

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 Barber Services' Request for Proposal (RFP) No SSSC/QM/RFP/01/20CONTRACT dated 10 Feb 2020

1. Bids in sealed cover are invited for supply of items and execution of works as listed in part II RFP. Please super scribe the above mentioned Title, RFP number and date of opening of the bids on the sealed cover to avoid the bid being declared invalid.

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 five parts as follows:-

(a) **Part I**- Contains general information and instruction for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period, Mode of tenders etc.

(b) **Part II**- Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical specifications, Delivery and Consignee details.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

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

(e) **Part V**-Other details.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to Change or vary any 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. Last date and time for depositing the Bids (DDMMYYYY): 09.03.2020 1700 hrs

The sealed bid

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	Administrative 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. **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.

15. **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.

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

PART II-ESSENTIAL DETAILS OF ITEMS/SERVICES

Request for Proposal (RFP) No SSCC/QM/RFP/001/CONTRACT Dated 06 Mar 2020

1. **Schedule of Requirements** – The vendors will submit the bids in the following format along with other necessary details.

Rate for boys Haircuts ` _____ **per cut per boy.**

(Minimum Two haircuts per month)

Terms & Conditions:-

1. The barber will visit the school premises for cutting the hair of cadets minimum twice in month.
2. Contractor will responsible to place the following items in school in Serviceable condition:
 - a) Electric Machine for Hair cut - 2
 - b) Manual Hair Cutting machine - 2
 - c) Dettol – 1 Bottle
 - d) Talc Powder – 1
 - e) Good wrapping cloth-2
 - f) Scissor for Hair Cut - 2
 - g) Comb Small teeth - 2
 - h) Comb large teeth - 2
 - j) Hand water Fountain - 1
 - k) Apron for Barber- 2
 - l) Dettol soap with soap case - 1
3. Timing
 - a) Working Days - 1400 hrs to 1730 hrs
 - b) Sunday/ Holidays - 0800 hrs to 1300 hrs& 1400 hrs to 1730 hrs
4. Proper record of haircuts of all cadets will be maintained and submitted along with monthly bill duly signed by the respective cadets.

Vendor Signature with rubber stamp

- *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. The price quote should be valid for 01 year.*

5. Super scribe the Title, RFP number and date of opening of the bids on the sealed cover to avoid the bid being declared invalid.
6. Clear details of items are mentioned in the schedule of requirements.
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 Chhingchip (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.**
9. **The items will be ordered anytime throughout the period of contract and the supplier will execute the order as per the terms and conditions.**

10. 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.

11. **Consignee details -** Principal
Sainik School Chhingchhip,
P.O. – Thingsulthlah,
Distt- Serchhip (Mizoram),
Pin. 796161.

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 1,500.00 (Rupees One thousand Five Hundred 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 of **Rs 3,750/- (Rupees Three Thousand Seven Hundred Fifty only)** 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)**.

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

- (a) The delivery of the material is delayed for not attributable to Force Majeure for more than (01 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 01 month.
- (d) The Buyer has noticed that the Seller has utilized the services of any Indian/foreign agent in getting this Supply Order and paid any commission to such individual/company etc.

(e) As per decision of the Arbitration Tribunal.

5. **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.

6. **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.

7. **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.

8. **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.

9. **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.

10. **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.

11. **Payment Terms:** Standard Payment terms, as indicated below, will be incorporated in the Rate Contracts:-

- (a) It is mandatory for the Bidders to indicate their bank account numbers with IFS Code and other relevant payment details so that payments could be made through NEFT/ Cheque / Bank Transfer / ebanking. The applicable bank charges will be borne by the vendor.
- (b) 100 % against post inspection delivery at Sainik School Chhingchhip.
- (c) The vendor has to submit two copies of Pre-receipted (signature as received payment on bill with Rs 1/- revenue stamp) Invoice/bill.
- (d) As far as possible, payment will be effected by the paying authority within 30 working days from the date of receipt of bill. Consolidated observations, if any should be forwarded within 10 working days by paying authority to the CFA.

PART IV – SPECIAL CONDITIONS OF RFP

1. The purchaser has the option to renegotiate the price with the rate contract holders.
2. In case of emergency, the purchaser may purchase the same item through ad hoc contract with a new supplier.
3. The purchaser and the authorized users of the rate contract will be entitled to place supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms and conditions of the rate contract.
4. **Transportation:** Seller will bear the costs and freight necessary to bring the goods to Sainik School Chhingchhip.
5. **Quality Assurance :** The item should be of the latest manufacture, conforming to the current production standard and preferably having 100% defined life at the time of delivery.
6. **Payment terms for Indigenous Sellers:** 100% payment on completion of supply and acceptance by the user.
7. **Paying Authority:** Principal, Sainik School Chhingchhip
8. **Specification:** *As per Schedule of Requirement.*

PART V – OTHER DETAILS

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 answers now given, should be promptly communicated to the school authority.

(Signature of the Tenderer)