

**REQUEST FOR PROPOSAL (RFP) FOR PROCUREMENT OF
CONSTRUCTION OF HARD STANDING
FOR ARMY PUBLIC SCHOOL, MIRAN SAHIB**

REQUEST FOR PROPOSAL (RFP/PROC-FD/202-25/APSMS)

1. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below: -

(a)	Bids/queries to be addressed to	Principal Army Public School Miran Sahib
(b)	Postal address for sending the Bids	Army Public School Miran Sahib
(c)	Name/designation of the contact Personnel	Principal
(d)	Tele numbers of the contact Personnel	9419265839

2. The Request for proposal (RFP) consists of three parts as indicated below: -

- (a) **Part I.** Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- (b) **Part II.** Essential details of the items/services required and technical specifications.
- (c) **Part III.** Standard Condition of RFP.
- (d) **Part IV.** Evaluation criteria and Price Bid issues

3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any and part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

PART I – GENERAL INFORMATION

1. **Manner of Depositing the Bids.** The bids will be submitted in the following manner:-

- (a) The original of the following documents shall be submitted physically in the sealed tender box before the bid submission closing date.
 - (i) **Earnest Money Deposit.** Bidders are required to submit an Earnest Money Deposit (EMD) for **Rs 8,000 (Eight thousand rupees)** with their bids in the form of a **Demand Draft only in favor of ARMY PUBLIC SCHOOL MIRAN SAHIB.** EMD should be valid for **three months.**
- (b) Bidders must submit their technical and financial bids along with EMD / MSME in separate sealed envelopes with the company seal and signature of the authorized signatory. The authorized signatory must initial each bid page and stamp it with the company seal.
- (c) **MSME Bidders are exempt from depositing the EMD.**
- (d) **Last date and time for depositing the Bids: 10 March 2025**
- (e) **Tentative Time and date for opening of Bids: 12 March 2025**
- (f) Location of Tender Box: 4 JAK Li, Near TCP Kharian, Miran Sahib, Jammu-181101, J&K.
- (g) **Clarification regarding the content of the RFP: 08 March 2025**
- (h) **Modification and Withdrawal of Bids** – No bid shall be modified after the submission.
- (i) Rejection of Bids: Canvassing by the firm in any form, unsolicited letter and post-tender correction may invoke summary rejection and forfeiture of EMD. Conditioned tenders will be rejected.
- (j) Validity of Bids: Bids should remain valid for a minimum period of 03 Months from the date of submission of bids.
- (k) The approval or rejection of tender (s) rests with the Competent Financial Authority (CFA) as applicable, which reserves to himself the right to reject any tenders in whole or in part.
- (l) Any further information required on application can be obtained on any working day between 0900 to 1600 Hours.
- (m) 100 % payment of bills of the successful bidder will be made through e-payment upon generation of the bill from the firm and physical receipt and acceptance of stores by APS, Miran Sahib.

- (n) These instructions on 'Invitation to Bid' are to be signed by you and returned along with your Bid.

TECHNICAL BID ENVELOPE (ANNEXURE 1 TO 3)

2. **Preparation and submission of Tenders:** - Tenders will be submitted in two parts i.e. Technical Bid and Financial Bid. Quotation will be valid for 180 days. Bids will be submitted in three envelopes by the bidder as under: -

(a) Technical Bid Envelope – CONSTRUCTION OF HARD STANDING- <Name of the firm>

Principal
Army Public School,
Miran Sahib, Jammu

(b) Financial Bid Envelope

Financial Bid – **CONSTRUCTION OF HARD STANDING-** <Name of the firm>

Principal
Army Public School,
Miran Sahib, Jammu

Financial bids of only technically successful vendors will be opened. Bidders are invited to be present at the date and time of the opening of financial bids at the school, the date and time will be emailed 48 hours in advance. The lowest bidder (L1) will be selected successfully to supply items. In case of failure, the next lowest bidder (L2) may be called upon to supply at the same cost, terms & conditions as for L1 bidder post-negotiations.

(c) EMD Envelope or MSME

EMD – **CONSTRUCTION OF HARD STANDING-**<Name of the firm>

Principal
Army Public School,
Miran Sahib, Jammu

EMD: Rs 8,000 in words is "Eight thousand rupees" in favor of Army Public School, Miran Sahib valid for three months.

(d) Cover Bid Envelope

Bid – **CONSTRUCTION OF HARD STANDING-** <Name of the firm>

Principal
Army Public School,
Miran Sahib, Jammu

PART II – SPECIFICATION

Deliverables

1. On conclusion of the contractual process unsuccessful bidders will be returned EMDs.
1. Changes to selected products of the L-1 bidder will be intimated in writing by school management and explained in person to the bidder. Bidder is permitted to supply complete items in one go, items will be delivered as per the following schedule: -
- 2.

(a)	CONSTRUCTION OF HARD STANDING	Within 30 days of supply order.
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MINIMUM SPECIFICATIONS

Bidders must submit a quote that meets the requirements of the below-mentioned specifications: -

S.NO	PARTICULAR	QTY
Total Area: 200 feet in Length x 12 feet in width		
01	Surface dressing 200 feet x 12 feet	01
02	Surface Level 200 feet x 12 feet and 4 inches	01
03	Flooring 50 mm 200 feet x 12 feet	01
04	Aluminum strips 400 rmt	01
05	Shuttering for edge	01

Important Instructions:

"The vendor is requested to visit the school and gather all necessary information before participating in any tender."

IMPLEMENTATION AND TECHNICAL SUPPORT	
Technician Certification Requirements	<ul style="list-style-type: none"> Qualified technicians or Engineers to conduct installations and technical support Company Certifications Proofs
Onsite Technical Support Maintenance	<ul style="list-style-type: none"> 2 Year onsite technical support & maintenance Next business day response

PART III – STANDARD CONDITIONS OF RFP

1. **Warranty.** The seller will provide a warranty for a minimum of 24 months from the date of acceptance. If the warranty provided by the OEM is shorter, it will be extended by the seller at his own cost. If the repair is not satisfactory and/or the item(s) are found to be irreparable by the buyer, the item(s) will be replaced by the seller at his own cost. If the seller fails to do so, the risk and expense clause will be invoked, and the item(s) will be purchased from the local market at the seller's risk, cost, and expense. Any money incurred in executing the purchase shall be recovered from the amount due to the seller, including EMD/PBG, etc.

2. **Delivery Period.** The delivery period for the supply of items/installation would be within **30 days** from the date of the supply order.

3. **Eligibility Criteria.** The Tenders must fulfill the following tender inquiry for the successful bidder. To be technically qualified, the bidder has to fulfill the following criteria: -

(a)	Participating entity should have a valid Permanent Account Number (PAN), manufacturing/trading license/contractor (if applicable), and Goods and Services Tax(GST) number.
(b)	MANDATE FORM Electronic Clearing Service (ECS) From Bank

4. **Repeat Order Clause:** The contract will have a Repeat Order Clause, wherein the Army Public School Miran Sahib can order upto 50% quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Army Public School, Miran Sahib to place the Repeat order or not.

5. **Tolerance Clause:** To take care of any change in the requirement during the period starting from the issue of tender inquiry till placement of the contract. Army Public School Miran Sahib reserves the right to 50% plus/minus increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the Seller.

6. **Payments:** No advance payments will be made. Payment will be made after the completion of the project/ supply of items as per the supply order and submission of bills.

7. **Liquidated Damages:** In the event of the Seller's failure to supply the stores/goods and conduct trials, installation of equipment, training, etc. as specified in this contract, the Army Public School, Miran Sahib may, at his discretion, withhold any payment until the completion of the contract. The Army Public School Miran Sahib may also deduct from the Seller as agreed, liquidated damages to the sum of upto 4% of the contract price of the delayed/undelivered stores/services mentioned above, liquidated damages for every week of delay or part of a week will be 0.5%, subject to the maximum

value of the Liquidated Damages being not higher than 4% of the value of delayed stores.

8. **Industry Norms:** The device should meet industry norms and a relevant certificate to be provided.

11. **Termination of Contract:** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases: -

(a) The delivery of the material is delayed for causes not attributable to Force Majeure for more than one month after the scheduled due date of the delivery.

(b) The Seller is declared bankrupt or becomes insolvent.

12. **OEM Certificate:** All original OEM Certificates should be handed over along with stores

13. **Training and Manual:** Equipment Training to be provided to users at no extra cost. User manual should be provided along with stores

14. **Down Time:** The vendor should ensure that the equipment reported down (including due to OS-related problems) on any working day is set right **within 56 hours of reporting the complaint and in no case, later than three working days**. In case, the hardware cannot be repaired within the stipulated period, the vendor should provide a replacement (of equivalent capacity) of the same.

15. **Warranty Repair Register:** Vendor will maintain Defect / Warranty register for all Repair / Warranty Replacement / Schedule Maintenance for record.

ANNEXURE 1 – ORGANIZATION DETAILS

1. The following information requested needs to be submitted in the technical bid to the concerned authorities with appropriate supporting documentation, duly attested by an authorized signatory of the firm/agency, failing which it would be rejected.

S No	Information Requested	
1	Name of the firm/agency	
2	Address of the firm/agency	
3	Telephone no.	
4	Email ID	
5	PAN card Number	
6	GST certificate Number	
7	MANDATE FORM Electronic Clearing Service (ECS) From Bank	

Important Instructions:

"The vendor is requested to visit the school and gather all necessary information before participating in any tender."

Financial/ Commercial Proposal

Details are given as per Scope of Work, specifications, and other indications/ illustrations/ details given in RFP, as under: -

S No	Item	Accounting Unit	Qty	Basic Cost (Rs) ('X')	GST Applicable (%)	Total Price (Rs)
1.	CONSTRUCTION OF HARD STANDING					
Cost (Rs) ('Including GST') in Rupees –						
Total Price (Rs) in words –						

The Technical Bid, Financial Bid, and EMD are in different - different envelopes and these are in one envelope (Cover Bid Envelope)

SAMPLE ENVELOPE

Sender Address	<p><u>TECHNICAL BID</u></p> <p><u>“CONSTRUCTION OF HARDSTANDING”</u></p>	<p>Technical Bid Envelope Sample</p>
Sender Address	<p><u>COMMERCIAL BID</u></p> <p><u>“CONSTRUCTION OF HARDSTANDING”</u></p>	<p>Financial Bid Envelope Sample</p>
Sender Address	<p><u>EMD/ MSME CERTIFICATE</u></p> <p><u>“CONSTRUCTION OF HARDSTANDING”</u></p>	<p>EMD/MSME Certificate Envelope</p>

