

SAINIK SCHOOL CHHINGCHHIP
P.O. – THINGSULTHLIAH, DIST : SERCHHIP (MIZORAM), PIN – 796161
E-mail : sainikschoolchhingchhip@gmail.com , Mob. No. 7005618603
Website : sschhingchhip.mizoram.gov.in

REQUEST FOR PROPOSAL(RFP)

Invitation of Bids for 'SUPPLY' OF Clothing items 'Request for Proposal (RFP) No SSSC/QM/RFP/01/20CONTRACT dated 10 Feb 2020

1. Bids are hereby invited under Single Bids System (Financial Bid) from reputed, experience and financially sound Companies, Firms, Suppliers, Agencies, manufacturers for awards of Annual Rate Contract for supply of Clothing items as listed in Part II of this RFP to Sainik School Chhingchhip, Mizoram.

2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below-

- | | |
|---|---|
| (a) Bids/queries to be addressed to: | The Principal, Sainik School Chhingchhip |
| (b) Postal address for sending the Bids: | As mentioned above |
| (c) Name /designation of the contact personnel: | Administrative Officer, SS Chhingchhip |
| (d) Telephone numbers of contact personnel: | 7005618603 |
| (e) E-mail id of contact personnel: | sainikschoolchhingchhip@gmail.com |

3. This RFP is divided into following five Parts:-

(a) **Part I** – Contains General Information and Instructions for the bidders about the RFP such as the time, date for submission and opening of tender bids, validity period of tenders, etc.

(b) **Part II** – Contains essential details of the items/ services required, such as the Schedule of Requirements (SOR). Technical specification , Delivery period, mode of delivery & consignee details.

(c) **Part III** - Contains Standard Conditions applicable to this RFP, which will form part of the contract with the successful Contractor.

(d) **Part IV** - Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Contractor.

(e) **Part V** - Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the Principal, Sainik School Chhingchhip reserves the right to change and vary any part thereof at any stage. Principal, Sainik School Chhingchhip also reserves the right to withdraw the RFP, should it become necessary at any stage.

PART I-GENEREAL INFORMATION AND INSTRUCTIONS

1. Last date and time for depositing the Bids (DDMMYYYY) : 09.03.2020 1700 hrs

The sealed Bids (technical and Commercial) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

The various crucial dates relating to tender are cited as under:-

S No	Contract Details	Date	Remarks
(a)	Date of issue of Tender and Availability	15 Feb 20	On School web site (https://sschhingchhip.mizoram.gov.in) & e-CPPP www.eprocure.gov.in/epublish/app
(b)	Last date of submission of Tender Documents	09 Mar 20 1700 hrs	-
(c)	Mode of submission	-	Offline/Drop in tender box placed at this school
(d)	Date and place of opening of tender	12 Mar 20 1000hrs	Adminstrative Officer's Office

2. Manner of depositing the Bids : Sealed Bids should be either dropped in the Tender Box in-front of Adm Officer's Office at Sainik School Chhingchhip, or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non –delivery /non receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. Time and date for opening of Bids 12.03.2020 1000 hrs

(If due to any exigency, the due date for opening of the bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. Location of the tender Box : Infront of Adm Officer's Office Sainik School Chhingchhip

(Only those Bids that are found in tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid).

5. Place of opening of the Bids: At the office of Adm Officer. The Bidders may depute their representative, duly authorized in writing, to attend of Bids on the due date and time Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time.

7. Forwarding of Bids: Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing all details mentioned in **Appendix "A"**.

8. Clarification regarding contents of the RFP: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarification sought not later than 7 (Seven) days prior to the date of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. Modification and Withdrawal of Bids: No bid shall be modified after submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the

period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tender will be rejected.

12. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

13. **Validity of Bids:** The Bids should remain valid till 45 days beyond the last date of submission of the Bids.

14. Every page of the tender should be signed (full signature) and rubber stamped by the tenderer. It should also be signed wherever there is overwriting and cutting.

15. The tenderers shall be solely responsible for any damages or loss in public property due to negligence of their labourers or other staff and the damage shall be made good at their own cost.

16. All supplies/services will be according to specifications as per tender paper or subject to approval by the Principal, Sainik School Chhingchhip.

17. All the Appendices of the RFP will be completed neatly in English language only; If Appendices along with the RFP are found incomplete, the tender will not be considered.

18. Tenderers are requested to quote their rates only in the schedule of items given by the school. The rates quoted on the individual firm's letter head or any other paper than schedule of items will not be considered.

20. **Cost of Tender Form:** Bidders are to remit **Rs 300/-** (Rupees Three Hundred only) with Principal, Sainik School Chhingchhip through Demand Draft / Banker's Cheque in favour of "Principal, Sainik School Chhingchhip" payable at **Mizoram Rural Bank, Chhingchhip (IFSC – SBIN0RRMIGB, Branch Code No. 08)** towards cost of the tender form in any Nationalised Banks.

20. **Filling of Tender Documents:** Filling of all the relevant points of tender documents is mandatory by the Tenderer. Anything missing on the document part will be treated as cancel of complete tender document. Tenderer will not have any right to claim on the subject issue.

21. **Credential of Tenderer:** Tenderer is supposed to submit the all relevant credential document along with the tender form.

PART II-ESSENTIAL DETAILS OF ITEMS REQUIRED

1. Schedule of Requirement: - The vendors will submit bids in the following format:-

(a) Technical Bid:

Sr No	Items / Particulars	Description of materials	Compliance YES/NO
(aa)	Shirt Khaki TC H/S	220-250 gms, Polyster 67% , viscose 33%	
(ab)	Shirt Khaki TC F/S	220-250 gms, Polyster 67% , viscose 33%	
(ac)	Trouser Khaki TC	220-250 gms, Polyster 67% , viscose 33%	
(ad)	Shirt White TC F/S	220 gms, Polyster 67% , cotton 33%	
(ae)	Shirt White TC H/S	220-250 gms, Polyster 67% , cotton 33%	
(af)	Trouser White TC	220-250 gms, Polyster 67% , viscose 33%	
(ag)	Trouser Steel Woollen Grey	220-250 gms, Polyster 67% , viscose 33%	
(ah)	Short Navy Blue	220-250 gms, Polyster 67% , viscose 33%	
(ai)	T- Shirt Cotton House Colour (with school crest and school name	180- 220 gsm,Polyster	
(aj)	Jersey/ Sweater Khaki School Pattern	Nylon	
(ak)	School Tie	-	
(al)	Cap Beret Navy Blue	Woollen	
(am)	Cap Badge with pin	Metal	
(an)	Leather Belt 1.5 with crested buckle	-	
(ao)	Shoulder Title	Metal	
(ap)	Shoulder Flash Woollen	Woollen	
(aq)	Name Tab	embroidary	
(ar)	Trouser Steel Grey	220-250 gms, Polyster 67% , viscose 33%	
(as)	Scarf School Patter	-	
(at)	Bed sheet and pillow cover cotton white	150-200 gsm, Polyster 67% , cotton 33%	
(au)	Thick Soled Sports shoe (White)	Minimum Nivia Quality	
(av)	Kamar Band with pallu school pattern	-	
(aw)	Leather Shoes Black	Minimum Bata Quality	
(ax)	Blazer coat with school crest	Wollen	
(ay)	Track Suit with school logo and school name	Superpoly, Minimum Shiv Naresh Quality	

(az)	Lanyard	-	
(aaa)	Cap Balaclava	-	
(abb)	Pom Pom		
(acc)	White Rexin Webbing(For Parade)	-	
(add)	Sweater/Jersey Steel grey with school pattern stripe on V neck and sleeves.	-	

(b) Commercial Bid:

Sr No	Items / Particulars	Description of materials	Only stitching rate	Overall Rate
(aa)	Shirt Khaki TC H/S	220-250 gms, Polyester 67% , viscose 33%		
(ab)	Shirt Khaki TC F/S	220-250 gms, Polyester 67% , viscose 33%		
(ac)	Trouser Khaki TC	220-250 gms, Polyester 67% , viscose 33%		
(ad)	Shirt White TC F/S	220 gms, Polyester 67% , cotton 33%		
(ae)	Shirt White TC H/S	220-250 gms, Polyester 67% , cotton 33%		
(af)	Trouser White TC	220-250 gms, Polyester 67% , viscose 33%		
(ag)	Trouser Steel Woollen Grey	220-250 gms, Polyester 67% , viscose 33%		
(ah)	Short Navy Blue	220-250 gms, Polyester 67% , viscose 33%		
(ai)	T- Shirt Cotton House Colour (with school crest and school name	180- 220 gsm, Polyester		
(aj)	Jersey/ Sweater Khaki School Pattern	Nylon		
(ak)	School Tie	-		
(al)	Cap Beret Navy Blue	Woollen		
(am)	Cap Badge with pin	Metal		
(an)	Leather Belt 1.5 with crested buckle	-		
(ao)	Shoulder Title	Metal		
(ap)	Shoulder Flash Woollen	Woollen		
(aq)	Name Tab	embroidary		
(ar)	Trouser Steel Grey	220-250 gms, Polyester 67% , viscose 33%		
(as)	Scarf School Patter	-		
(at)	Bed sheet and pillow cover cotton white	150-200 gsm, Polyester 67% , cotton 33%		
(au)	Thick Soled Sports shoe (White)	Nivia Quality and above		

(av)	Kamar Band with pallu school pattern	-		
(aw)	Leather Shoes Black	Bata Quality and above		
(ax)	Blazer coat with school crest	Wollen		
(ay)	Track Suit with school logo and school name	Superpoly, Shiv Naresh Quality and above		
(az)	Lanyard	-		
(aaa)	Cap Balaclava	-		
(abb)	Pom Pom	-		
(acc)	White Rexin Webbing(for parade)	-		
(add)	Sweater/Jersey Steel grey with school pattern stripe on V neck and sleeves.	-		

Note : - Quoted Rate (in Rupees) -Rate Includes GST/Taxes, Transport, Labour, loading & unloading charges etc in all respects. The samples of abovementioned items are kept in the school.
- Sample can be obtained from school premises.

2. Rate quoted should be Standard size for Class VI to Class VIII (Boys and Girls). The selected vendor/firm need to visit the school for taking measurement of the cadets.
3. Super scribe the Title, RFP number and date of opening of the bids on the sealed cover to avoid the bid being declared invalid.
4. Clear details of items are mentioned in the schedule of requirements.
5. **Delivery period** – Delivery/Installation period for supply of items would be as per the effective date of Supply Order. Please note that Supply Order can be cancelled unilaterally by the Buyer in case items are not received within the Supply Order delivery period. Extension of Supply Order delivery period will be at the sole discretion of the Buyer, with Applicability of LD clause.
6. **Time of Supply of Items:** Supply of items will be along with delivery Challan / Invoice and Offloading of Stores will be strictly the responsibility of Contractor. No supply will be accepted on Sundays & Holidays.
7. No revision of rates will be permitted once the contract is entered into.
8. Items supplied against the supply order issued by the Principal, Sainik School Chhingchhip (Mizoram) will be inspected on receipt and items found damaged or inferior items will have to be replaced by the supplier and cost of delivery will be borne by the supplier.
8. The items will be ordered anytime throughout the period of contract and the supplier will execute the order as per the terms and conditions.
9. While quoting the prices, tenderers must bear in mind that sub-standard/adulterated items will not be accepted and therefore prices for genuine quality of items should only be quoted. The rates quoted should be inclusive of all charges at net supply rates at Sainik School Chhingchhip (Mizoram). Price of each item should be legibly written in figures. Any correction/alteration made in the tender form without authentication will not be accepted.

10. **Consignee details -** Principal
Sainik School Chhingchhip,
P.O. – Thingsulthliah,
Distt- Serchhip (Mizoram),
Pin. 796161.
11. Container Pack – (As per requirement)

PART III – STANDARD CONDITIONS OF RFP

1. **Legal Jurisdiction:** All disputes will be subject to Serchhip, Mizoram jurisdiction only.
2. **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 Supply Order, the Buyer may, at his discretion, withhold any payment until the completion of the Supply Order. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the Supply Order price of the delayed/undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.
3. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs 30,000.00 (Rupees thirty thousand only)** along with their bids. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. EMD should be through Bank Draft/Account Payee Demand Draft/Bankers Cheque drawn in favour of **Principal Sainik School Chhingchhip payable at Mizoram Rural Bank, Chhingchhip (IFSC – SBIN0RRMIGB, Branch Code No. 08)**. Micro and Small Enterprises as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from paying EMD.
4. **Performance Bank Guarantee** The successful bidder will deposit an amount equal to **5 per cent** of contract value on award of contract. The EMD of the bidder will be returned to him post deposit of Performance Bank Guarantee. PBG should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. EMD should be through Bank Draft/Account Payee Demand Draft/Bankers Cheque drawn in favour of **Principal Sainik School Chhingchhip payable at Mizoram Rural Bank, Chhingchhip (IFSC – SBIN0RRMIGB, Branch Code No. 08)**.
5. **Termination of Contract:** The Principal, Sainik School Chhingchhip shall have the right to terminate this contract in part or in full in any of the following cases:-
- By giving the contractor a fortnight (14 days) notice in advance without assigning any reason whatsoever.
 - The Tenderer is declared bankrupt or becomes insolvent.
 - The Tenderer utilising the services of any Indian/Foreign agent in getting this contract paying any commission to such individual/company, etc.
 - If the contractor assigns or sublets this contract or if the contractor attempted to do so.
 - If the contractor or any of his representative or his employees are guilty of fraud in respect of the contract, directly or indirectly give or promise to give or offer any bribe, gift, loan reward or advantage, pecuniary or otherwise to any officer or persons in employment of the School.
 - If the contractor declines, neglects or delays to comply with any demand or requisition or in any other way fails to perform or fulfil any condition of the contract.

(g) In case of recession, the Principal, Sainik School Chhingchhip shall be entitled to recover from the contractor, on demand, any extra expense he may put to in obtaining supplies/services hereby agreed to be supplied/provisioned from elsewhere in any manner.

6. **Access to Books of Accounts:** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

7. **Notices :** Any notice required or permitted by Supply Order shall be written in the English Language and may be delivered personally or may be sent by FAX or registered pre-paid mail/ airmail, addressed to the last known address of the party to whom it is sent.

8. **Non-disclosure of Contract documents:** 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.

9. **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.

10. **Taxes and Duties:**

(i) The price quoted by the Bidder should be inclusive of GST and all other taxes applicable. In the absence of detailed stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(ii) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entreated after the opening of tenders.

(iii) If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes liveable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

iv) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

11. **Inspection of Items & Work:** The items being supplied and works being carried out will be inspected by a board of members of SSCC as nominated, on behalf of the Principal. A joint inspection will be carried out on completion of the work and works completion certificate needs to be issued by the Board for processing of payment.

PART IV – SPECIAL CONDITIONS OF RFP

1. The Contractors submit copies of certificates/documents as given in this document. They will also bring original copies of all the relevant documents and produce the same prior to signing the contract.
2. The contractor's security deposit or any balance thereof remaining at the end of the contract shall not be returned to him until the account has been finally audited and settled and until he has executed the 'NO DEMAND (DUES) CERTIFICATE' to the School.
3. The rates quoted in the tender should be inclusive of all freight, royalty, taxes in vogue and as amended from time to time by the government and other incidental charges (i.e. from or to the School campus).
4. **Payment Terms for Indigenous Tenderers:** It will be mandatory for the Contractor to indicate their bank account number to which payments are to be made. The payment will be made through Electronic Fund Transfer mode/ crossed Demand Draft /Cheque on fortnightly/monthly basis. The contractor will be paid his bills on satisfactory completion of services/supplyof items at Sainik School Chhingchhip.
5. The contractor will bear the penalty for violation of any of the above mentioned stipulations as decided by the board of staff detailed by the Principal or his representatives.
6. The contractor shall be solely responsible for any damages or loss of public property due to negligence of their employees or other staff and the damage shall be made good at his own cost.
7. The contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supply / services required under this contract will have to be made or furnished and with all the terms, clauses conditions, specifications and other details of the contract. He shall not plead ignorant of any of these clauses and conditions as an excuse in case of complaints against or rejection of services tendered by him or with a view there to making for enhancement of any rates agreed to in the contract or to evade any of the obligations under the contract.
8. If any document attached by the tenderer found to be fake / bogus/ tempered, that contractor and his firm/corporation/society will be black listed by the School.
9. All taxes and duties (including those for which exemption certificates are issued) quoted by the Contractors will be considered. The ultimate cost to the Principal, Sainik School Chhingchhip would be the deciding factor for ranking of Bids.
10. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
11. The Lowest Acceptable Bid will be considered further for signing the contract, placement of Supply/Service Orders after complete clarification and price negotiations as decided by the Principal, Sainik School Chhingchhip. The Principal, Sainik School Chhingchhip will have the right to award contracts to differentContractors for being lowest in particular items. The Principal, Sainik School Chhingchhip also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Contractors is not in a position to supply full quantity with quality of technical specifications required in stipulated time.
12. The Principal, Sainik School Chhingchhip reserve the right to vary the quantity of services demanded as per actual requirement and tenderers will be bound to provide service as demanded on

approved rates. The Principal, Sainik School Chhingchhip also has all the right to reject / cancel any or all the tenders or distribute the work to more than one contractor without assigning any reason.

13. Transportation: Seller will bear the costs and freight necessary to bring the goods to Sainik School Chhingchhip.

PART V – OTHER DETAILS

DECLARATION

I..... (Proprietor/Partner/Manager) do hereby declare that the entire information given in the information form is true to the best of my knowledge and I am accepting all the terms and conditions mentioned above.

(Signature of the Tenderer)

1. **Legal addresses of Buyer and Seller.**

SELLER

BUYER

Sainik School Chhingchhip
Chhingchhip
PO : Thingsulthliah, Pincode - 796161
Serchhip District
Mizoram

(Pankaj Rawat)
Sqn Ldr
Adm Officer
For Offg Principal

APPENDIX 'A'

**FORM TO BE COMPLETED BY THE TENDERER FOR SUPPLY OF ARTICLES TO
SAINIK SCHOOL CHHINGCHHIP**

1. Name of the Firm/Individual:
2. Address: Head Office/Registered Office :.....
3. Branches :.....
4. (a) PAN No..... (b) GST/ TIN No
5. Telephone/Telex No/Fax/Mobile No :.....
6. E-mail ID for online supply order.
7. Is your firm registered under
 - (a) The Indian Companies Act 2018 :.....
The Companies Act 2056
 - (b) The Indian Partnership Act 2032 :.....
 - (c) The Indian Factories Act :.....
 - (d) Any other Act :.....
8. Name and Address of your bankers -.....
stating the name in which account stands (**A/c No. & IFSC code of the Bank**).
9. Are you in the Central/State Govt. list :.....
of approved contractors if so give details
10. Are you financially solvent :.....
11. Articles in which the applicant usually deals
and the length of the applicants experience in trade
12. **DECLARATION**

I/We.....
(Give Name of Partners/properties or share holders in case of Firm) do hereby declare that the entries made in the application form are true to the best of my/our knowledge.

NOTES: All subsequent changes in the construction or working of firm, affecting the accuracy of the answer now given, should be promptly communicated to the school authority.

(Signature of the Tenderer)