

## **REQUEST FORWARD PROPOSAL (TENDER FORM)**

### **REQUEST FOR PROPOSAL FOR MODERNISATION / RENOVATION OF LIBRARY AT SENIOR WING OF ARMY PUBLIC SCHOOL, CHANDIMANDIR**

1. Sealed Tenders are invited on Two Bid System for renovation of Library at Army Public School Chandimandir Cantt, District Panchkula, Haryana Tender for **Modernization / Renovation of Library** is to be clearly written on top of the sealed envelope that contains the tender document. Sealed Tender is to be addressed to the Principal, Army Public School, Chandimandir.

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

(a) Bids/queries to be addressed to : The Principal,  
Army Public School, Chandimandir

(b) Postal address for sending the Bids : The Principal,  
Army Public School,  
Sector-D, Chandimandir Cantt  
District Panchkula, Haryana-134107

(c) Contact number for clarifications, if any, : 8146802344 / 9501022756  
should be made by contacting the office.  
Interested / eligible firms desirous of undertaking site-inspection with regard to execution of the contract may visit the school on any working day between 0900 h to 1300 h up to three working days prior to bid closing date.

(d) e-mail ids of contact personnel : [principalapschm@yahoo.co.in](mailto:principalapschm@yahoo.co.in)

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). You are not to make any alternation or addition to any of the documents connected with the tenders.

4. Your offer is to remain valid for a minimum period of 90 days from the date of Bid opening. Earnest money deposit (EMD) **₹ 50,000/- (₹ fifty thousand only)** shall be paid in favour of Army Public School, Chandimandir Cantt in the form of an Account Payee Demand Draft payable at Chandimandir / Chandigarh.

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

(a) Part I - Contains General Information and Instructions of RFP.

(b) Part II - Essential Technical Specification for renovation of Library

(c) Part III - Financial Bid and Safety Clause.

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 School Management of Army Public School, Chandimandir Cantt who reserves the right of rejecting any tender in whole or in part without assigning any cause. The lowest tender will not necessarily be accepted.

8. Vendor can visit physically to the school and ensure all items that are quoted which will incl each and every item required for projects being a turnkey project.

9. Please return this letter duly signed along with the complete Tender documents.

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)

Contact No \_\_\_\_\_

**(RUBBER STAMP)**

## **PART I – GENERAL INFORMATION**

Sealed Tenders are invited for **Modernisation / Renovation of Library** at Army Public School, Chandimandir Cantt, Panchkula (Haryana). Firms fulfilling the conditions and capable to undertake the above project may submit bid form with the requisite documents such as Earnest Money Deposit, GST Registration Certificate etc. Tender is to be kept in sealed cover super scribing **“Modernisation / Renovation of Library”**

1. **Last date and time for depositing the Bids.** The last date for depositing of Tender will be on **11 Jun 2024 at 1100 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.
3. **Time and date for opening of Bids.** Bids will be opened on **11 Jun 2024 at 1200 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 at the same time or on any other day/time, as intimated by the Buyer.
4. **Validity of Bids.** The Bids should remain valid for a period of 90 days from the last date of submission of the Bids.
5. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **₹ 50,000/- (₹ Fifty thousand only)** along with their bids. Earnest money deposit shall be paid in favour of Army Public School, Chandimandir Cantt in the form of an Account Payee Demand Draft payable at Chandimandir / Chandigarh.
6. **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 issued by the organization.
7. **Scope of Work.** In exceptional cases and exigencies of service, the School Management has the right to amend the scope of work.
8. The School Management 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.)

Contact No.

**(RUBBER STAMP)**

**(Letter to the School on Supplier's Letterhead)**

To

The Principal,  
APS Chandimandir Cantt  
District - Panchkula  
Haryana - 134107

Sir / Madam,

**Ref: RFP FOR MODERNISATION / RENOVATION OF LIBRARY (SR WING)**

1. With ref to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for empanelment and subsequent supply/work for Upgradation of Library. detailed in above RFP.
2. We confirm that we have not been disqualified by any PSU, Govt Organization for the same.
3. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.
4. We also confirm that the offer shall remain valid for a period of 90 days (03 months) of the date of opening of the commercial bid and also that the price finalized will remain valid for a period of 90 days (03 months) from the date of such finalization.
5. We understand that the School is not bound to accept the offer either in part or full and that the School has the right to reject the offer in full or in part without assigning any reason whatsoever.
6. We enclose latest exemption certificate for EMD as per Govt Rules or Demand Draft of ₹ 50000/- as EMD (Refundable) favoring Army Public School Chandimandir payable at \_\_\_\_\_ Bank as per the following details: -

DD No \_\_\_\_\_

DD Date \_\_\_\_\_

Name of Issuing Bank \_\_\_\_\_

**Station** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Signature of Tenderer(s)** \_\_\_\_\_

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised

Attorney etc.)

Contact No.

**(RUBBER STAMP)**

## PART – II

### ESSENTIAL TECHNICAL DETAILS OF ITEMS/SERVICES REQUIRED

1. Requirements & Technical details – The technical specifications of “**Modernisation / Renovation of Library at Sr Wing**” are as under: -

#### SPECIFICATIONS FOR MODERNISATION / RENOVATION OF LIBRARY (SIZE 50' X 60')

Ser No	Particulars	A/U	Quantity	Compliance to RFP specification whether Yes / No
(a)	Wooden Rack with material and labour, Size of rack 4' x 1.5' x 6' with 19mm ISI marked ply board & Natural wood colour mica	Nos	15	
(b)	Zig Zag Wooden Book Rack with five shelves and Size 66" x 12" x 22"	No	01	
(c)	Round Book Rack - Height 5' Diameter 1.25' Five shelves with 19mm plyboard with mica	No	01	
(d)	Entrance Pillars (Square) Wooden work with two Shelves (Cover 4 sides of pillar with 19mm plyboard with Natural wood colour mica) Size of Rack= 4' x 2' x 1.2'	No	04	
(e)	Small wooden book rack for windows area Size = 7' x 12" x 3.5' (19mm ISI marked plyboard and natural wood colour mica)	Nos	09	
(f)	Plastic Chairs without arm (Supreme/Neel Kamal)	Nos	90	
(g)	Existing study table Top Change Size 8' x 3' with 19mm plywood with Natural Wood colour mica and beading	Nos	05	
(h)	Wooden racks for Kindle readers (06-Seater) Size = 4' x 1.5' x 2'	Nos	01	
(j)	News Paper stand (Wooden) Size = L - 2.5' x H – 5'	No	01	
(k)	Roller Zebra Blinds of size 6.5' x 5.5' including installation charges with material	Nos	09	
(l)	Library Tables 8' x 3' Iron angle frame Frame = L x B x H = 7'10" x 2' 7" x 2' 5"	Nos	03	

**Note: - Pictures of items are available at the end of Tender form.**

#### **Price Includes:**

- (a) All materials & CIF charges
- (b) Installation Charges
- (c) Import Duty and Custom Clearance if any
- (d) Fares and accommodation of technicians who will work for renovation

#### **Price excludes:**

- (a) Balance material left over
- (b) Any other additional work
- (c) Water & Electricity at site
- (d) Taxes Included (Mentioned separately).

**Warranty Period: (If any)** - Minimum One Year

**Requirement of pre-site/equipment inspection**

Pre-site /equipment inspection will be carried out by the Board of Officers.

2. 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: –

**TECHNICAL EVALUATION PROFORMA**

Ser No	Description	Clauses as per RFP	Compliance with TE Specification whether Yes or No (Number to be Mentioned Where Applicable)	In case of Non-Compliance Deviation from TE Specification to be indicated in Unambiguous Terms
	1	2	3	4
1	Firms Name	Owner & Contractor Name		
2	Firms Details	Firm's Address, Telephone, Cell Phone No. & Fax No.		
3	PAN Details	Copy of PAN		
4	TIN/CST Details	Copy of TIN/CST/APGST No.		
5	Bank Details	Bank Name, address, A/c No with IFSC Code		
6	Past Experience	Bidder should have executed such projects. Supporting proof to be submitted.		
7	EMD Amount	EMD as mentioned in RFP is to be deposited along with the bid.		
8	Balance sheet and Profit and Loss statement	The balance sheet / Profit & Loss statement of one financial year duly certified by auditors / CA is to be attached.		

3. **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 one year beyond the date of completion of all the obligations of supply, installation and commissioning of the complete project, including warranty
4. **Warranty.** One-year warranty for the work 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)  
(Proprietor/Partner/Authorised Rep etc.)  
Contact No. \_\_\_\_\_

**(RUBBER STAMP)**

### **PART-III: FINANCIAL BID FORMAT**

**The Financial Bid Format is given below and Bidders are required to fill this up correctly with full details:**

**(QUOTE OF UNIT RATE - FOR RENOVATION OF LIBRARY INCLUDES GST / TAXES, TRANSPORTATION, INSTALLATION OTHER ALLIED CHARGES ETC IN ALL RESPECTS)**  
**(APPROXIMATE QUANTITY REQUIRED AS PER RFP)**

Ser No	Particulars	A/U	Quantity	Rate Per Item	GST ___ %	Total Amount
(a)	Wooden Rack with material and labour, Size of rack 4' x 1.5' x 6' with 19mm ISI marked ply board & Natural wood colour mica	Nos	15			
(b)	Zig Zag Wooden Book Rack with five shelves and Size 66" x 12" x 22"	No	01			
(c)	Round Book Rack - Height 5' Diameter 1.25' Five shelves with 19mm plyboard with mica	No	01			
(d)	Entrance Pillars (Square) Wooden work with two Shelves (Cover 4 sides of pillar with 19mm plyboard with Natural wood colour mica) Size of Rack= 4' x 2' x 1.2'	No	04			
(e)	Small wooden book rack for windows area Size = 7' x 12" x 3.5' (19mm ISI marked plyboard and natural wood colour mica)	Nos	09			
(f)	Plastic Chairs without arm (Supreme/Neel Kamal)	Nos	90			
(g)	Existing study table Top Change Size 8' x 3' with 19mm plywood with Natural Wood colour mica and beading	Nos	05			
(h)	Wooden racks for Kindle readers (06-Seater) Size = 4' x 1.5' x 2'	Nos	01			
(j)	News Paper stand (Wooden) Size = L - 2.5' x H - 5'	No	01			
(k)	Roller Zebra Blinds of size 6.5' x 5.5' including installation charges with material	Nos	09			
(l)	Library Tables 8' x 3' Iron angle frame Frame = L x B x H = 7'10" x 2' 7" x 2' 5"	Nos	03			

**Note: - Price shall remain valid for 03 months from the date of opening of Commercial bids.**

**Price Includes:**

- (a) All materials & CIF charges
- (b) Installation Charges
- (c) Import Duty and Custom Clearance if any
- (d) Fares and accommodation of technicians who will work for renovation

**Price excludes:**

- (a) Balance material left over
- (b) Any other additional work
- (c) Water & Electricity at site
- (d) Taxes Included (Mentioned separately).

**Warranty Period: (If any)** - Please Mention - \_\_\_\_\_

**Payment Terms:** Payment will be made by NEFT after checking the quality of work/ material used and entire satisfaction.

- (a) No advance payment will be made.
- (b) Conditional rates will neither be acceptable nor applicable.
- (c) 20% will be remitted on receipt of complete raw material required for execution of entire project.
- (d) 50% will be paid in three installments during the execution of entire work.
- (e) Balance 30% will be paid after 90 days of completion of work.

**Other Condition: -**

1. In case of any defect, you will be responsible to rectify the same or replace the item forthwith within one year from the date of payment of bill. 10% security will be deducted from final amount for guarantee/warranty of items which will be returned after one year without interest. or

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 one year beyond the date of completion of all the obligations of supply, installation and commissioning of the complete project, including warranty.

2. Failure to provide warranty services during the warranty period, the costs for making good of the equipment shall be recovered from the security.

**Station** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Signature of Tenderer(s)** \_\_\_\_\_

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised

Attorney etc.)

Contact No.

**(RUBBER STAMP)**



**“SAFETY CLAUSE”**

1. The School 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) 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 to the work site, and take immediate action in case of any accident.
  
  - (c) School authorities are to be informed by the contractor immediately in the eventuality of any accident taking place.
  
  - (d) 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.
  
  - (e) 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.
  
  - (f) The contractor will render proof of police verification of character and antecedents of his employees proposed to be employed inside School premises.

**Station** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Signature of Tenderer(s)** \_\_\_\_\_

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised

Attorney etc.)

Telephone No.

**(RUBBER STAMP)**

## CHECKLIST OF TENDER DOCUMENTS

**The following tender documents should be attached with Tender duly signed by the bidder, failing which tender bid may be treated as rejected: -**

- (a) Demand Draft for EMD for amount of **₹ 50,000/- (₹ Fifty thousand only)** in favour of Army Public School, Chandimandir Cantt in the form of an Account Payee Demand Draft payable at Chandimandir / Chandigarh **OR** latest exemption for EMD as per Govt Rules.
- (b) Tender form includes Part I, II & III to be signed by the bidder wherever required with stamp and date. **Part III comprising of Financial Bid should be sealed separately.**
- (c) PAN Card photocopy duly self-attested.
- (d) A passport photograph of the signatory of the Tenderer duly self-attested.
- (e) One Cancelled Original Bill to be submitted along with the tender Form.
- (f) TIN Number/VAT/CST/GST (copy to be attached)
- (g) Bank Details for RTGS/NEFT: Cancelled Bank Cheque (OR) Mandate Form issued by Bank with Bank A/c No. & Name of the A/c holder, IFSC Code No, Bank Name & Branch address, MICR Code etc.
- (h) Original Equipment Manufacturing (OEM) Certificate of the firm to be produced by the bidder along with tender forms.
- (i) Sales Tax Assessment last two years.
- (j) Service Tax Registration Details, if applicable
- (k) Each page of the tender shall be signed and stamped by the vendor/contractor. Any page not signed can be rejected.

**Station** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Signature of Tenderer(s)** \_\_\_\_\_

(Name & Address in full and Capacity)

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

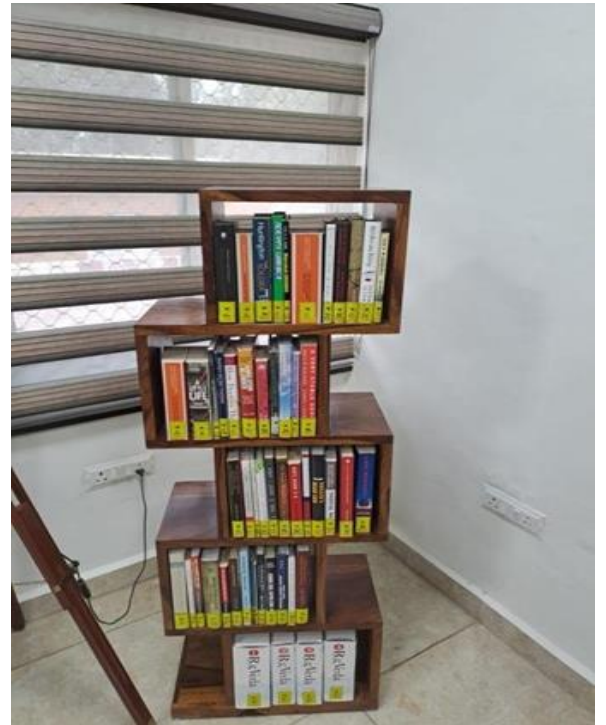
Telephone No.

**(RUBBER STAMP)**

## Picture of items for modernization of library



**Wooden Rack (a)**



**Zig Zag Wooden Book Rack (b)**



**Round Book Rack (c)**

## Picture of items for modernization of library



**Small wooden book rack for windows area (e)**



**Plastic Chairs without arm (f)**



**Existing study table Top Change 8' x 3'  
(19mm ISI Plywood) (g)**



**Wooden racks for Kindle readers (h)**

## Picture of items for modernization of library



**News Paper stand (j)**



**Roller Zebra Blinds (k)**



**Library Tables 8' x 3' with Iron angle frame (l)**  
L x b x h = 7'10" x 2' 7" x 2'5"



**Library Tables 8' x 3' with Iron angle frame (l)**  
L x b x h = 7'10" x 2' 7" x 2'5"