



कन्द्रीय विद्यालय बिलासपुर (छग)
मानव संसाधन विकास मंत्रालय : भारत सरकार

Kendriya Vidyalaya Bilaspur (CG)

Ministry of HRD : Govt. of India

दूरतः मानव संसाधन विकास मंत्रालय बिलासपुर-495004

Near Guru Nanak Chauk, Bilaspur-495004

Email- bilaspurkv@gmail.com

Ref. F. Tender/ KVB/2019-20/

Date: 07.01.2020

TENDER DOCUMENT

To,

.....
.....
.....
.....

Sub: Inviting Bid for supply of furniture items etc. to Kendriya Vidyalaya GC CRPF Bharni, Bilaspur and KV Bilaspur in two bid system.

Sir/Madam,

1. INTRODUCTION:

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya as set up for imparting education to the children of transferable Central Govt. Employees among others.

Time schedule for tender process:

Date of publication of tender notification on official website and newspapers	07.01.2020
Download tender document commence from	07.01.2020
Last date for Sale of tender document	27.01.2020 till 1PM
Last date for receipt of duly filled in tenders	27.01.2020 till 2 PM
Date and Time of the opening Technical Bids	28.01.2020 at 3PM
Date and Time of the opening Financial Bids	31.01.2020 at 3PM

Note: This tender document contains 12 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.



Kendriya Vidyalaya GC CRPF Bharni, Bilaspur invites sealed tenders under **"TWO BID SYSTEM"** are invited from reputed suppliers of good standards for selection of a supplier for the purpose of supplying furniture items at KV GC CRPF Bharni, Bilaspur and KV Bilaspur.

The details of the tender are given below:-

Description of Services: selection of a supplier for the purpose of supplying furniture items at KV GC CRPF Bharni, Bilaspur and KV Bilaspur.

Closing date & time for submission of bids:

a. Date & time of opening of Bid:

- i. Last date for submission of bid is 27.01.2020 till 2 PM.
- ii. Technical bid: 28.01.2020 at 3PM (in presence of the tenderers or their authorized representatives.
- iii. Financial bid : 31.01.2020 at 3PM
- iv. Bid validity up to: 12 months from the date of opening of financial bid

b. Correspondence Address : PRINCIPAL, KENDRIYA VIDYALAYA, NEAR GURUNANAK CHOWK, TORWA, BILASPUR(CG)-495004

"TWO BIDS SYSTEM" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. Kendriya Vidyalaya Bharni/Bilaspur will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Tender documents for supply of furniture items may be downloaded from website of KV Bilaspur <https://bilaspur.kvs.ac.in> cost of Tender is Nill.

EARNEST MONEY DEPOSIT (EMD)

- A. EMD of ` 25,000/- (Rupees twenty-five thousand only) payable through Demand Draft only drawn in favour of **Principal Kendriya Vidyalaya Bilaspur VVN A/C payable at UBI, Vyapar Vihar Bilaspur** as the non-interest bearing EMD must be submitted to the Principal KV Bilaspur along with technical bid before last date of bid submission without which the quotations will not be considered. Tenders without EMD shall be rejected.
- B. the EMD of the unsuccessful tenderers will be returned, after the acceptance of the successful tender, within reasonable time.
- C. Cheques, Bank Guarantees will not be accepted towards EMD.
- D. On opening of Technical Bid, if it is found that EMD is not enclosed, then the Tender offer will be summarily rejected; unless any category of Tenderer specially exempted by the Government from the payment of EMD.
- E. **FORFEITURE OF EARNEST MONEY DEPOSIT-** The Earnest Money deposit / Security Deposit will be forfeited:



- i. If the Successful Tenderer (referred as "Tenderer") fail to act according to the Tender Conditions or Backs out after the Tender has been accepted, the Earnest Money will be forfeited by the Principal KV Bilaspur.
- ii. Tenderer fails to remit the Security Deposit
- iii. In case the successful tenderer fails to execute necessary agreement within 10 days from the date of receipt of Letter of acceptance of the tender and the tender will be held as nonresponsive.
- iv. Tenderer violates any of the conditions prescribed in the Tender Document.
- v. Tenderer revises any of the terms quoted during validity period

F. **REFUND OF EARNEST MONEY DEPOSIT-** EMD shall be refunded to the unsuccessful tenderer.

G. The successful bidder will be required to provide a Performance Security Deposit of 10% value of the total purchase orders placed with the firm payable through Demand draft drawn in favour of **Principal Kendriya Vidyalaya GC CRPF Bharni VVN A/C payable at UBI, Vyapar Vihar Bilaspur only OR Principal Kendriya Vidyalaya Bilaspur VVN A/C payable at UBI, Vyapar Vihar Bilaspur only** respectively to the supply order given by the vidyalaya concern upon award of the contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Security deposit will be refunded only after the expiry of the contract, this deposit is liable to be forfeited, if during the period of contract, the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened /breached, and/or towards any damage caused due to negligence of the contractor of his employees.

H. The Security Deposit will not bear any interest. The Security Deposit furnished by the Tenderer in respect of his/her Tender will be returned to him after the warranty period

The EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed as "**Technical Bid**" and "**Financial Bid**" respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as "**Tender for Supplying Furniture Items at KV GC CRPF Bharni/ Bilaspur**"

3. INSTRUCTIONS TO TENDERERS:

The tenderers are requested to follow the below mentioned instructions:

1. Offers on original tender document will only be considered. Offers submitted by fax or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.
2. All documentations are required to be in Hindi/English.
3. Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender.
4. Failure to comply with these conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and counter sign.



5. Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall liable to be ignored.
6. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration /presentation etc. shall be borne by the bidder.
7. Tender shall be accompanied by the relevant documents including the following:-
 - a) A client list for the Furniture's quoted for & supplied by them for the last 2 to 7 years
 - b) Total turnover of the company for last 2 years must be Rs..... (supported document should be submitted)
 - c) Copy of PAN of the company/firm.
 - d) Authorization letter of the company if one wishes to authorize some other company.
 - e) The catalogue/Brochure for the Furniture quoted by the vendors should be enclosed along with technical bid.
 - f) They should be registered for GST/CST/ST and Income Tax and should enclose copies of relevant certificates. Tenderer will have to produce all these original documents at any time demanded by the Institute.
 - g) Model quoted & details specification.
8. No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.
9. No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful bidder does not accept the W.O. or unable to supply goods.
10. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
11. Furniture will be supplied with at least 1 year warranty/guarantee from the date of verification & acceptance by KV GC Bharni/ Bilaspur. However for the Furniture made of Iron/Steel, the same should be of 3 to 5 years.
12. The defective Furniture's shall be replaced by the agency without any additional charge during guarantee period of supplied Furniture's. The replacement shall have to be carried out within 7 days of the intimation being received from the Institute.
13. Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.
14. KV GC Bharni/ Bilaspur reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase order.
15. firms/ tenderer may visit Kendriya Vidyalaya No.2 DD Nagar Raipur to see sample furniture before bid

4. TERMS AND CONDITIONS:



- a) **Validity of the Offer:** The offer should be valid for six months from the -
date of opening of Financial Bid; it can be further extended for the period
of six months.
- b) **Right of Acceptance:** KV GC Bharni/ Bilaspur does not bind itself to
accept the lowest tender. Even after qualifying in technical bid, the
financial bid may not be accepted if found not in order at the sole discretion
of KV GC Bharni/ Bilaspur
- c) **Delivery:**The Furniture items should be delivered, placed, installed
and commissioned at KV GC Bharni/ Bilaspur Campus, within a
period of four weeks from date of issue of letter of award.
If the tenderer fails to supply the ordered quantity within the stipulated time
period/ supplies sub-standard item, liquidated damages equivalent to 1%
(one percent) of contract/bill value shall be charged per week and deducted
from the bills of the contractor subject to maximum of 10% of contract/bill
value.
- d) **Responsibilities:** The furniture items supplied should be brand new
furniture and should be installed/commissioned at the locations specified by
KV GC Bharni/ Bilaspur. KV GC Bharni/ Bilaspur is not bound to provide
any mode of transport in respect of men or material required for the
contract.
- e) **Prices:**The vendors are required to quote as per "**Annexure B**" (**Financial
Bid**) in page no. 12. The Bidder shall quote the rates in figures as well as
words. The figures should be clearly written and there should be no
overwriting. The rates quoted shall include the cost of material, labour,
T&P etc, as required for the completion of work. The quoted rates shall be
inclusive of all taxes, duties, Goods and Service Tax (GST) etc. as
applicable and no extra shall be payable on this account.
- f) L1 will be decided on the basis of lowest rate quoted in grand total, i.e.
(Sl.No.1+2)
- g) **Payment Terms:** No payment shall be made in advance.

TDS as per rule shall be deducted from the bills of the contractor. The
agency must enclose copy of PAN No. supported by copy of PAN Card
of the company.
- h) **Signing of Tender:** The individual signing the tender (or the documents in
connection with it) must specify whether he/she is signing as:
1. A sole proprietor of the firm, or constituted attorney of such a
proprietor.
2. A partner of the firm, if it be a partnership, in which case he/she must
have the authority to refer to arbitration, disputes if any, concerning
the business of the partnership. Either by virtue of the partnership
agreement or power of attorney.
3. Authorized signatory of the firm, if it is a company (a letter of the
authority in this respect must be enclosed along with the bid).



4. A person signing the tender form or any part thereof, on behalf of another, shall be deemed to warrant that he/she has the authority to bind the other and if on inquiry it appears that the person so signing has no authority do to so, Kendriya Vidyalaya GC CRPF Bharni / Bilaspur may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

Each page of the tender form, agreement for purchase and agreement for Supply, Installation and Commissioning should be signed and stamped for the purpose of the tender offer.

- D) General:** KV GC Bharni/ Bilaspur reserves the right for any reduction/increase in the scope of work and the same shall be awarded to the vendor at the same Unit Rate mentioned in their bid.
- j) Jurisdiction:** All disputes shall be subject to court of Bilaspur Jurisdiction only. **In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the Chairman, Vidyalaya Management committee of respective kendriya vidyalaya will be binding on the supplier.**



5. PERFORMA OF TECHNICAL BID:

TECHNICAL BID
UNDERTAKING FROM THE BIDDER

To

Principal
Kendriya Vidyalaya GC CRPF Bharni and
Kendriya Vidyalaya Bilaspur

Dear Sir/ Madam,

We hereby unconditionally accept all terms and condition mentioned in "Tender enquiry for "Supply of Furniture Items at KV GC CRPF Bharni, Bilaspur and KV Bilaspur."

Regards,

(Authorized Signatory)

(Firm Seal)

Date:



TECHNICAL BID
Annexure A

Sl. No.	Particulars	Mention „Yes“ or „No“ (From sl.no.1 to 8 if even one No leads to categorized bid of firm as non-responsive)
01	Whether „Technical“ & „Price“ bids submitted separately and the respective envelopes superscribed properly.	
02	Whether Demand Draft of _____/-(Rupees _____ only) in favour of Principal Kendriya Vidyalaya Bilaspur VVN A/C payable at UBI, Vyapar Vihar Bilaspur is enclosed as EMD with the tender submitted.	
03	Whether certificate/ document in support of having 2 to 7 years experience in supply of similar items along with a list of organizations (Govt., PSU, reputed MNCs/ organizations) where the Contractor is currently providing/ provided this kind of items.	
04	Date of Establishment of organization/ company/ firm	
05	Whether Trade License for this kind of jobs enclosed	
06	Whether copy of Pan Card enclosed	
07	Whether copy of other statutory registration certificates like GST/ Service Tax etc. enclosed [As applicable]	
08	Whether agreed to abide by all the terms & conditions of this tender	

All above enclosures must be valid (wherever applicable)

Date:

Place:

(Name & Signature of the tenderer with seal)



6. CRITERIA FOR EVALUATION OF TECHNICAL BID:

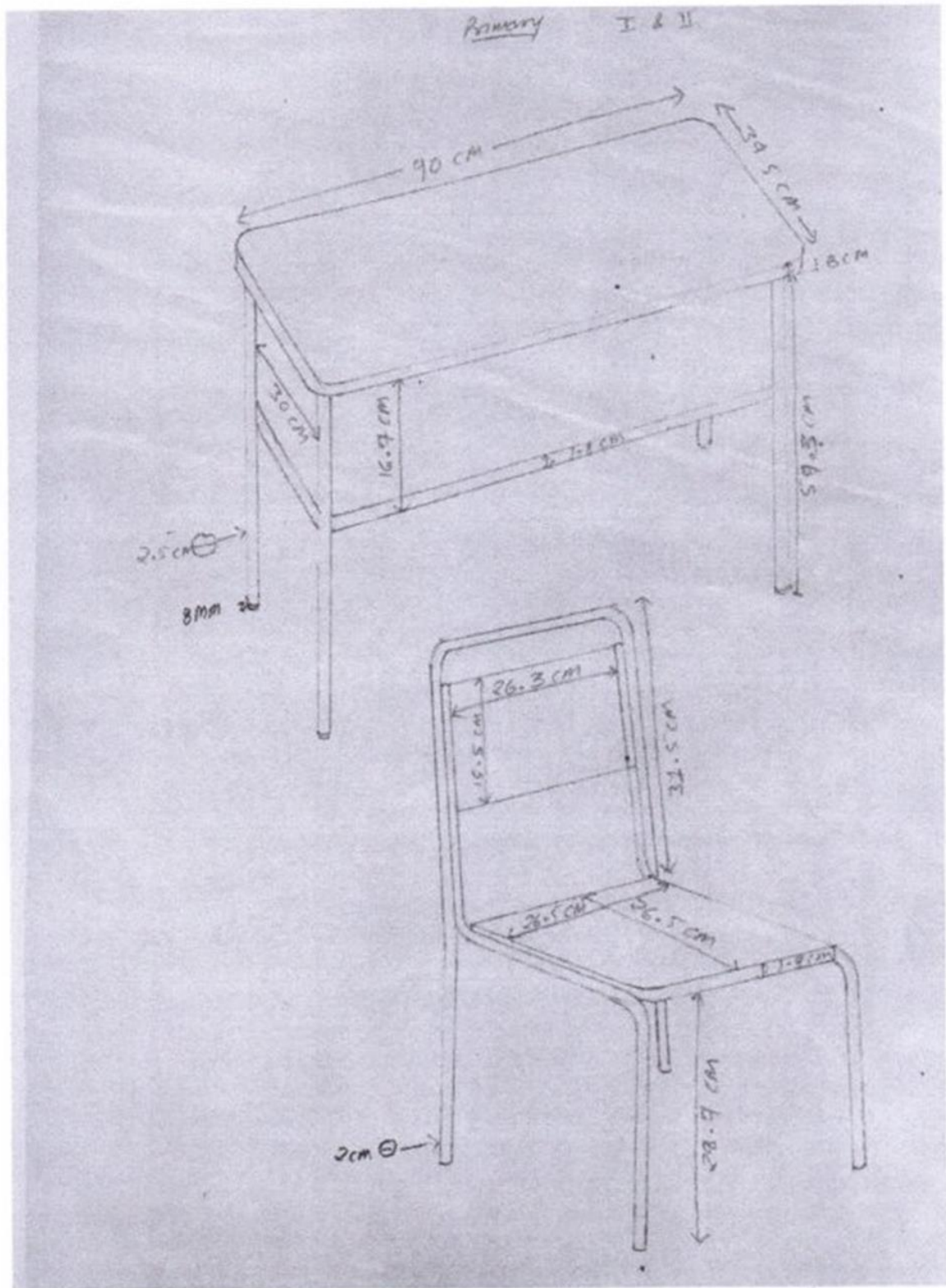
The Technical Bids will be evaluated based on the track record and past experience of the firm in providing similar manpower. The weightage for the technical evaluation shall be assigned as under:

Sl.No.	Details	Maximum Marks
01.	Previous experience in providing similar category of furniture items to Government Agencies/ organizations in last 7 Years. (03 marks to be assigned per year) supply order needs to be attached for verification purpose.	21 marks
02.	Clean track record of the Firm during the last 5 years (03 marks per year if no show-cause notice/debarment notice received) (no marks will be assigned for the year during which show-cause notice/debarment notice was received) if no such notices served to the firm/organization then an undertaking in this regard should be submitted along with technical bid.	15 marks
03.	Financial status (Profit or loss of the firm during the previous 3 financial years) (03 marks for each year if there was profit as per the audited accounts. Profit or loss should clearly be mentioned by CA year wise)	09 marks
04	Previous experience in providing similar service of Kendriya Vidyalayas in last 5 years (01 marks to be assigned per year of previous experience)	05 marks

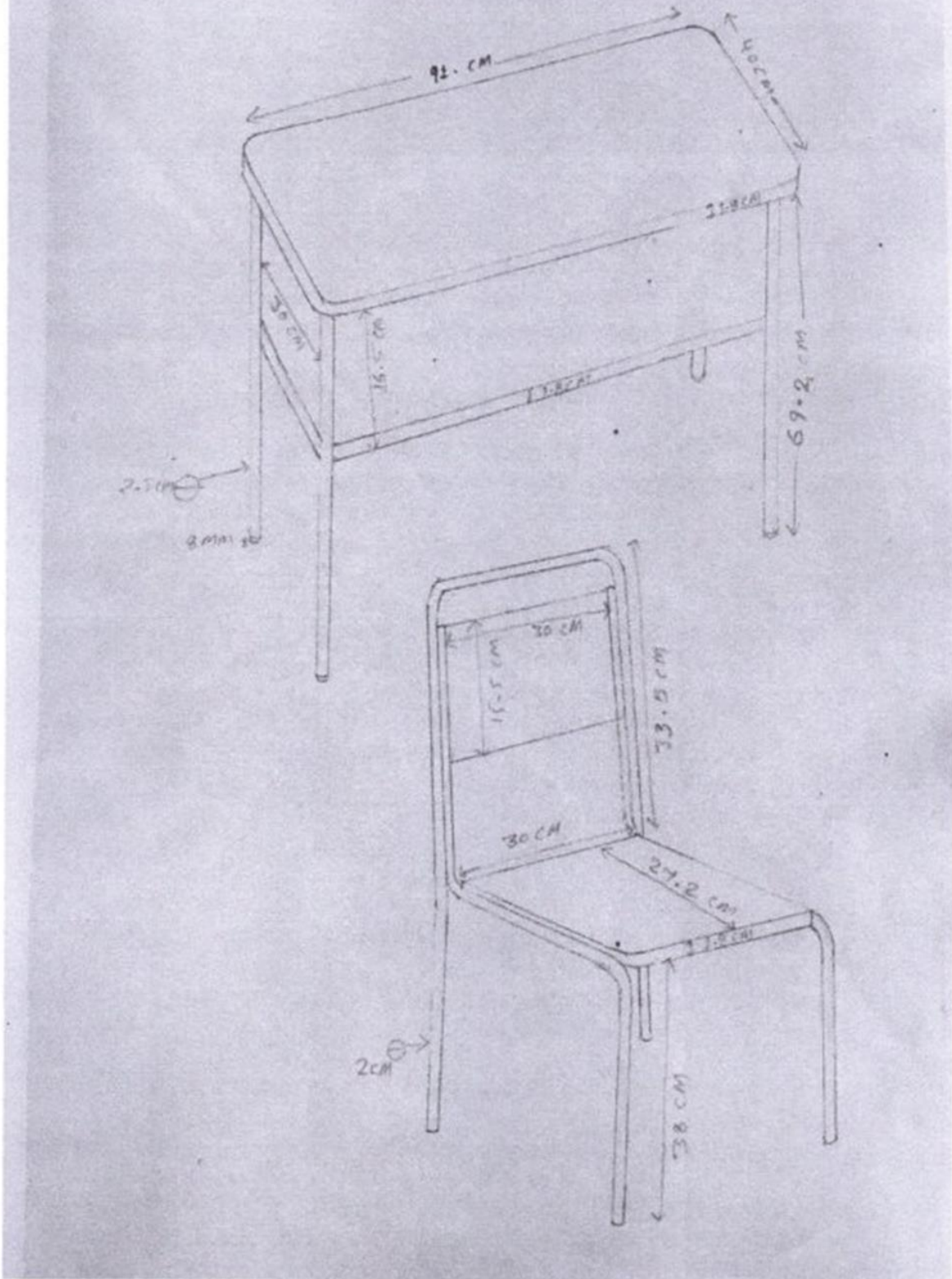
Note- The financial bids will be opened only of those bidders whose technical bids would be complete in all respects as per tender document and such bidders score a minimum of 25 marks in the technical evaluation. The final selection would be made on the basis of Combined Quality Cum Cost Based Selection (CQCCBS). Further, in case the lowest rate is quoted by more than one eligible firm, the selection will be based on the marks obtained by them at the time of Technical Bid analysis by the Committee concerned. The decision of the Chairman, VMC, GC CRPF Bharni and KV Bilaspur shall be final and binding on all the parties regarding the final selection to supply of furniture items in the respective vidyalaya.



➤ Drawing of Dual desk and single chair :



Secondary Primary class III to V



Note: firm/ tenderer may visit Kendriya Vidyalaya No.2 DD Nagar Raipur to see sample furniture before bid



6. PERFORMA OF FINANCIAL BID:

Annexure B

Furniture Items.

Sl. No.	Description	Qty.	Price		
			Unit Price in Rs.	Taxes as applicable such as GST etc.	Total Price in Rs.
			A	B	A+B
1.	<p>One set classroom furniture (Dual Desk and two chairs) for age group upto 8 years The DESK top size should be made up of 18 mm Prelam particle board with 0.8 mm edge bending having a size of 36" x 16 ". The height of the desk should be 24". The under structure of the desk & seat should be made up of 24 GAUGE MS CRC SHEET & the tray should be of 22 guage.</p> <p>Chair seat size will be 11" x 11". The Back support size will be 11" x 6". & height of seat from ground should be 12".</p> <p>Colour of laminate: Florescent GREEN/RED/ORANGE/ NAVY BLUE in a combination of 20 set furniture.</p>	40 Set			
2.	<p>One set classroom furniture (Dual Desk and two chairs) for age group upto 14 years The DESK top size should be made up of 18 mm Prelam particle board with 0.8 mm edge bending having a size of 36" x 16 ". The height of the desk should be 28". The under structure of the desk & seat should be made up of 24 GAUGE MS CRC SHEET & the tray should be of 22 guage.</p> <p>Chair seat size will be 12" x 12". The Back support size will be 12" x 8". & height of seat from ground should be 15".</p> <p>Colour of laminate: Florescent GREEN/RED/ORANGE/ NAVY BLUE in a combination of 20 set furniture.</p>	80 Set			

Grand Total (Sl.No. 1+2) Rs.....

(Total Rupees in words)

Note*: L1 will be decided on the basis of lowest rate quoted in grand total, i.e. (Sl.No.1+2)

Price*: - Total price should be inclusive of all taxes.

We agree to supply furniture items to KV GC CRPF Bhami / KV Bilaspur and to abide by the terms & conditions contained in the Tender document. Bid Security of Rs.....(Rupees.....) is furnished herewith vide Bank Draft No..... dated..... drawn on.....

(Bidder)
Signature.....(Seal)
Name:.....
Address:.....

