

REQUEST FORWARD PROPOSAL

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Sainik School Korukonda
(under Ministry of Defence)
Dist. Vizianagaram (A. P.)
Pin : 535214

SSK/3126/KEC/QM/2019

25 Mar 2019

REQUEST FOR PROPOSAL - INVITATION OF BIDS FOR SUPPLY & INSTALLATION OF KITCHEN EQUIPMENT AT SAINIK SCHOOL KORUKONDA CAMPUS

(Tender No. SSK/3126/KEC/QM/2019 dated 25 Mar 19)

1. Bids are invited from the reputed and experienced bonafide manufacturers, authorized dealers/distributors for supply and installation of **KITCHEN EQUIPMENT** at Sainik School Korukonda Campus. Please superscribe the above mentioned title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bids being declared invalid. This tender shall be processed in single bid system. The renderers shall submit the bid on or before 1615 h on **15 Apr 2019**. All bids shall be opened on the same day.
2. The bid duly sealed should be submitted in one main cover and the price quotation in the sealed cover will form an enclosure to the main cover. The main cover should also be wax sealed.
3. The renderers should very carefully note that Financial bid, received after closing of submission of tender on **15 Apr 2019** at 1630 h through before the date / time fixed for the opening of Financial bids will be regarded as late tender and shall not be considered.
4. All bidders are therefore required to submit their offer in cover as under:-
 - (a) The COVER shall contain the containing the following documents:-
 - (i) Tender documents duly completed, signed and stamped at all page BUT WITHOUT INDICATING THE RATES QUOTED.
 - (ii) Earnest Money Deposit (EMD) amounting to **Rs.62,500/- (Rupees Sixty Two Thousand and Five Hundred only)** in the form of demand draft drawn in favour of Principal, Sainik School, Korukonda (SBI Sainik School Korukonda Branch Code No.02791)
 - (iii) Preference would be given to agency / bidder should have at least 02 years experience in the field of supplying similar items to Government Organisations / PSUs / State Govt / Quasi Govt Organisations. Copy of supporting documents should be attached.
 - (iv) Copy of satisfactory performance certificate towards supplying similar items atleast two similar above said Govt firms / organization during the period of last three years from Ministries / Dept of Ministries / CPWD / MES / Railways / PSUs / State Govt / Quasi Govt / Organisations shall be attached.
 - (v) The firm shall furnish complete details. Partly / Partial details shall be considered incomplete / shall be rejected without assigning any reason thereof.

(vi) Bidder is also required to submit other documents as specified in Appendix – ‘A’ with the Documentation.

(vii) The cover should be superscribed “Supply and installation of **KITCHEN EQUIPMENT** at , Sainik School Korukonda Campus”.

(Tender No. SSK/3126/KEC/QM/2019 dated 25 Mar 19)

Name of the work: Supply and Installation of **KITCHEN EQUIPMENT** at , Sainik School Korukonda Campus.

(b) The financial bid cover should contain financial bid in the format given at Appendix – “B”. The words “FINANCIAL BID FOR SUPPLY AND INSTALLATION OF **KITCHEN EQUIPMENT** AT , SAINIK SCHOOL KORUKONDA CAMPUS should be written clearly and prominently on this envelop along with the tender number and name of the item to be supplied.

(c) The tender document complete in all respects should be submitted by **1615 h on or before 15 Apr 2019.** The technical bids of the tenders will be opened at 1630 h on the same day in the presence of willing bidders or their representatives.

(d) The price of the item should be quoted inclusive of all taxes, duties and other charges.

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 Korukonda**

(b) Postal address for sending the Bids : **The Principal, Sainik School Korukonda, Vizianagaram District A.P. 535214**

(c) Contact number for clarifications, if any, should be made by contacting Quarter Master Section. Interested / eligible firms desirous of undertaking site-inspection with regard to execution of the contact may visit the school on any working day between 0900 h to 1300 h upto three working days prior to bid closing date.

(d) e-mail ids of contact personnel : **sainikschoolkorukonda@yahoo.co.in**

(e) Fax number : **08922-246150**

3. You are to sign with date on both the tender and terms and conditions pages and duly stamp them along with signature, name and address on all pages of the bid document(s). The

name, address and signature of the witness are also to be completed in the bid. You are not to make any alternation or addition to any of the documents connected with the tenders. To take care of any change in the requirement during the contract period, the contract concluding authority reserves the right to 25% plus/minus increase or decrease in the requirement without any change in the terms & conditions and prices quoted by the firm.

4. Your offer is to remain valid for a minimum period of 90 days from the date of Bid opening. Earnest money deposit (EMD) **Rs.62,500/- (Rupees Sixty Two Thousand and Five Hundred only)** shall be paid in favour of the Principal, Sainik School Korukonda in the form of an Account Payee Demand Draft payable at State Bank of India, Sainik School Korukonda Branch (Code No.02791) to conduct government business as per Form DPM-16 (available in MoD website) which should be valid for 45 days beyond the final bid. Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected and shall not be considered under any circumstances. EMD of sending firms who submit the sealed tender but withdraw the same before expiry of the tender validity date shall be forfeited. EMD of the successful tenderer shall be released only after submission of Performance Security of specific amount. EMD of the tenderers who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by this School. No interest will be paid by this School for not releasing the EMD amount within the tender validity period or at any circumstances. This School will return the earnest money wherever applicable to unsuccessful tenderers by endorsing the authority on the deposit for its refund, on specific written recommendation of the Accepting Officer.

5. This RFP is divided into five Parts as follows: -

(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.** Contains essential details of the items/services required, such as the schedule of requirements (SOR), Technical specifications, delivery period, mode of 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.** Contains Evaluation Criteria and Format for Price

6. 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.

7. The approval or rejection of tenders rests with the Principal, Sainik School Korukonda who reserves the right of rejecting any tender in whole or in part without cause assigning. The lowest tender will not necessarily be accepted.
8. Please return this letter duly signed along with the complete Tender documents.
9. Forwarding of Bids: Single Bid system. Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
10. Non-transferability. This tender is non-transferable.
11. Terms & Conditions. Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be rejected.

II

I / We / am / are in possession of complete set of tender documents / forms issued by you and have understood and agree to abide by the above terms and conditions as well as those contained in the contract forms. The attached tender form, duly completed and signed is submitted herewith.

Station : _____

Date : _____

Signature of Tenderer(s) _____

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised
Attorney etc)

Telephone No _____

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PART I – GENERAL INFORMATION

Sealed bids are invited for supply & installation of **KITCHEN EQUIPMENT** at , Sainik School Korukonda Campus. Firms fulfilling the conditions and capable to undertake above supplies / project may submit bid with the requisite documents such as Earnest Money Deposit, GSTN Registration Certificate etc. Bid is to be kept in sealed cover superscribing **SUPPLY & INSTALLATION OF KITCHEN EQUIPMENT AT , SAINIK SCHOOL KORUKONDA CAMPUS**

1. **Last date and time for depositing the Bids.** The last date for depositing of Tender will be on **15 Apr 2019 at 1615 hrs.** The sealed Tenders should be deposited / received by due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids.** Sealed Bids should be either dropped in the Tender Box at the school or sent by registered post at the address given above so as to reach by the due date and time. When a Tender is sent by post, this cover will be enclosed in a second strong cover. The outer cover will not bear any indication of the contents. It may be noted that quotation submitted without sealed cover may be summarily rejected. 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.** Bids will be opened on **15 Apr 2019 at 1630 hrs** and analysed by a board of Officers suitably nominated. 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.** The tender box will be located near Principal's Office of Sainik School Korukonda. Only those Bids that are found in the tender box will be opened.
5. **Place of opening of the Bids.** Tenders will be opened in the Conference Hall at Sainik School Korukonda. The Bidders may depute their representatives, duly authorized in writing, to attend the opening 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. **Forwarding of Bids.** Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, GST number, Bank Name with address, RTGS/NEFT Account if applicable, etc and complete postal & e-mail address of their office.
7. **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 clarifications sought not later than 14 (fourteen) days prior to the date of opening 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.
8. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No

bid shall be modified after the deadline for 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.

9. **Clarification regarding contents of the Bids.** During evaluation and comparison of bids, the Buyer may, at his 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.

10. **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 tenders will be rejected.

11. **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.

12. **Validity of Bids.** The Bids should remain valid for a period of 90 days from the last date of submission of the Bids.

13. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs.62,500/- (Rupees Sixty Two Thousand and Five Hundred only)** alongwith their bids. Earnest money deposit shall be paid in favour of the Principal, Sainik School Korukonda in the form of an Account Payee Demand Draft / RTGS / NEFT payable at State Bank of India, Sainik School Korukonda Branch (Code No.02791) to conduct government business as per Form DPM-16 (available in MoD website and can be provided on request) which should be valid for 45 days beyond the final bid. 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 Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. GEM), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the bidder withdraws or amends, impairs or deviates from the tender in any respect within the validity period of their tender.

14. **Standard Conditions of Contract (SCOC).** The bidder is required to accept our standard conditions of contract. In addition, standard clauses regarding agents / agency commission, penalty for use of undue influence, access to books of accounts, non-disclosure of contract documents, arbitration and laws would be incorporated in the contract. Failure to do so may result in rejection of the bid submitted by the bidder. The same can be obtained from MoD website www.mod.nic.in/DPM.

15. **Submission of Quotes.** Firms are requested to submit quotes on comprehensive basis with requisite technical, financial and statutory specification on scope of work during the contract whilst meeting specified parameters on original letter pad with TIN / PAN / GST Registration number of the firm.

16. **Past Experience**. Past experience if any, in providing contract to major organizations including Army, Navy or Indian Air force is to be substantiated with a certificate/supply order issued by the organization.
17. **Contact Person**. Telephone / Cell / FAX numbers are to be clearly endorsed in the application along with the particulars of the Proprietor and Authorised Person to be contacted for official correspondence.
18. **Parallel Contract**. The contract concluding authority reserves the right to distribution / apportionment of total requirement between the firms in case it is considered that L1 is not able to meet the requirement in full with the same terms and conditions and at L1 rate.
19. **Scope of Work**. In exceptional cases and exigencies of service, the Principal has the right to amend the scope of work.
20. **Right to accept / reject tender bids**. The Principal, Sainik School Korukonda shall have the right to accept or reject tender bids without assigning any reason thereof, whatsoever.

Station : _____

Date : _____

Signature of Tenderer(s) _____

(Name & Address in full and Capacity)
(i.e. Proprietor/Partner/Authorised
Attorney etc.)

Telephone No.

(RUBBER STAMP)

PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Schedule of Requirements (SOR) & Technical details** – The technical specifications towards the supply & installation of **KITCHEN EQUIPMENT** to , Sainik School Korukonda Campus are mentioned at Appendix – ‘A’.
2. **Requirement of training / on job training.** Training is required to be given by the contractor to the staff of the school on the operation of item / System.
3. **Requirement of installation/commissioning.** Installation / commissioning is required to be done within a stipulated time.
4. **Requirement of Technical documentation.** All the technical documents are required to be submitted by the contractor to the school.
5. **Nature of assistance required after completion of warranty.** The contractor shall specify the nature of assistance required after completion of warranty.
6. **Requirement of pre-site/equipment inspection.** Pre-site /equipment inspection will be carried out.
7. **Two bids System.** In respect of two bid system, Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. The Bidders are advised to submit the compliance statement in the following format along with Technical Bid:–

Ser No	Para of RFP specifications item-wise	Specification of item offered	Compliance to RFP specification whether (Yes / No)	In case of Non Compliance Deviation From TE Specification to be indicated in Unambiguous Terms
1	2	3	4	5

8. **Payment & Bills.** No advance payment will be made. The documents required for processing of payment are as under:-
 - (i) Ink-signed copy of contingent bill/Bidder’s bill.
 - (ii) Ink-signed copy of Commercial invoice / Bidder’s bill.
 - (iii) Copy of Contract
 - (iv) Claim for statutory and other levies to be supported with requisite documents / proof of payment such as excise duty challan, customs duty clearance certificate, Octroi receipt, proof of payment for EPF/ESIC contribution with nominal roll of beneficiaries, etc as applicable.
 - (v) Exemption certificate for excise duty/Customs duty.
 - (vi) Guarantee/Warranty certificate.
 - (vii) Performance Bank Guarantee/Indemnity bond where applicable.

- (viii) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code, PAN etc (if these details are not incorporated in contract).
- (ix) Any other document/certificate that may be provided for the work order /contract.
- (x) Satisfactory Certificate.
- (xi) Photocopy of PBG.

(Note: From the above list, the document that may be required depending upon the peculiarities of the Services being undertaken, may be included in RFP).

9. **Performance Bank Guarantee.** You are required to furnish 10% of the order value in the form of Bank Guarantee obtained from Nationalised /Scheduled Bank towards Performance Security. The Bank Guarantee shall remain valid for a period of 60 days beyond the date of completion of all the obligations of supply, installation and commissioning of the complete project, including warranty.

10. **Warranty.** As applicable and a warranty certificate should also be provided. Failure to provide warranty services during the warranty period, the costs for making good of the equipment shall be recovered from the performance security.

Station : _____

Date : _____

Signature of Tenderer(s)_____

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised Attorney etc.)

Telephone No. _____

(RUBBER STAMP)

PART III – STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the User. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (**Effective Date**) and shall remain valid for 12 months / until the completion of the obligations of the parties under the contract. The services and performance of the contract agency shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8, DPM-9 and DPM 16.
4. **Penalty for use of Undue influence:** The Firm / Agency undertakes that it 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 User or otherwise in obtaining the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or executing of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the firm / agency or any one employed by it or acting on its behalf (whether with or without the knowledge of the said firm / agency) or the commission of any offence by the bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the User to cancel the contract and all or any other contracts with the bidder / bidders and recover from the bidder the amount of any loss arising from such cancellation. A decision of the User or his nominee to the effect that breach of the undertaking had been committed shall be final and binding on the bidder (s). Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the bidder towards any officer/employee of the User or to any other person in a position to influence any officer/employee of the User for showing any favour in relation to this or any other contract, shall render the bidder to such liability / penalty as the User 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 User.
5. **Agents / Agency Commission:** The bidder confirms and declares to the user that the bidder is the original provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the bidder; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession,

facilitation or recommendation. The bidder agrees that if it is established at any time to the satisfaction of the User that the present declaration is in any way incorrect or if at a later stage it is discovered by the User that the bidder has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the bidder will be liable to refund that amount to the User. The bidder will also be debarred from entering into any Services Contract with the Government of India for a minimum period of five years. The User will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the bidder who shall in such an event be liable to refund all payments made by the User in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The User will also have the right to recover any such amount from any contracts concluded earlier with GOI.

6. **Access to Books of Accounts:** In case it is found to the satisfaction of the User that the Bidder 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 Bidder, on a specific request of the User, shall provide necessary information/inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents:** Except with the written consent of the User / Bidder, other party shall not disclose the contract or any provision, specification, or information thereof to any third party.

8. **Liquidated Damages:** In the event of the contractor'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 / Work Order, Buyer may, at this discretion, withhold any payment until the completion of the Supply / Work 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.

9. **Liability for Damage:** If the contractor or employees shall injure or destroy any part of the Govt property in which they may be working or if any damage shall happen to the work while in progress the contractor shall upon receipt of a notice in writing in that behalf make the same good at his own expense.

10. **Quality Management:** The contractor shall attend to any complaints received in connection with the services immediately. Any failure will attract.

11. **Inspection / Audit of the Services:** Periodic quality inspection will be carried out by Contract Operating Authority to ensure the set standard are in practice. Similarly Service providers are to carry out their routine inspections to ensure the set standards are in practice. The customer feedback (complaints or request) would be dealt immediately up to the set standards and satisfaction of the customer. Corrective action plan to be made on each customer feedback report to ensure similar complaints does not exist in future.

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

- (a) The services provided are delayed for causes not attributable to **Force Majeure for more than one month after** commencement of the said services.
 - (b) The Bidder is declared **bankrupt or becomes insolvent**.
 - (c) The User has noticed that the Bidder has utilized the services of any Indian/Foreign agent in getting this contract and **paid any commission** to such individual/company etc.
 - (d) As per **decision of the Arbitration Tribunal**.
 - (e) On account of any default on part of the contractor.
13. **Notices:** Any notice required or permitted by the contract 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.
14. **Transfer and Sub-letting:** The Bidder 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.
15. **Patents and other Industrial Property Rights:** NOT APPLICABLE.
16. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
17. **Taxes and Duties (i) General**
- (a) If Bidder desires to ask for excise duty or GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
 - (b) 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.
 - (c) If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.
 - (d) If a Bidder is exempted from payment of any duty / tax upto 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.

(e) 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.

(i)	Customs Duty (if applicable):	NOT APPLICABLE
(ii)	Excise Duty:	NOT APPLICABLE
(iii)	Sales Tax / GST etc	NOT APPLICABLE
(iv)	Octroi Duty & Local Taxes:	NOT APPLICABLE

18. **Warranty:** As applicable and free on site comprehensive warranty for the complete work and a guarantee to be provided spares and consumables on payment for a period of three years irrespective of AMC pertaining to supply & installation of **KITCHEN EQUIPMENT** to , Sainik School Korukonda Campus. During warranty repair / replace without any cost any equipment / part / accessory, which become defective. During the warranty period all warranty benefits received by you from the Manufacturer, for any equipment pertaining to third parties will be passed on to the Buyer. The Buyer may invoke the bank guarantee in case the work executing firm fail to ensure rectification of defects within two weeks of the defect being intimated to firm and will ensure 100% services to be provided, during the warranty period.

19. **Product Support:** The following product support clause for the item supplied will form part of the contract placed on successful Bidder:-

(a) The Seller agrees to provide product support for the stores, assemblies/subassemblies, fitment items and consumables, Special Maintenance Tools (SMT) / Special Test Equipment (STE) subcontracted from other agencies/manufacturer by the seller for a maximum period of six years including warranty period after the delivery of items mentioned in para 18.

(b) The Seller / contractor agrees to undertake Maintenance Contract for a maximum period of seven years, extendable till the complete Engineering support package is provided by the seller.

(c) In the event of any obsolescence during the above mentioned period of product support in respect of any component or sub-system, mutual consultation between the seller and Buyer will be undertaken to arrive at an acceptable solution including additional cost, if any.

(d) Any improvement/modification/up gradation being undertaken by the seller or their sub suppliers on the stores/equipment being purchased under the contract will be communicated by the seller to the Buyer and, if required by the Buyer, these will be carried out by the seller at Buyer's cost.

(e) The seller agrees to provide an Engineering Support Package as modified after confirmatory Maintenance Evaluation Trials (MESs). The SELLER agrees to undertake the repair and maintenance of the equipment, SMTs/STEs test set up, assemblies/sub assemblies and stores supplied under this contract for a period of seven years as maintenance contract as specified or provision of complete Engineering Support Package to Buyer Whichever is later, as per terms and conditions mutually agreed between the seller and the Buyer.

20. **Goods and Services Tax (GST)**

(a) GST will be paid to the Seller at the rate applicable based on description, HSN/SAC code and the relevant schedule of CGST Act.

(b) In pursuance will Section 171 (i) of CGST Act, an undertaking is to be effected by the seller declaring that “ Any reduction in rate of tax on any supply of goods or services or the benefit of input tax credit (ITC) shall be passed on to the recipient by way of commensurate reduction in prices”. Further, in case it is detected by the government that any ITC has accrued to the seller as a result of migrating to GST, after receiving the consideration / reimbursement for this supplies, the seller is mandated to refund the same accordingly to the Paying Authority, giving details and particulars of the transactions.

(c) Unless otherwise specifically agreed to in terms of the contract, the Buyer shall not be liable for any claim on account of fresh imposition and / or increase of GST on raw materials and / or components used directly in the manufacture of the contracted stores taking place during the pendency of the contract.

Station: _____

Signature of Tenderer(s) _____

Date: _____

Name & Address in full and Capacity
(i.e, Proprietor/Partner/Authorised Attorney
(RUBBER STAMP))

PART IV- SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the contract concluded with the successful bidder (i.e Bidder in the Contract) as selected by the User. Failure to do so may result in rejection of Bid submitted b the Bidder.

1. **Delivery Period.** Supplies will be made in time and date stipulated without causing any delay. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

2. **Security Deposit.** Successful bidder is required to deposit a Demand Draft / Performance Bank Guarantee (PBG) of 10% of total bid cost obtained in favour of the Principal, Sainik School Korukonda from any Nationalised / Scheduled Bank towards Performance Security Warranty period of for 12 months + 60 days. The Security Deposit shall remain valid for a period 60 days beyond the date of completion of all the obligations of the contract. The deposit will be liable to be forfeited at the time of the breach or non-performance of the contract by the contractor of any clauses thereof on the part of the contractor.

3. **Payment Terms for indigenous Bidder.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payment could be made through RTGS/NEFT only. No advance payment will be made. The payment will be made on the basis of satisfactory certificate by the User or committee / board constituted for the purpose. Income Tax (TDS) will be deducted wherever applicable as per Government rules.

4. **Performance Guarantee.** The bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee only through a nationalised bank for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid upto 60 days beyond the **Tenure of Contract.** The specimen of PBG is given in Form DPM-16 (Available in MoD website).

5. **Paying Authority:**
 - (a) Indigenous Bidder: (Name and address, contact details). The payment of bills will be made on submission of the following documents by the Bidder / Contractor to the paying authority along with the bill:
 - (b) Ink-signed copy of contingent bill/Bidder's bill.
 - (c) Ink-signed copy of Commercial invoice / Bidder's bill.
 - (d) Copy of Contract
 - (e) Claim for statutory and other levies to be supported with requisite documents / proof of payment such as excise duty challan, customs duty clearance certificate, Octroi receipt, proof of payment for EPF/ESIC contribution with nominal roll of beneficiaries, etc as applicable.
 - (f) Exemption certificate for excise duty/Customs duty.
 - (g) Guarantee/Warranty certificate.
 - (h) Performance Bank Guarantee/Indemnity bond where applicable.
 - (j) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code, PAN etc (if these details are not incorporated in contract).

- (k) Any other document/certificate that may be provided for the work order /contract.
- (l) Satisfactory Certificate.
- (m) Photocopy of PBG.

(Note: From the above list, the document that may be required depending upon the peculiarities of the Services being undertaken, may be included in RFP).

6. Fall clause. The following fall clause will form part of the contract placed on successful bidder.

(a) The price charged for the service provided under the contract by the contractor shall in no event exceed the lowest prices at high the Bidder bids the services or offer to provide services of identical description to any persons/ organization including the User or any department of the central government or any department of state government or any statutory undertaking of the central or state government as the case may be during the period till performance of all contracts placed during the currency of the rate contract is completed.

(b) If at any time, during the said period the Bidder reduces the rates of services, provide such services to any person/organization including the user or any dept, of central govt. or any department of the State Govt or any statutory under taking of the central or state government as the case may be at a rate lower than the chargeable under the contract, the firm shall forthwith notify such reduction to the User the existing or previous rate contracts as also under any previous services entered into with the Central or State Govt. depts, including their undertaking excluding joint sector companies and / or private parties and bodies.

(c) Risk & Expense. The customer will have the right to make good any short fall in the services of the contractor at his risk and cost by hiring and purchasing the required material from outside agency in addition to deduction of penalty mentioned above from the monthly bill of the firm from the PBG submitted by the firm.

(d) The customer shall be entitled to deduct from the pending bills of the contractor all such sums of money as may be claimed by the govt. in terms of herein mentioned as clauses of the agreement. Any sum of money not covered by the amount of said bill shall be liable to be deducted for the PBG of the contract.

(e) Transportation: Prices must be quoted on F.O.R Name of the unit & Station basis inclusive of Packing, Forwarding, Freight charges, Transit Insurance and any other charges as applicable.

(f) In case contractor fails to provide Labouror transport for the site clearance for the amount quoted / claimed for the same will be deducted from the final bills of the firm.

(g) Non-payment of Minimum wages. In case the contractor is not paying wages to the employees employed by him within stipulated date i.e 7th of the month, the same will be deducted from the monthly bill of the contractor or contract will be terminated.

7. **Terms and Conditions of Bids:** Supply & installation of **KITCHEN EQUIPMENT** at , Sainik School Korukonda Campus. in one consignment and also is required to be executed by an Agreement by the Administrative Officer, Sainik School Korukonda. The terms and conditions of the contract agreement of the tender as follows:-

- (a) The contractor shall deliver the supplies / services at their expense in such time and place to such representative and at specified place within the school premises as per the specifications at the rates given in the schedule attached to this contract.
- (b) The Administrative Officer, Sainik School Korukonda may authorize such officer/officers as he may wish to operate the contract on his behalf and the contractor and his agents will accept and carry out instructions given by the officer (or his representatives) in connection with the contract as if those were issued by the Administrative Officer, Sainik School Korukonda.
- (c) The Administrative Officer, Sainik School Korukonda or his authorized representative to whom the supplies / services are to be delivered in the contract may reject the supplies / services in whole or in part, if the supplies are not in accordance with the contract agreement in their opinion.
- (d) The contractor shall not charge or be paid for such supplies / services rejected as above and such supplies/services shall be replaced by him at once at his expense.
- (e) The contractor shall neither claim nor be entitled to payment for any damage that rejected supplies may suffer from cutting, tearing or any other harm incidental to a full examination and test of such supplies / services.
- (f) The Administrative Officer, Sainik School Korukonda shall in the event of rejection of supplies be entitled to demand replacement at the contractor's own cost of such supplies of the quantity required or in the event of the latter's failing, declining, neglecting or delaying to comply with any demand or rejection or otherwise not executing the same in accordance with the terms of the contract. The Administrative Officer, Sainik School Korukonda or the officer operating the contract shall be at liberty (without prejudice or compensation against loss and inconvenience caused by such breach or non compliance of the contract) to purchase the tinned items in lieu or purchase the items locally if available to procure or to arrange from Government stores, or otherwise at the contractor's own risk and expense, supplies/services as may have been rejected or that the contractor may have failed, neglected, declined or delayed to supply such authorized substitutes thereof as are specified in the schedule thereof and the excess cost so incurred in purchasing, procuring (together with all incidental charges) in excess of the contract price shall be recovered from him on demand.
- (g) All money or compensation payable by the contractor to the Sainik School Korukonda under the terms of the contract may be deducted from his Security Deposit or from any sums which may be due or may become due to him by the school under the contract.
- (h) The rates should be quoted including all charges ie Supply, Installation, testing, commissioning, training, Transport, Labour, Loading & Unloading charges, GST etc and the supply is to be made at Sainik School, Korukonda, Vizianagaram District.
- (j) Packing material delivered along with the supplies is the property of Adm Officer, Sainik School Korukonda and the contractor shall not claim either the material or compensation for the packing material in any form.
- (k) Supplies are to be made in time and date stipulated without causing any delay.

8. In the event of the security deposit being reduced by reasons of any non-compliance of the contract, the contractor shall within ten days from the date of being called upon to do so make good the amount required to complete the security deposit.

9. The Administrative Officer, Sainik School Korukonda may rescind the contract for the following reasons:-

(a) If the contractor assigns or sublets this contract without the Administrative Officer's written approval or if the contractor attempted to do so.

(b) If the contractor or any of his agents or his servants 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.

(c) If the contractor declines, neglects or delays to comply with any demand or requisition or in any other way fails to perform or serve any condition of the contract.

(d) In case of recession, the Administrative Officer, Sainik School Korukonda 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 from elsewhere in any manner mentioned in clause 7(f) hereof for the remainder of the period for which this contract was entered into without prejudice to any other remedy he may have.

10. Notwithstanding anything herein before contained, the Adm Officer, Sainik School Korukonda may recover from the contractor as compensation, such sums as he considered reasonable, if he fails to observe or perform any condition of the contract.

11. The contractor agrees to the Sainik School Korukonda authorized representative exploring markets in the area in which contractor may obtain or procure supplies to meet demand under this contract either for the purpose of obtaining records or resources or of purchasing any commodity for the purpose of building up reserves as may be considered necessary and any control which the Adm Officer, Sainik School Korukonda may wish to introduce during the currency of the contract.

12. The contractor shall be liable to payment of rent for any building/house, if and when occupied by him in the course of contract at the rate to be fixed by the Adm Officer, Sainik School Korukonda.

13. No payment will be made in advance for any supplies /services under this contract.

14. If during the currency of the contract, specification of any article or articles be changed the contractor shall continue to supply the said article/articles in accordance with the new specifications at the rate to be mutually agreed to in writing at the time of such changes by the Adm Officer, Sainik School Korukonda.

15. The contractor shall submit the bill after installation of equipment in all respects in favour of "Principal, Sainik School Korukonda" in duplicate in English for all services/supplies accepted as are shown in the schedule of the contract as pertains to it.

16. The contractor shall oblige his servants and agents to conform to any reasonable instructions to ensure their punctuality in attendance or service, cleanliness and respectful behavior that may be given to the Adm Officer, Sainik School Korukonda or his representatives.

17. The contractor's security or any balance thereof remaining at the end of the contract shall not be returned to him until his accounts have been finally audited and settled and until he has executed the usual "No Demand Certificate". Security Deposit shall be returned to the contractor without any interest only at the end of the contract period after obtaining "No Demand Certificate" from the contractor.

18. Notwithstanding anything to the contrary herein contained the contract may be terminated by the Adm Officer, Sainik School Korukonda by giving the contractor a fortnight (14 days) notice in advance without assigning any reason and without the contractor being entitled for any compensation on this account.

19. By virtue of the contractor's position as a contractor he fully understands that he and his employees and representatives are not to divulge any information in respect of this school that may come to their knowledge regarding strength, composition, location or rates of supply etc., to any unauthorized persons/persons.

20. The contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the services required under this contract will have to be made or furnished and with all the terms, clauses, conditions, specifications and other detail of the contract and he shall not plead ignorance of any of these as an excuse in case of complaints against or rejection of services, tendered by him or with a view whether to ask for enhancement of any rates agreed to in the contract or to evade any of the obligation under the contract.

21. All questions relating to the execution of the terms of the agreement and all disputes and differences which shall arise during the progress of work under this agreement or any other matter arising out of or relating to this agreement on the work to be done, or payment or with regard to construction, meaning and affect of this agreement or any part thereof shall be referred to the sole arbitration of the **Principal, Sainik School Korukonda** whose decision shall be final conclusive and binding upon the parties at the agreement.

22. The contractor will pay a sum of Rs.500/- per month if a room is allotted to him for keeping his bulk supplies. He will vacate the accommodation allotted to him in case of the contractor's contract is terminated or whenever he is asked to do so. The Adm Officer, or his representatives will have the sole right to take possession of the accommodation in case of failure on the part of the contractor to vacate the premises so allotted within the stipulated date mentioned by the Adm Officer.

23. All supplies or items must be laid out properly in specified place within the school premises for inspection before acceptance.

24. Prior approval of the Principal must be obtained for supply of the items not tendered.

25. The Adm Officer and persons authorized by the Adm Officer, Sainik School Korukonda will be the authorized representatives for the purpose of receipt, inspection, acceptance and accounting covered by this contract. All indents and supply orders must however, be signed by the Adm Officer, Sainik School Korukonda. The supply should be made to the authorized representative of the Adm Officer, Sainik School Korukonda at specified premises within the school campus free of transport and labour charges.

26. Adm Officer, Sainik School Korukonda is empowered to suspend any type or all types of business with you or any of or all of its partners.

- (a) If the contractor assigns or sublets this contract without the Adm Officer's written approval or if the contractor attempted to do so.
- (b) If the contractor or any of his agents or his servants are guilty of fraud in respect of the contract, directly or indirectly give or promise to give or offer any bribe, fit, loan, reward or advantage, pecuniary or otherwise to any officer or persons in employment of the school.
- (c) If the contractor declines, neglects or delays to comply with any demand or requisition or in any other way fails to perform or serve any condition of the contract.
- (d) If the contractor resorts to illegal or immoral practices during the course of execution of the contract agreement.
- (e) If the contractor resorts to lending money to any of the staff members or to any person within the campus.
- (f) If in the larger interest of Sainik School Korukonda the continuation of the contractor is undesirable and unwarranted.

27. The successful tenderer will execute an agreement in favour of Adm Officer, Sainik School Korukonda on court fee non judicial stamp of appropriate denomination incorporating the above and such other terms and may be prescribed by Adm Officer, Sainik School Korukonda. Income tax deductions will be made as per Govt. rules from the contractor's bills.

28. As per Government Policy, the suppliers/Vendors should submit the information like Bank A/c No. and other E-Payment details like IFSC Code No. Bank Name, Address, Bank Code (MICR), copy of PAN Number etc., while applying the tender.

29. The sealed tenders will be opened on **15 Apr 2019 at 1630 hrs** in the office premises of Sainik School Korukonda in the presence of those tenderers who are present.

30. **Force Majeure clause:**

- a) Neither party shall bear responsibility for the complete or partial nonperformance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.
- b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
- c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

31. **Packing and Marking:** As applicable.

32. **Inspection Authority:** The Inspection will be carried out by The Principal, Sainik School Korukonda, Vizianagaram. The mode of Inspection will be Departmental Inspection / User Inspection / Joint Inspection / Self-certification.

33. **Warranty.** The following Warranty will form part of the contract placed on the successful Bidder. Except as otherwise provided in the invitation tender, the Seller hereby declares that the goods, stores articles sold / supplied to the buyer under this contract shall be the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars constrained / mentioned in contract. The Seller hereby guarantees that the said goods / stores / articles would continue to conform to the description and quality aforesaid for a period of 24 months from the date of shipment / dispatch from the Seller's works whichever is earlier and that notwithstanding the fact that the Buyer may have inspected and / or approved the said goods / stores / articles be discovered not to conform to the description and quality aforesaid not giving satisfactory performance or have deteriorated, and the decision of the Buyer in that behalf shall be final and binding on the Seller and the Buyer shall be entitled to call upon the Seller to rectify the goods / stores / articles or such portion thereof as is found to be defective by the Buyer in his discretion on application made hereof by the Seller and in such an event, the above period shall apply to the goods / stores / articles rectified from the date of rectification mentioned in warranty thereof, otherwise the Seller shall pay to the Buyer such compensation as may arise by reason of the breach of the warranty therein contained.

34. **OEM Certificate:** In case the Seller is not the OEM, the agreement certificate with the OEM for sourcing the spares shall be mandatory. However, where OEMs do not exist, minor aggregates and spares can be sourced from authorized vendors subject to quality certification.

35. **Miscellaneous:** Any other condition, based on the peculiarity of the proposal (including any conditions negotiated during PNC), to be included in the RFP.

Station:

Signature of Tenderer(s)_____

Date :

Name & Address in full and capacity
(i.e Proprietor/Partner/Authorized Attorney etc.)
(RUBBER STAMP)

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** The broad guidelines for evaluation of bids will be as follows:
 - (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
 - (b) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at enclosure-I. The consideration of taxes and duties in evaluation process will be as follows:
 - (i) In cases of indigenous bidders, all taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Buyer would be the deciding factor for ranking of Bids.
 - (c) All the taxes, duties applicable should be clearly spelt-out in the quote.
 - (d) If there is a discrepancy between the unit price and the 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.
 - (e) The Lowest Acceptable Bid by each category will be considered as L-1 further for placement of contract / Supply Order after complete clarification and Price Negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.
 - (f) Tenderer to please note that the actual quantity of order will be decided as per the budget provision and the price decided based on the tender, any not be less/more than 25% of the quantity indicated.
 - (g) Any other criteria as applicable to suit a particular case.
2. **Commercial / Technical Price Bid Format.** Attached as Appendix – B to this RFP.

Station:

Signature of Tenderer(s)_____

Date :

 Name & Address in full and capacity
 (i.e Proprietor/Partner/Authorized Attorney etc.)
(RUBBER STAMP

‘SAFETY CLAUSE’

1. The Sainik School Korukonda authorities shall not be responsible for any injury /casualty or loss of life that may take place during the course of contracted work/service and any compensation or expenditure towards treatment for such injury/casualty shall be the sole responsibility of the CONTRACTOR.
2. The Contractor/Vendor is to ensure adequate safeguards for personnel when employed on work where risk to human health/injury is involved. The contractor / vendor is to comply with the following conditions regarding ‘Labour Welfare and Safety’:-
 - (a) The contractor is to ensure that the workers are adequately equipped with safety gear/equipment that is necessitated by the nature of the work involved.
 - (b) It is to be ensured that labourers employed on work on a high structure, where risk of accident exists, are secured to a strong point with a long rope acting as safety belt / life line. Where no suitable strong points exist, one may be specifically constructed / fabricated prior to commencement of work.
 - (c) Contractor is to be fully conversant with the procedure for timely administration of First Aid in case of accidents. He is also to be aware of hospitals/medical units close the work site, and take immediate action in case of any accident.
 - (d) School authorities are to be informed by the contractor immediately in the eventuality of any accident taking place.
 - (e) Compensation to the family on account of injury of any labourer employed by the contractor/vendor will be the sole liability of the contractor / vendor.
 - (f) The contractor shall ensure that the labour employed by the contractor abides by all security regulations imposed by the school and does not in any manner compromise security of School property/area.
 - (g) The contractor will render proof of police verification of character and antecedents of his employees proposed to be employed inside School premises.

Station:

Signature of Tenderer(s)_____

Date :

Name & Address in full and capacity
(i.e Proprietor/Partner/Authorized Attorney etc.,)

(RUBBER STAMP

CHECK LIST

Bidder to fill in the check list given below and to be placed in common overall envelope along with separate sealed Commercial Bid covers:-

(State YES / NO for each item)

1.	First Cover – Whether superscribed as “Supply and Installation of <u>KITCHEN EQUIPMENT</u> at , Sainik School Korukonda Campus. ”	Yes / No
2.	In case downloaded from website whether Rs.500/- (Rupees Five Hundred only) towards tender fee by way of demand draft separately attached and which is to be drawn in favour of Principal, Sainik School, Korukonda (SBI Sainik School Korukonda Branch Code No.02791).	Yes / No
3.	First Cover – Whether Tender documents duly completed, signed and stamped at all page BUT WITHOUT INDICATING THE RATES QUOTED.	Yes / No
4.	First Cover – Whether Earnest Money Deposit (EMD) amounting to Rs.62,500/- (Rupees Sixty Two Thousand and Five Hundred only) in the form of demand draft drawn in favour of Principal, Sainik School, Korukonda (SBI Sainik School Korukonda Branch Code No.02791)	Yes / No
5.	First Cover – Whether the agency / bidder should have at least 02 years experience in the field of supplying the similar items to Government Organisations / PSUs / State Govt / Quasi Govt Organisations/ or any reputed organization/institute. Copy of supporting documents should be attached.	Yes / No
6.	First Cover – Whether copy of satisfactory performance certificate towards supplying similar items atleast two similar above said Govt firms / organization during the period of last three years from Ministries / Dept of Ministries / CPWD / MES / Railways / PSUs / State Govt / Quasi Govt / Organisations/ or any reputed organization/institute shall be attached.	Yes / No
7.	First Cover – Whether bidder is also required to submit other documents as specified in Appendix – ‘A’.	Yes / No
8.	First Cover – Whether the tenderers’s annual gross turnover for the last three years attached / Whether the Tenders enclosed the Audited Balance Sheet for the last three years.	Yes / No
9.	First Cover – Whether the firm attached the certificate of registration (registered under the Service Tax Rules – 1994)	Yes / No
10.	First Cover – Whether the Tenderer attached a copy of TIN registration certificate. Whether attached copies of Income tax returns for the last 03 years along with self attested copy of GST Certificate & PAN Card.	Yes / No
11.	First Cover – Whether attached a copy of Letter of Transmittal	Yes / No
12.	First Cover – Whether attached a copy of Registration Certificate	Yes / No
13.	First Cover – Whether attached a copy of Articles of Association	Yes / No

14.	First Cover – Whether attached a copy of Bye-Laws	Yes / No
15.	First Cover – Whether attached a copy of Sources & pattern of Income & Expenditure	Yes / No
16.	First Cover – Whether attached a copy of brief Organisational profile including background and experience of the firm	Yes / No
17.	First Cover – Whether attached a copy of previous supply of items summaries, including reference, contact information for a minimum of three (3) transactions towards supply of items to a reputed Organisation	Yes / No
18.	Whether First Cover superscribed “supply and installation of <u>KITCHEN EQUIPMENT</u> for , Sainik School Korukonda Campus.	Yes / No
19.	Whether First Cover superscribed (a) Tender No.SSK/3126/KEC/QM/2019 dated 25 Mar 19 (b) <u>Name of the work</u> : supply and installation of <u>KITCHEN EQUIPMENT</u> for , Sainik School Korukonda Campus.	Yes / No
20.	Whether in the First Cover all the required forms signed by the bidder with stamp of the firm with date,	Yes / No
21.	Whether in the First Cover a self attested passport photograph of the signatory of the Tenderer attached.	Yes / No
22.	Whether in the First Cover one cancelled original bill along with one cancelled cheque leaf attached.	Yes / No
23.	Whether in the First Cover Power of attorney / authorization in respect of Person signing the tender / For Partner-in-charge if any attached.	Yes / No
24.	Whether in the First Cover Provisional action plan for completion of total supply of items / activities involved in commissioning the entire items/equipment in tender document.	Yes / No
25.	Whether the First Cover sealed with wax.	Yes / No
26.	Second Cover – Whether superscribed as “COMMERCIAL/FINANCIAL BID”	Yes / No
27.	Whether the Second Cover superscribed as “FINANCIAL BID FOR SUPPLY AND INSTALLATION OF <u>KITCHEN EQUIPMENT</u> FOR , SAINIK SCHOOL KORUKONDA CAMPUS.	Yes / No

28.	Whether the Second Cover - Commercial/financial Bid the price of the item quoted inclusive of all taxes, duties and other charges.	Yes / No
29.	Whether the Second Cover sealed with wax.	Yes / No

Signature of Tenderer(s)_____

(Firm Name & Address with Rubber Stamp)

MobileNo._____

Land Phone No._____

RUBBER STAMP)

Station : _____

Date : _____

Appendix – ‘A’ Page No.01**Documentation**

1. The Tenderers should meet the following Eligibility Criteria for quoting the tender and the proof for the Eligibility should be provided in the documentation.
2. A copy of this check list with Page Numbers to be enclosed:-

Sl. No.	Minimum Eligibility Criteria	Proof to be submitted for fulfilling the Eligibility	Page No.
(a)	Agency / bidders should have at least 2 years experience in the field of supplying the similar equipment to Govt Organisations / PSUs / State Govt / Quasi Govt Organisations/ or any reputed organisation/institute. Copy of supporting documents should be attached.	Documentary proof of having 2 years experience in the related field to be attached.	
(b)	The bidders should have completed at least 2 similar contracts during the period of last 03 years in the Ministries / Department of Ministries / CPWD / MES / Railways /PSUs / State Govt / Quasi Govt Organisations/ or any other reputed organization/institute.	Copy of Satisfactory Performance certificate to be attached.	
(c)	The tenderers's annual gross turnover should be Rs. 20 lakhs per annum for the last three years.	Tenders should enclose the Audited Balance Sheet for the last three years.	
(d)	The firm should be registered under the Service Tax Rules – 1994.	The Tenderer should submit a copy of TIN registration certificate to this effect.	
(e)	The firm should be income tax assessee for last three years.	Copies of Income tax returns for the last 03 years and GST Certificate / PAN Card should be enclosed.	
(f)	Earnest Money Deposit	The Tenderer should enclose demand draft drawn on SBI Sainik School Korukonda Branch Code (02791) for Rs.62,500/- drawn in favour of Principal, Sainik School Korukonda	
(g)	Location	Whether located in Visakhapatnam / Other area (mention place of the area)	

Documentation contd.....

3. **Other Enclosures**

<u>Sl. No.</u>	<u>Item</u>	<u>Page No.</u>
(a)	Copy of Registration Certificate	
(b)	Copy of Articles of Association	
(c)	Copy of Bye-Laws	
(d)	Sources & pattern of Income & Expenditure	
(e)	Brief Organisational profile including background and experience of the firm	
(f)	Previous supply of items summaries, including reference, contact information for a minimum of three (3) transactions towards supply of items to Govt Organisation/ any other reputed organization/institute.	

4. The following are the scope of requirements in respect of supply & installation of **KITCHEN EQUIPMENT** to Sainik School Korukonda Campus:-

S/NO	ITEM NAME WITH SPECIFICATIONS	QTY
1	SS Indian 2 burner heavy duty stove (Size 5'x2.5'x2(H)	04
2	SS Indian 1 burner heavy duty stove (Size 5'x2.5'x2(H)	02
3	Automatic Chappati making machine (1000 Chappati per hour or better)	01
4	Atta kneader 25 kg capacity	01
5	Tilting wet grinders – 20 kg capacity	02
6	SS work tables (size 4' x 2' x 3' (H)	04
7	Storage racks (size 5' x 1.5' x 6' (H)	04
8	Movable SS Dinner plate racks	02
9	5' wide pot racks (size 5' x 2' x 5'(H))	02
10	Steam boiler (size 2.5' x 2.5' x 6')	01
11	Dosa plate with RV burners (2.5' x 5' x 3')	02
12	Multipurpose serving trolley (2' x 2.5' x 2.5')	08
13	Movable 5' wide pot rack (5' x 2' x 5')	02

14	Waste plate trolley (2' x 3' x 2.5')	02
15	SS Hoods (6' X 3')	01
16	Centrifugal blower, with 7 hp capacity	01
17	GI ducting (approx 600 sq.ft) exhaust & fresh air system	01
18	Air vents for fresh air	12
19	Vegetable cutting machine with 6 blades	01
20	Potato peeler	01
21	Gas line work for gas bank (approx 40 mtrs)	Job
22	Aluminum vessels 80 kg capacity	02
23	Aluminum vessels 60 kg capacity	02
24	Aluminum vessels 50 kg capacity	04
25	Aluminum vessels 40 kg capacity	06
26	Aluminum vessels 20 kg capacity	08
27	Aluminum vessels 10 kg capacity	10
28	Aluminum vessels 05 kg capacity	02
29	Aluminum vessels 02 kg capacity	02
30	Aluminum Rice Butta/Strainer (25 Kgs Capacity)	02
31	Aluminum thalis big size (32" Diameter)	02
32	Iron kadai (Big) (36"X36"X14")	02
33	Iron kadai (small) (26"X26"X07")	02
34	SS Basin/Thalis (20" Diameter)	20
35	SS buckets small (10" height)	20
36	SS Mugs (Height 8 cm X 7cm Diameter)	04
37	SS trays (small) (18" X 14")	10
38	SS trays (big size) (40"X28")	10
39	White Dinner plates (With School Logo Printing) (Bone	60

	china or better)	
40	White Quarter Plates (With School Logo Printing) (Bone china or better)	90
41	Water glasses (cut glass)	90
42	Soft drink glasses (Borocil or better)	90
43	Sweet bowls (Bonchaina or better) (With School Logo Printing)	60
44	Curry Bowls (8" Diameter X 4" depth) (With School Logo Printing)	36
45	Soup Bowls with soup spoon	36 pairs
46	Cup & Saucers (Bonchaina or better) (With School Logo Printing)	66 pairs
47	Tea set (Bonchaina or better) (With School Logo Printing)	06 sets
48	Rice serving plates (12" X 9.5") (Bonchaina or better) (With School Logo Printing)	12
49	Water jugs (glass) (With School Logo Printing)	08
50	White Dinner plates (With School Logo Printing) (Melmoware or better)	200
51	White Quarter plates (With School Logo Printing) (Melmoware or better)	200
52	Beer Mugs (With School Logo Printing)	12
53	SS Hot Pots (20 Ltrs)	20

FINANCIAL BID

**SUPPLY AND INSTALLATION OF KITCHEN EQUIPMENT TO SAINIK SCHOOL
KORUKONDA INCLUDES GST/TAXES, TRANSPORTATION, INSTALLATION OTHER
ALLIED CHARGES Etc IN ALL RESPECTS)**

S/NO	ITEM NAME WITH SPECIFICATIONS	QTY	Rate	Amount
1	SS Indian 2 burner heavy duty stove (Size 5'x2.5'x2(H))	04		
2	SS Indian 1 burner heavy duty stove Size 5'x2.5'x2(H)	02		
3	Automatic Chappati making machine (750 Chappati per hour or better)	01		
4	Atta kneader 25 kg capacity	01		
5	Tilting wet grinders – 20 kg capacity	02		
6	SS work tables (size 4' x 2' x 3' (H))	04		
7	Storage racks (size 5' x 1.5' x 6 (H))	04		
8	Movable SS Dinner plate racks	02		
9	5' wide pot racks (size 5' x 2' x 5'(H))	02		
10	Steam boiler (size 2.5 x 2.5 x 6)	01		
11	Dosa plate with RV burners (2.5' x 5' x 3)	02		
12	Multipurpose serving trolley (2 x 2.5 x 2.5)	08		
13	Movable 5' wide pot rack (5' x 2' x 5')	02		
14	Waste plate trolley (2' x 3' x 2.5')	02		
15	SS Hoods (6' X 3')	01		
16	Centrifugal blower, with 7 hp capacity	01		
17	GI ducting (approx 600 sq.ft) exhaust & fresh air system	01		
18	Air vents for fresh air	12		
19	Vegetable cutting machine with 6 blades	01		

20	Potato peeler	01		
21	Gas line work for gas bank (approx 40 mtrs)	Job		
22	Aluminum vessels 80 kg capacity	02		
23	Aluminum vessels 60 kg capacity	02		
24	Aluminum vessels 50 kg capacity	04		
25	Aluminum vessels 40 kg capacity	06		
26	Aluminum vessels 20 kg capacity	08		
27	Aluminum vessels 10 kg capacity	10		
28	Aluminum vessels 05 kg capacity	02		
29	Aluminum vessels 02 kg capacity	02		
30	Aluminum Rice butta/Strainer (25 Kgs Capacity)	02		
31	Aluminum thalis big size (32" Diameter)	02		
32	Iron kadai (Big) (36"X36"X14")	02		
33	Iron kadai (small) (26"X26"X07")	02		
34	SS Basin/Thalis (20" Diameter)	20		
35	SS buckets small (10" height)	20		
36	SS Mugs (Height 8 cm X 7cm Diameter)	04		
37	SS trays (small) (18" X 14")	10		
38	SS trays (big size) (40"X28")	10		
39	Dinner plates (Bone china or better)	60		
40	Quarter Plates (Bone china or better)	90		
41	Water glasses (cut glass)	90		
42	Soft drink glasses (Borocil or better)	90		
43	Sweet bowls (Bonchaina or better) (With School Logo Printing)	60		

44	Curry Bowls (Big) (8" Diameter X 4" depth) (With School Logo Printing)	36		
45	Soup Bowls with soup spoon (With School Logo Printing)	36 pairs		
46	Cup & Saucers (Bonchaina or better) (With School Logo Printing)	66 pairs		
47	Tea set (Bonchaina or better) (With School Logo Printing)	06		
48	Rice serving plates (12" X 9.5") (Bonchaina or better) (With School Logo Printing)	12		
49	Water jugs (glass) (With School Logo Printing)	08		
50	White Dinner plates (With School Logo Printing) (Melmware or better)	200		
51	White Quarter plates (With School Logo Printing) (Melmware or better)	200		
52	Beer Mugs (With School Logo Printing)	12		
53	SS Hot Pots (20 Ltrs)	20		
	Total Amount			
	Add: GST ____ %			
	Other expenditure if any			
	Total Amount inclusive all taxes			

Warranty:

- (a) Warranty: _____ year
(b) Time Period: 30 days from date of supply order

Requirement of AMC services after warranty period:

- (a) Services for AMC with spares : Rs. _____/- per year
(b) Including AMC without spares : Rs. _____/- per year

Station : _____

Date : _____

Signature of Tenderer(s) _____
(Name & Address in full and Capacity)
(i.e. Proprietor/Partner/Authorised
Attorney etc.)
Telephone No.
(RUBBER STAMP)