Sample is Necessary
13	Hasua	Large Size, Heavy Duty, Reputed Make	4 Nos.	Sample is Necessary
14	Jhanjhrah	Large Size, Heavy Duty, Stainless Steel Reputed Make each for Sew, Bundiah and Paneer	6 Nos.	Sample is Necessary
15	Kadhai	Large Size, Reputed Make, Heavy Duty, Easy to Clean	4 Nos.	Sample is Necessary
16	Bell	Large Size, Brass Made	2 Nos.	Sample is Necessary
17	Service Aprons	Good Quality, Reputed Make	30 Nos.	Sample is Necessary
18	Cooking Aprons	Good Quality, Reputed Make	20 Nos.	Sample is Necessary
19	Hand Gloves	Good Quality, Reputed Make	16 Sets	Sample is Necessary
20	Caps	Good Quality, Reputed Make	16 Sets	Sample is Necessary
21	Drums with Taps	Stainless Steel of Reputed Make- 50 Ltrs Capacity	12 Nos.	Sample is Necessary
22	katori	Stainless Steel of Reputed Make Midium Size	750 Nos	Sample is Necessary
23	Kaddukash	Stainless Steel of Reputed Make	2 Nos.	Sample is Necessary
24	Lighters	Stainless Steel of Reputed Make	12 Nos.	Sample is Necessary
25	Masala Silauti	Heavy Duty, Large Size	2 Nos.	Sample is Necessary
26	Table Spoons	Stainless Steel of Reputed Make	400 Nos.	Sample is Necessary
27	Forks	Stainless Steel of Reputed Make	400 Nos.	Sample is Necessary

Item Sl. No- 03
Electronic & Electrical Items

S. No	Item Name	Brand/Specification	Total Quantity (6 Ashrams and 2 Kitchens)	Instruction/s
1.	Grinder(HeavyDuty/ Multipurpose)	Philips/Bajaj/Kenstar/Crompton Greaves/Morphy Richards/Havells	2	Colored Catalogue is must.
2.	Deep Freezer (Industrial/ Heavy Duty)	Voltas/Bluestar/Haier/GE/Electrolux	2	Colored Catalogue is must.
3.	Electronic Balancer/Tarazu (1 Quintal Capacity)	Reputed Brand	2	Colored Catalogue is must.
4	Exhaust Fan with necessary Fittings (Heavy Duty)	Usha/Havells/Crompton Greaves	2/10	Colored Catalogue is must.
5.	Fire Extinguisher		1	Colored Catalogue is must.
6.	Torches (Heavy Duty)	Eveready/Havells/Reputed Brand	4	Sample is must.
7.	Emergency Lights (LED)	Eveready/Havells/Reputed Brand	4	Sample is must.
8.	LED TV with fitting (Installation) 40"	LG, SAMSUNG, PANASONIC or OTHER REPUTED BRAND	6	Colored Catalogue is must.

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:

Sd/-
(Bindhyachal Pandey)
Principal
Netarhat Residential School
Netarhat