

**REQUEST FOR PROPOSAL (RFP) FOR PROCUREMENT OF
DEVELOPMENT OF CONFERENCE HALL
FOR ARMY PUBLIC SCHOOL, MIRAN SAHIB**

REQUEST FOR PROPOSAL (RFP/04/PROC/2024-25/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 Sahiib
(b)	Postal address for sending the Bids	Army Public School Miran Sahiib
(c)	Name/designation of the contact Personnel	Principal
(d)	Tele numbers of the contact Personnel	01923295332, 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 Specification.
- (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.

(Ms. Ritu Sharma)
Principal
APS Miran Sahiib

Dated:

PART I – GENERAL INFORMATION

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

(a) The original of following documents shall be submitted physically in the sealed tender box prior to bid submission closing date.

(i) **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for **EMD: Rs 7,000 /- (Rupees Seven Thousand only)** with their bids in the form of **Demand Draft only in favor of ARMY PUBLIC SCHOOL MIRAN SAHIB.** EMD should be valid for a period of **three months.** The Bid Security would be returned, after the receipt of Performance Security as called for the contract. The EMD will be forfeited if the bidder withdraws or derogates from the tender within the validity period. Canvassing and attempt to vitiate tender process in any form will also lead to forfeiture of EMD.

(b) Bidders are required to submit their technical and financial bids along with EMD in separate sealed envelopes, with company seal and signature of the authorized signatory. All the envelopes should be enclosed in a cover envelope, which is to be sealed with company seal and signature of the authorized signatory. Each page of the bid would be required to be initialized by the authorized signatory along with company stamp.

(c) Bidders are not exempt from depositing the EMD.

(d) **Last date and time for depositing the Bids : 17 July 2024**

(e) **Tentative Time and date for opening of Bids : 22 July 2024**

(f) **Location of Tender Box : Main Gate , 162 Inf Brig Miran Sahib (Edu Branch)**

(g) **Clarification regarding content of the RFP : 17 July 2024**

(h) Modification and withdrawal of Bids – No Bids shall be modified after the date and time of end of submission of bids. No bids may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of Bids validity specified. Withdrawal of a Bid during this period will result in forfeiture of the Bidder's EMD.

(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 date of submission of bids.

(k) The approval or rejection of tender (s) rest with the Competent Financial Authority (CFA) as applicable, who reserve to himself the right of rejecting 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 bill from the firm and physical receipt and acceptance of stores by APS, Miran Sahiib.

(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:-** Tender 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 bidder as under:-

(a) Technical Bid Envelope – Development of conference Hall - <Name of the firm>

Principal
Army Public School,
Miran Sahib, Jammu

(b) Financial Bid Envelope

Financial Bid – **Development of conference Hall** - **<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 date and time of opening of financial bids at the school, date and time will be emailed 48 hours in advance. The lowest bidder (L1) will be selected successful 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

EMD – **Development of conference Hall** - **<Name of the firm>**

Principal
Army Public School,
Miran Sahib, Jammu

EMD: Rs 7,000/- (Rupees Seven Thousand only in favor of Army Public School, Miran Sahib is valid for three months.

(d) Cover Bid Envelope

Bid – **Development of conference Hall** - **<Name of the firm>**

Principal
Army Public School,
Miran Sahib, Jammu

PART II – SPECIFICATION

Deliverables

1. On conclusion of contractual process unsuccessful bidders will be returned EMDs.
2. Changes to selected products of 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 within ten days, items will be delivered as per under mention schedule:-

(a)	Development of conference Hall	Within 15 days of supply order.
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MINIMUM SPECIFICATIONS

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

S.no	Item Name and Specifications	QTY
01	<p>Conference Table (MINGLE MODULAR PLT)</p> <p>Supplying and placing in position conference table of the following specifications with following size shall be 2 STR END_LH - 1350 X 600 X 740 1800W - 1800 X 850 X 740</p> <p>Work Surface-Made of 25mm Thick Pre-laminated twin board of E1-P2 grade and approved shade conforming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Plastic ABS access flap is provided for easy access to wires and cables. Work top is available in various shapes.</p> <p>Understructure-It consist of 18mm Thick Pre-laminated twin board of E1-P2 grade and approved shade conforming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping. Aluminum alloy 63400 - WP profile is used for connecting panels together. The product has a knock-down construction.</p> <p>Modesty Panel-Made of 18mm Thick Pre-laminated twin board of E1-P2 grade and approved shade conforming to IS-12823:1990, Edge banded with matching 2 mm thick PVC lipping.</p> <p>Powder coated accent metal strip provided below work surface to enhance aesthetics. It is made of 0.8mm CRCA as per IS 513, epoxy polyester powder coated (DFT 40-60 microns).</p> <p>Wire Management-An array of panels made of 0.8mm CRCA MS IS:513, epoxy polyester powder coated (DFT 40-60 microns) is used for flow of wires and cables. Provision to mount Anchor Roma 6 module plate is provided below worktop. Cutout on top with two piece injection moulded plastic part polymer component is fitted to pull out audio,video cables onto worktop and connect</p>	01

devices charger to power socket below worktop.

Reference Picture:



02

Executive Chair No1

01

Colour White & Grey
Material Nylon
Product Dimensions 58D x 66W x 128H Centimeters
Size Standard
Item Weight 18 Kilograms
Back Style Solid Back
Frame Material Nylon
Special Feature Seat Slider, Adjustable Lumbar, Adjustable Headrest, Ergonomic, Adjustable Armrest, Multilocking Synchro Tilt Mechanism
Product Care Instructions Dry Clean
Net Quantity 1.00 Piece
Seat Material Type Wood
Recommended Uses For Product Office
Maximum Weight Recommendation 110 Kilograms
Style Pro Series
Pattern Pro (White Grey) (with Seat Slider)
Finish Type Polished
Room Type Office, Study Room
Age Range (Description) Adult
Included Components Chair and assembly instructions
Shape I-shaped
Model Name Zodiac Pro
Arm Style with-arms
Surface Recommendation Hard Floor
Furniture base movement Swivel
Indoor/Outdoor Usage Indoor
Furniture Finish plastic

Seat Depth 48 Centimeters
 Fill Material Nylon
 Color White & Grey
 Shipping Weight 21 Kilograms
 Item Model Number Zodiac_Pro_WhiteGrey_AMZ
 Item Part Number Zodiac_Pro_WhiteGrey_AMZ
 Is Assembly Required Yes
 Primary material Nylon
 Top Material Mesh
 Capacity Standard
 Number of Pieces 1
 Locking Mechanism Synchro Mechanism
 Mattress Comfort Upholstered

Reference Image:



03

Executive Chair No 2

16

Color Multicolor
 Material Nylon
 Product Dimensions 50D x 60W x 92H Centimeters
 Size Mid Back
 Item Weight 15 Kilograms
 Back Style Solid Back
 Frame Material Nylon
 Special Feature Adjustable Height, Arm Rest, Ergonomic, Rolling, Swivel, Seat Lock, Upholstere Mesh, Cushion Availability
 Product Care Instructions Wipe Clean
 Net Quantity 1.00 count
 Seat Material Type Foam
 Recommended Uses For Product Office, Study Room
 Maximum Weight Recommendation 110 Kilograms
 Style MONO REVOLVING
 Pattern Grey & White
 Finish Type Nylon
 Room Type Office, Living Room, Conference room, Study Room
 Age Range (Description) Adult
 Included Components Chair With All Accessories
 Shape Rectangular

Model Name mono
 Arm Style With Ergonomic Armrest
 Surface Recommendation Hard Floor
 Seat Back Interior Height 48 Centimeters
 Furniture Finish Nylon
 Seat Height 44 Centimeters
 Seat Depth 45 Centimeters
 Fill Material Foam
 Seat Length 45 centimeters

Reference Image:



04

LED INTERACTIVE PANNEL 86 “

01

Operating System Android
 CPU Quad-core A55 or better
 CPU Frequency 1.9 GHz
 GPU Mali-G31 MP2 or better
 RAM 4 GB or Above
 ROM 32 GB or Above
 Function
 Applicable Operating Systems Windows 7/8/10 (OPS Enabled);
 Android
 WiFi Dual-band 2.4 Ghz/5 Ghz
 Wi-Fi Hotspot Dual-band 2.4 Ghz/5 Ghz; supports enabling
 hotspot and Wi-Fi at the same time
 LCD Panel
 Panel Dimensions 86-inch
 Backlight DLED
 Aspect Ratio 16:09
 Brightness 86-inch: 350 cd/m²
 Resolution 3840 (H) x 2160 (V)
 Viewing Angle H: 178°; V: 178°
 Lifespan 50,000 hours or better
 Refresh Rate 60 Hz
 Static Contrast VA: 4000 (typ.); IPS: 1200
 (typ.)
 Camera (External Camera)
 Pixel 5 MP
 Auto Control Auto white balance

Distortion	≤ 5%	
Max. Resolution	Android: 1080p@30fps; OPS: 2560 × 1440@30fps	
Field of View	H:84.5°; V: 54.0°; D: 93.1°	
Device Ports		
Light Sensor	1	
Front Button	1 × Power button	
 OPS		
OPS Open Pluggable Specification		
<ul style="list-style-type: none"> • 10th generation i5 or Latest processor • 8GB RAM • 256 GB SSD • Compatible for All Interactive Flat Panel Displays 		

**PART III – STANDARD CONDITIONS OF
RFP**

1. **Warranty.** The seller will provide warranty for minimum **12 months** from the date of acceptance, wherever the warranty given by OEM is lesser the same will be extended by Seller at his own cost. If the repair is not found satisfactory and/ or item(s) is found not repairable by the buyer, the item(s) will be replaced by the seller at his own cost. If he fails to do so, the risk and expense clause will be invoked and item(s) bought from local market and the risk, cost and expense of the seller and money(s) so incurred in executing purchase shall be recovered from the amount due to seller/EMD/PBG etc.

2. **Delivery Period.** Delivery period for supply of items/installed would be within **15 days** from the date of supply order. Please note that contract can be cancelled unilaterally by the Army Public School Miran Sahib in case items are not received within the time which is given on Supply Order. Extension of contracted delivery period will be at the sole discretion of the Army Public School, Miran Sahib, with applicability of LD clause.

3. **Eligibility Criteria.** The Tenders must fulfill following tender enquiry for successful bidder as per the following laid down procedures. In order to be technically qualified, bidder has to fulfill the following criteria:-

(a)	Participating entity's turnover should be minimum Rs 20 lacs for previous financial year 2022-2023.
(b)	Attached ITR copy of previous year 2023-2024 and Last Quarter/Month GST Return
(c)	EMD
(d)	Participating entity should have valid Permanent Account Number (PAN), manufacturing/trading license/contractor (if applicable), and Goods and Services Tax(GST) number.
(e)	Annexure-1 and 2 to be submitted.
(f)	Experience Certificate or any other documents which establishes the credentials of the firm in the field of the tender

4. **Performance Security.** Performance Security can be submitted in form of Performance Bank Guarantee (PBG) pledged in favour of **Army Public School, Miran Sahib** drawn on any nationalized bank or Demand Draft (DD). PBG will be valid for 12 months. PBG will be released, less due to buyer on account of penalties/other dues, on completion of warranty period, unless forfeited as per terms and condition. PBG @ 4% of the bid amount will be applicable for successful bidder as per the laid down procedure & PBG hold for three year. PBG will be deposited within 7 days of placing of Supply Order. In case seller fails to deposit PBG within 7 days, amount due will be recovered from EMD and /or amount due to be paid to seller, by the buyer. Penal of delay will be 0.5% of amount due per week or part thereof upto a maximum of 4% which will then lead to termination of contract and supply order at the sole discretion of school management. Discretion in delay waiver will be of school management only if provided in writing.

5. **Repeat Order Clause:** The contract will have a Repeat Order Clause, wherein the Army Public School Miran Sahiib 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 ArmyPublic School, Miran Sahiib to place the Repeat order or not.
6. **Tolerance Clause:** To take care of any change in the requirement duringthe period starting from issue of tender enquiry till placement of the contract. Army Public School Miran Sahiib 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. While awarding the contract, the quantity ordered can be increased or decreased by the Army Public School, Miran Sahiib within this tolerance limit. Such tolerance will be indicated by the school any time from now till delivery of 50% of the items by seller, scheduled and indicated in supply order.
7. **Payments:** No advance payments will be made. Payment will be for items supplied only on successful acceptance of items by school management through duly constituted board of teachers by the school management.
8. **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Army Public School, Miran Sahiib may, at his discretion, with hold any payment until the completion of the contract. The Army Public School Miran Sahiib 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.
9. **Industry Norms:** Device should meet industry norms and relevant certificate tobe provided.
10. **Penalty for use of undue influence :** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller tosuch liability / penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
11. **Agent / Agency Commission** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer/ authorized vendor of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm. If at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commissioner consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer.

13. **Non Disclosure of Contract Document** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party
14. **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 date of delivery.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) The delivery of material is delayed due to causes of Force Majeure by more than one month from the cessation of Force Majeure condition included in contract.
- (d) The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
15. **Transfer and Sub-letting** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
16. **Taxes and Duties:** The bidders should quote basic cost inclusive of cost of transportation upto destination and duly Decarately including various taxes as applicable
17. **OEM Certificate:** All original OEM Certificates should be handed over along with stores
18. **Training and Manual :** Equipment Training to be provided to user at no extra cost. User manual should be provided along with stores
19. **Fall Clause:** Fall Clause will be invoked if price charged for stores supplied under contract exceeds the lowest price at which contractor sells identical stores to any other Org/Deptt of Central Govt/State Govt/Undertaking during current contract.
20. **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 replacement (of equivalent capacity) of the same.
21. **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 authorized signatory of the firm/agency, failing which this would be rejected.

S No	Information Requested	Supporting documents required	Tick
1	Name of the firm/agency	Certificate of registration/incorporation	
2	Address of the firm/agency		
3	Telephone no.		
4	Email ID		
5	Participating entity should be a Service Provider of Physical Education with a valid Permanent Account Number (PAN), manufacturing/trading license (if applicable), and Goods and Services Tax (GST) number	PAN card copy	
		GST certificate copy and Quarterly/Month return certificate	
6	Participating entity's turnover should be minimum Rs 20 lakhs previous financial year 2023-2024	Copies of ITR for assessment years 2023-2024	
7	Address proof of office/firm/agency/shop	Copies of Electricity Bill, Water Bill, Telephone Bill, Rent Agreement, Bank Statement - any one document	
8	EMD	EMD: Rs 7,000 /- (Rupees Seven Thousand only)	
9	Experience certificate (Supply order for the same category from Government or semi Government body min 1 Lakhs)		

PART IV – EVALUATION CRITERIA TECHNICAL AND PRICE BID ISSUES

- a) Only those bidders, whose technical specifications are correctly matched will be eligible for opening of financial bids.
- b) Once L-1 is decided and supply order placed, technical testing of the product will be carried out before its acceptance.

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.	conference Table		01			
2	Executive chair no 1		01			
3	Executive chair no 2		16			
4	Led Interactive Panel		01			

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

SAMPLE ENVELOPE

TECHNICAL BID

Technical Bid
Envelope Sample

“Development of conference Hall”

Sender Address

COMMERCIAL BID

Financial Bid
Envelope Sample

“Development of conference Hall”

Sender Address

EMD/ MSME CERTIFICATE

EMD/MSME
Certificate
Envelope Sam

“Development of conference Hall”

