



# **Netarhat Residential School**

## **Netarhat**

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

**Invites**

**Tender Notice No- 12, Dated-03.01.2017**

**Tender Document**

**Short Term Tender Notice For Providing and Fixing Of Curtain and  
Curtain Rods For Various rooms of Newly renovated Bungalow and Guest  
House in Netarhat Residential School premises at Netarhat-835218,  
District- Latehar  
Jharkhand**

Sealed tenders are invited from Netarhat Residential School, for the Specified items i.e Supply and Installation Of Curtains and Curtain Rods and other Items as per Specified in Annexure V From the Manufacturer Of D'decor brand Of Curtains Or their authorized dealers/Store in Netarhat Residential School campus at Netarhat, District- Latehar.

**Terms and Conditions :**

**1. Eligibility Criteria**

- a. The Price quoted Should be firm and inclusive Of Taxes, Surcharges , Levies, incidentals, etc. On F.O.R, Netarhat.
- b. Price includes the cost of cloth, Rod, Stitching etc. No other charges will be given for installation and furnishing.
- c. The tendered material is to be Supplied in Furnished Condition , duly Stitched with lining **(as per Sample)** and Fixed to each location of the Bungalow and Guest house. **Samples Of approved material may be inspected in the Office Of Netarhat Residential School, Latehar during Office hours on any working day. The rooms where the Curtains are to be installed may also be inspected for Proper assessment of the work.**
- d. The Successful bidder to whom the work will be awarded will have to get the samples of Curtain material, lining material etc. and Stitching pattern approved from Netarhat authorities before Starting the Work .all the Curtains Shall be Supplied as per approved Samples.
- e. The bidder shall provide the Registration number of the firm along with the VAT/CST/ No. and the PAN Number allotted by the concerned authorities.
- f. The bidder must have experience of supplying similar orders of items as mentioned in Tender Document . 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.

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 Netarhat 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/Bankers Cheque Of any Scheduled Bank Of India in favour of Netarhat Vidyalay samiti Payble at Netarhat .The body of envelope Should Clearly indicate the Following:-
  - i) Amount Of Earnest money:- Rs. 5000.00
  - ii) Demand Draft/Bankers Cheque No----- Dated-----
  - iii) Name Of the Bank issuing the Demand Draft/bankers Cheque:-----
- b. The EMD Money may be refunded after Successful Compilation Of the Work .
- c. EMD will not be waived under any circumstances.
- d. Non submission of EMD will lead to rejection of tender at the opening stage itself.

4. **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 Providing and Fixing Of Curtain and Curtain Rods For Various rooms of Newly renovated Bungalow and Guest House in Netarhat Residential School premises
- b. The tender has to be dropped in the TENDER BOX kept for this purpose in the Principal's Office on due date: **10th January, 2017 on or before 2.30 P.M.**
- 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.
- e. You have to deposit following items :
  - 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) '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.

5. **Opening of Tender:**

- a. The tender will be opened in the office of The Principal, Netarhat Residential School, Netarhat on **10<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 10<sup>th</sup> January at 3.30 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 Curtains 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, Netarhat Vidyalaya reserves the right to consider any appeal with regard to amendment in payment terms if any.**
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** - The School also reserves the right to cancel the order in the event of one or more of the following circumstances:
- i. Delay in work beyond the stipulated time mentioned in the work order from the date of issue of the work order.
  - ii. Breach by the tenders of any of the terms and conditions of the tender.
  - iii. Any action by the vendor, which is in breach of law or accepted practices in the commercial transactions.
  - iv. 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. **Installation and Commissioning**: - Free of cost at Netarhat Residential School, Netarhat.
13. **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.
14. **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.
15. **Tenderupdates**: 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 bears 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. **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.
20. **Enquiry:** - All query and clarifications regarding this tender can be had from the

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

2. **Mr. Roshan Kumar**  
**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)**

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.

<b>Item No.</b>	<b>Item Description</b>	<b>Brand/Specification/Model No.</b>

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.

<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	
<b>11</b>	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**  
**Providing and Fixing Of Curtain and Curtain Rods**

<b>S.No</b>	<b>Items Description</b>	<b>Qty in Mtr./Pics</b>
<b>01</b>	<b>Curtains Cloth</b>	<b>470 Mtrs</b>
<b>02</b>	<b>Steel Rod</b>	<b>424 Rft</b>
<b>03</b>	<b>Stitching</b>	<b>221 Part</b>
<b>04</b>	<b>Rod Fitting</b>	<b>74 Pcs</b>
<b>05</b>	<b>Balte Stitching</b>	<b>192 Pcs</b>

### **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