



Netarhat Residential School

Netarhat

**(An Autonomous Institution under School Education and Literacy
Department, Govt. Of Jharkhand)**

Short-Tender

Tender Notice No- 1725 Dated - 26.07.2024

**Purchase of Furniture Items for School Guest House at Netarhat
Residential School at Netarhat-835218, District- Latehar,
Jharkhand**

Sealed tenders are invited on behalf of Netarhat Residential School, Netarhat from Companies, OEMs, reputed firms, Supplier's, relevant experience under two bid system i.e. Technical Bid & Financial Bid for purchase of furniture for school Guest House at Netarhat Residential School campus situated 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) **The bidders must submit self-attested copies of last 3 years i.e. P.Y. – 2021-22, 2022-23 and 2023-24 Income Tax return in the name of the firm/proprietor/partner.**
- c) The bidder must have experience certificate of similar nature of work executed in the last three financial year in any government organization/PSU of at least value of Ten lakhs.
- 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 can give only one quote either directly or indirectly.**
- f) 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.**
- g) 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.
- h) 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.

2. Cost of tender

Cost of tender form is Rs. 1000.00 which should be submitted along with tender form. **The Tender fee can also be deposited by online through our school website i.e. www.netarhatvidyalaya.com.** The tender fee is Non-refundable.

3. Security Deposit

- a. Within fifteen (15) days for the award of the Work order/Purchase order, the vendor shall furnish a security deposit amounting to 5% of the purchase order value in the form of Bank Guarantee **(from scheduled Bank only) / NSC/ F.D. etc.** favoring the Principal, Netarhat Residential School, 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.

4. Submission of Tender

- a. Separate envelopes for Tender fees, 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 **To purchasing furniture items with fitting should be 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: **10th August, 2024 on or before 1.00 P.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.
 - **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.
 - **Envelope II (Technical Bid)**
The technical bid/offer should be completed in all respects and contain all information asked for except prices. The Technical offer should include all

components asked for. The suggested format for submission of technical offer is as follows:

- i. The Company profile
- ii. Details of 3 major projects
- iii. Warranty compliance statement
- iv. Comprehensive list of items with specifications according to the information. It should not contain any price information.
- v. ITR Return for P.Y. – 2021-22, 2022-23 and 2023-24
- vi. Update GST Return Copy for the month of June 2024 (if applicable)
- vii. Audit Report Copy for the F.Y. – 2023-24
- viii. Technical Documentation (Product Brochures, leaflets, manuals etc.)
- ix. 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 Demand Draft/Bank Guarantee in favor of the **Principal, Netarhat Residential School, Netarhat**.
- x. 'Tender form' completed in all aspect as mentioned in last of this tender document.

• **Envelope III (Financial Offer)**

The Financial Offer (C.O.) should give all relevant price information as per Annexure I. 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.

5. Opening of Tender:

- a. The tender will be opened in the office of The Principal, Netarhat Residential School, Netarhat on **12th August, 2024 at 11.30 A.M.**
- b. **Financial Bids of only those firms shall be opened which qualify in technical bids and would be opened on 12th August 2024 at 11.30 A.M**
- c. The bidders have to be present or send their authorized a representative to be present in the opening of the tender at the time and date specified in the Schedule.

6. Offer validity Period

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

7. 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 livable 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, Netarhat Vidyalaya reserves the right to consider any appeal with regard to amendment in payment terms if any.**
- f. **Payment will be made after deduction of I. Tax, TDS and GST, TDS.**

8. 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.

9. 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.
10. **Order Cancellation**
- a. The School also reserves the right to cancel the order in the event of one or more of the following circumstances:
 - b. Delay in work beyond the stipulated time mentioned in the work order from the date of issue of the work order.
 - c. Breach by the tenders of any of the terms and conditions of the tender.
 - d. Any action by the vendor, which is in breach of law or accepted practices in the commercial transactions.
 - e. If the Firm/Vendor goes into liquidation voluntarily or otherwise.
11. **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.
12. **On-site Warranty and Comprehensive Maintenance**
- The vendor shall undertake comprehensive on-site warranty of their area of work for **3(three) years**. This would cover the equipment and accessories supplied by vendor at the place of installation and also complete installation and satisfactory operation of the supplied facility.
13. **Installation and Commissioning:**
- Free of cost at Netarhat Residential School, Netarhat.
14. **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.
15. **Post-sale service:**
- The firm/vendor must submit the name/s of the service engineer/s employed by them who are competent to service the Generator in region/area wise i.e Netarhat, then Lohardaga, then gumla, then Ranchi and finally Jharkhand. The Bidder has to submit a **hierarchy matrix** of the officials in a separate sheet for sales and service purposes with complete name, designation, Mobile no. , phone no., address and individual e-mail-id.
16. **Tender updates:**
- Prospective bidders please refer to our website www.netarhatvidyalaya.com for any changes which may appear from time to time.
17. **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.
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. **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.

Annexure I

Quotation/Rate for supplying Furniture items for School Guest House at Netarhat Residential School, Netarhat.

Sl. No.	Furniture Name	Brand	Specification	Quantity	Amount
1	Bed with Mattress	Godrej/Durian/Mehtodex or Reputed Brand with five year warranty	L-6'X11' W-6'X11'	07 (SEVEN)	
2	Wardrope	Godrej/Durian/Mehtodex or Reputed Brand with five year warranty	L-5', W-2',H-2X6"	07 (SEVEN)	
3	Two seated sofa	Godrej/Durian/Mehtodex or Reputed Brand with five year warranty	W- 1345mm D – 930 mm H – 860 mm	07 (Seven)	
				Any other Charge (if applicable)	
				Total Amount (inclusive with GST and all taxes)	
Total Amount in word:					

Note:- No other cost/amount would be paid over and above the aforesaid proposal amount.

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