



Netarhat Residential School
Netarhat

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

Notice Inviting Tender

Tender Notice No-1705, Dated - 29-09-2022

**For Supplying, Installation and Furnishing of Newly renovated Ashram
Sets necessary necessary Furniture in Netarhat Residential School
premises at Netarhat-835218, Dist-Latehar
Jharkhand**

Sealed tenders are invited from Netarhat Residential School, Netarhat from Manufacturers, Companies, Authorized Distributors, Dealers and reputed firms having relevant experience under two bid system i.e. Technical Bid & Financial Bid for Supplying, Installation and Furnishing of newly renovated Ashrams with necessary Furniture in Netarhat Residential School campus at Netarhat, District- Latehar.

Terms and Conditions

1. Eligibility Criteria

- a) **Only those supplier/Dealer/vendor who are registered with Furniture Supply code under GST Act will be eligible to participate in this Tender.**
- b) The Bidder should be a leading name in the field of respective items which are being mentioned in Annexure V.
- c) Bidder should be an Original Equipment Manufacturer (OEM)/Authorized distributor /Authorized Dealer/Authorized service provider of the OEM.
- d) **The bidders must submit self-attested copies of last 3 years i.e. P.Y. – 2019-20, 2020-21 and 2021-22 Income Tax return in the name of the firm/proprietor/partner.**
- e) The bidder shall provide the Registration number of the firm along with the GST No. and the PAN Number allotted by the concerned authorities.
- f) 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.
- g) One OEM can give only one quote either directly or through an authorized distributor/dealer /service provider.
- h) 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.**
- i) 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.
- 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) 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.
- l) **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.**
- m) **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 V.**

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 Vidyalaya Samiti payable at Netarhat and must be enclosed with the 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. Earnest Money Deposit

The interested firms may put the document complete in all respects along with Earnest Money Deposit (EMD) amounted Rs. 10,000.00 as a NSC/ Post Office Pass Book (for a minimum period of 6 months from the date of opening of tender)/BG/FD etc. drawn in favor of the Principal, Netarhat Vidyalaya Samiti., Payable at Netarhat.

- a. The EMD be returned to the successful bidder on providing the security deposit.
- b. EMD will not be waived under any circumstances.
- c. 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 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.

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 for newly renovated Ashram sets 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: **21th October, 2022 on or before 2.30 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 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.

- **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. ITR Return for P.Y. – 2019-20, 2020-21 and 2021-22
- vii. Update GST Return Copy
- viii. Audit Report Copy for the F.Y. – 2021-22 (if applicable).
- ix. Technical Documentation (Product Brochures, leaflets, manuals etc.)
- x. 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.**
- xi. An affidavit regarding not be blacklisted either by Netarhat Vidyalaya or any other Govt. Institution.
- xii. '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 V. 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 **22th October, 2022 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 25th October 2022 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.
7. **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.

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 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.**

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**

- 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.

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. **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.

14. Installation and Commissioning:

Free of cost at Netarhat Residential School, Netarhat.

15. 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.

16. 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.

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. Transit Insurance:

The Purchaser will not pay separately for Transit Insurance.

20. 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.

21. 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.

22. Enquiry:

All query and clarifications regarding this tender can be had from the

1. Dr. Santosh Kumar Singh
Principal,
Netarhat Residential School,
Netarhat-835218
Latehar
Ph no- 06569- 277644

2. Mr. Roshan Kr.Baxi
(Administrative Officer),
Netarhat Residential School,
Netarhat-835218
Latehar

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 Sl 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-01

FURNITURE ITEMS FOR NEWLY RENOVATED ASHRAMS

S. No	Item Name	Brand/Specification and catalogue must be enclosed by the bidder	Qnt.	Quoted Amount (Including all taxes & dutes)
1-	Single Bed ESCA Size 6'6" X 3' with metal sheet and mosquito net rod.	Godrej/Reputed Brand	50 Pc	
2-	Mattress for single bed SWING Size 6'6" X 3'		50 Pc	
3-	Almirah Size 50" x 30' x 17" Minor plain with 3 selves and I horizontal rod at upper end.		50 Pc	
4-	Sliding door unit Size 29" x 36" x 18"		50 Pc	
5-	Study Chair- With Cushion at both seat and back (Stackable)..		50 Pc	
6-	Study Table Size-48" x 18" x 30"		25 Pc	
7-	Dining Table six seated Size-8 X 4 Stainless steel		8 Pc	
8-	Dining Chair plastic make without arm		50 Pc	

Note:- Catalog is must to be attached.

Seal & Signature

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. GST 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.