

REQUEST FOR PROPOSAL (TENDER FORM)

REQUEST FOR PROPOSAL FOR MODERNISATION / RENOVATION OF BIOLOGY LAB AT SENIOR WING OF ARMY PUBLIC SCHOOL CHANDIMANDIR

1. Sealed Tenders are invited on Two Bid System for renovation of Biology Lab at Army Public School Chandimandir Cantt (Haryana). Tender for **Modernization / Renovation of Biology Lab** 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, : 0172-2554605 / 9501022756
if any, should be made by contacting the
office. Interested / eligible firms desirous
of undertaking site-inspection with regard
to execution of the work may visit the
school on any working day between 0900h
to 1300h up to three working days prior to
bid closing date.
- (d) E-mail ID of contact personnel : 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/- (Rupees 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 Biology Lab
- (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. 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 **Renovation of Biology Lab** at Army Public School, Chandimandir Cantt, Panchkula (Haryana). Firms fulfilling the conditions and capable to undertake above supplies/project may submit bid form with the requisite documents such as Earnest Money Deposit, GST Registration Certificate etc. Tender is to be kept in a sealed cover super scribing "**Renovation of Biology Lab**".

1. **Last date and time for depositing the Bids.** The last date for depositing of Tender will be on **10 Jan 2025 at 1300 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 either be 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 **13 Jan 2025 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 (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. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **₹ 50,000/- (Rupees 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.

(RUBBERSTAMP)

PART II – ESSENTIAL TECHNICAL DETAILS OF ITEMS/SERVICES REQUIRED

1. Requirements & Technical details. The technical specifications of “**RENOVATION OF BIOLOGY LAB**” are as under: -

**SPECIFICATIONS FOR RENOVATION OF BIOLOGY LAB
AT ARMY PUBLIC SCHOOL CHANDIMANDIR**

| Ser No | Particulars | Qty | Unit | Compliance to RFP specification whether Yes / No |
|--------|--|-----|------|--|
| (a) | <p>Modular Island Work bench with 4 base cabinets (1 Drawer & 2 Shutter 2 nos + 2 Shutter 2 nos), with 1 sink & tap, and 1 Double tier Reagent Rack & electrical switches and sockets with granite top. (MCB Socket Make: Havells/ Anchor/ North-West/ Norysis) Table top: 18 +/- 1 mm thick well-polished Jet-Black Granite with half round nosing, acid-resistant, alkali-resistant without sink. Material of Construction for Work Bench: 18-20G thick CRC Sheet. Interior & Exterior will be provided with powder-coated finish. Under Bench Cupboards will be provided with Top Drawer and Bottom one Shutter with one Horizontal Partition. All necessary hardware fitting like Heavy Duty Drawer Channels for smooth rolling to be provided. (Hardware Make: Ebco /Hettich /Godrej) Table Dimension - 3000mm W*1500 mm D*900 mm H</p> | 4 | Set | |
| (b) | <p>Demonstration Table with 1 base cabinet, (1 drawer & 2 shutters 1 no). Table top: 18 +/- 1mm thick well-polished Jet-Black Granite with half round nosing, acid-resistant, alkali-resistant. Material of Construction for Work Bench: 18G thick CRC Sheet. Interior & Exterior will be provided with powder-coated finish. Under Bench Cupboards will be provided with Top Drawer and Bottom one Shutter with one Horizontal Partition. All necessary hardware fitting like Heavy Duty Drawer Channels for smooth rolling to be provided. Table Dimension - 1500mm W*600mm D*800mm H Storage Dimension - 600mm W*520mm D</p> | 1 | Set | |
| (c) | <p>Glass Shutter Full Height cabinet: Made of epoxy powder coated 18-gauge sheet, Dimension - 1000mm W x 460mm D x 1950mm H</p> | 2 | Set | |
| (d) | <p>Glass Shutter Full Height cabinet: Made of epoxy powder coated 18-gauge sheet, Dimension- 1650mm W x 460mm D x 1950mm H</p> | 1 | Set | |
| (e) | <p>Upgradation work 1 for existing RCC Wall Facing table Material of Construction for Upgradation work: Usage of 18-20G thick CRCA Sheet. Interior & Exterior will be provided with Epoxy powder-coated finish (40-60 Microns). Under Bench Storage Cupboards will be provided with Two Shutters. Removable Cover panels or filler panels will be provided wherever necessary for closing of Sink Area or Pillar area. Removable panels size will vary from 600mm to 750mm as per site condition All necessary hardware fitting like Heavy Duty Drawer Channels for smooth rolling to be provided (Hardware Make: Ebco/Hettich/Godrej)</p> | 1 | Set | |

| Ser No | Particulars | Qty | Unit | Compliance to RFP specification whether Yes / No |
|--------|---|-----|------|--|
| (f) | Upgradation work 2 for existing RCC Wall Facing table Material of Construction for Upgradation work: Usage of 18-20G thick CRCA Sheet. Interior & Exterior will be provided with Epoxy powder-coated finish. (40-60 Microns) Under Bench Storage will be provided with Two Shutters. Removable Cover panels or filler panels will be provided wherever necessary for closing of Sink Area or Pillar area. Removable panels size will vary from 600mm to 750mm as per site condition All necessary hardware fitting like Heavy Duty Drawer Channels for smooth rolling to be provided (Hardware Make: Ebco/Hettich/Godrej) | 1 | Set | |
| (g) | Upgradation work 3 for existing RCC Wall Facing table Material of Construction for Upgradation work: Usage of 18- 20 G thick CRCA Sheet. Interior & Exterior will be provided with Epoxy powder-coated finish. 40-60 Microns Under Bench Storage will be provided with Two Shutters. Removable Cover panels or filler panels will be provided wherever necessary for closing of Sink Area or Pillar area. Removable panels size will vary from 600mm to 750mm as per site condition All necessary hardware fitting like Heavy Duty Drawer Channels for smooth rolling to be provided. (Hardware Make: Ebco/Hettich/Godrej) | 1 | Set | |
| (h) | Skeleton cabinet: Made of Epoxy powder coated 18-gauge sheet, Dimension- 600mm W x 485mm D x 1950mm H | 1 | Set | |
| (j) | Internal Electrical Connection - 2.5 cable (ISI mark) cover with flexible pipe & PVC Casing from inside of lab. | 1 | Set | |

2. **Conditions under which this RFP is issued.** This RFP is being issued with no financial commitment and School reserves the right to change or vary any part thereof at any stage. The school reserves the right to reject any or all of the offers without assigning any reason whatsoever. The school also reserves the right to withdraw the RFP should it be so necessary at any stage.

3. **Requirement of pre-site/equipment inspection: -** The inspection will be carried out by a Board of Officers on behalf of the buyer. The mode of inspection will be joint inspection.

4. **Quality of Stores.** The quality of the stores delivered according to the present Contract shall correspond to the technical conditions and standards valid for the deliveries of the same stores in Seller's country or specifications enumerated. The following quality requirements to be met and dimensions of work station to be as per **Part II** of the Bid (**Essential Technical Details**).

- (a) The work benches to be of thick CRCA sheet.
- (b) Work benches to be water/ moisture, acid & alkali resistant.
- (c) Furniture & glass cabinets to be covered by a warranty of min 10 years.
- (d) Material used will be new & not recycled/ reused.
- (e) Material used should be termite proof.

5. 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 and Telephone 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. | | |

6. **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)

(i.e. Proprietor/Partner/Authorised Attorney 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 BIOLOGY LAB INCLUDES GST/TAXES, TRANSPORTATION, INSTALLATION OTHER ALLIED CHARGES ETC. IN ALL RESPECTS)
(APPROXIMATE QUANTITY REQUIRED AS PER RFP)

| Ser No | Particulars | Qty | Unit | Brand | Rate incl GST | Total Amount |
|---------------|---|------------|-------------|--------------|----------------------|---------------------|
| (a) | Modular Island Work bench with 4 base cabinets (1 Drawer & 2 Shutter 2 nos + 2 Shutter 2 nos), with 1 sink & tap, and 1 Double tier Reagent Rack & electrical switches and sockets with granite top. (MCB Socket Make: Havells/ Anchor/ North-West/ Norysis) Table top: 18 +/- 1 mm thick well-polished Jet-Black Granite with half round nosing, acid-resistant, alkali-resistant without sink. Material of Construction for Work Bench: 18-20G thick CRC Sheet. Interior & Exterior will be provided with powder-coated finish. Under Bench Cupboards will be provided with Top Drawer and Bottom one Shutter with one Horizontal Partition. All necessary hardware fitting like Heavy Duty Drawer Channels for smooth rolling to be provided. (Hardware Make: Ebco /Hettich /Godrej) Table Dimension 3000mm W*1500 mm D*900 mm H | 4 | Set | | | |
| (b) | Demonstration Table with 1 base cabinet, (1 drawer & 2 shutters 1 no). Table top: 18 +/- 1mm thick well-polished Jet-Black Granite with half round nosing, acid-resistant, alkali-resistant. Material of Construction for Work Bench: 18G thick CRC Sheet. Interior & Exterior will be provided with powder-coated finish. Under Bench Cupboards will be provided with Top Drawer and Bottom one Shutter with one Horizontal Partition. All necessary hardware fitting like Heavy Duty Drawer Channels for smooth rolling to be provided. Table Dimension - 1500mm W*600mm D*800mm H Storage Dimension - 600mm W*520mm D | 1 | Set | | | |
| (c) | Glass Shutter Full Height cabinet: Made of epoxy powder coated 18-gauge sheet, Dimension - 1000mm W x 460mm D x 1950mm H | 2 | Set | | | |
| (d) | Glass Shutter Full Height cabinet: Made of epoxy powder coated 18-gauge sheet, Dimension- 1650mm W x 460mm D x 1950mm H | 1 | Set | | | |
| (e) | Upgradation work 1 for existing RCC Wall Facing table Material of Construction for Upgradation work: Usage of 18-20G thick CRCA Sheet. Interior & Exterior will be provided with Epoxy powder-coated finish (40-60 Microns). Under Bench Storage Cupboards will be provided with Two Shutters. Removable Cover panels or filler panels will be provided wherever necessary for closing of Sink Area or Pillar area. Removable panels size will vary from 600mm to 750mm as per site condition All necessary hardware fitting like Heavy Duty Drawer Channels for smooth rolling to be provided (Hardware Make: Ebco/Hettich/Godrej) | 1 | Set | | | |

| Ser No | Particulars | Qty | Unit | Brand | Rate incl. GST | Total Amount |
|--------|---|-----|------|-------|----------------|--------------|
| (f) | Upgradation work 2 for existing RCC Wall Facing table Material of Construction for Upgradation work: Usage of 18-20G thick CRCA Sheet. Interior & Exterior will be provided with Epoxy powder-coated finish. (40-60 Microns) Under Bench Storage will be provided with Two Shutters. Removable Cover panels or filler panels will be provided wherever necessary for closing of Sink Area or Pillar area. Removable panels size will vary from 600mm to 750mm as per site condition All necessary hardware fitting like Heavy Duty Drawer Channels for smooth rolling to be provided (Hardware Make: Ebco/Hettich/Godrej) | 1 | Set | | | |
| (g) | Upgradation work 3 for existing RCC Wall Facing table Material of Construction for Upgradation work: Usage of 18- 20 G thick CRCA Sheet. Interior & Exterior will be provided with Epoxy powder-coated finish. 40-60 Microns Under Bench Storage will be provided with Two Shutters. Removable Cover panels or filler panels will be provided wherever necessary for closing of Sink Area or Pillar area. Removable panels size will vary from 600mm to 750mm as per site condition All necessary hardware fitting like Heavy Duty Drawer Channels for smooth rolling to be provided. (Hardware Make: Ebco/Hettich/Godrej) | 1 | Set | | | |
| (h) | Skeleton cabinet: Made of Epoxy powder coated 18-gauge sheet, Dimension- 600mm W x 485mm D x 1950mm H | 1 | Set | | | |
| (j) | Internal Electrical Connection - 2.5 cable (ISI mark) cover with flexible pipe & PVC Casing from inside of lab. | 1 | Set | | | |

NOTE: - PICTURES ARE AVAILABLE AT THE END OF TENDER FORM FOR REFERENCE

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 leftover
- (b) Any other additional work
- (c) Water & Electricity at site
- (d) Taxes Included (Mentioned separately)

Warranty Period (If any):-

- (a) **Payment Terms:** No advance payment will be made. Payment will be made by NEFT after checking the quality of work/ material used and entire satisfaction.
- (b) Conditional rates will neither be acceptable nor applicable.

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 workinvolved.

(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 the work site, and take immediate action in case of anyaccident.

(c) School authorities are to be informed by the contractor immediately in the eventuality of any accident takingplace.

(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 Schoolproperty/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 ofTenderer(s)_____

(Name & Address in full and Capacity)

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

Telephone No.

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 if any of the firm to be produced by the bidder along with tender forms.
- (j) Sales Tax Assessment last two years.
- (k) Service Tax Registration Details, if applicable.
- (l) 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)



