

**No.05/DSE/Dte.Estt./SK/PUR/2018
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**

Puducherry, dated 19.01.2018

NOTICE INVITING TENDER

**SUPPLY OF STEEL ALMIRAH FOR USE IN THE DIRECTORATE OF
SCHOOL EDUCATION, PUDUCHERRY & OFFICE OF THE CHIEF
EDUCATIONAL OFFICER, KARAIKAL**

2018

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DIRECTORATE OF SCHOOL EDUCATION**

Puducherry, dated 19.01.2018

Notice Inviting Tender

On behalf of the President of India, The Director, Directorate of School Education, Puducherry (here in after referred to as the "Department") invites sealed tenders from the authorized distributors/dealers for supply of Steel Almirah to the Directorate of School Education, Puducherry. The tender document can be downloaded from the Department website at URL Link: <https://schooledn.puducherry.gov.in>

Cost of Tender Document Rs.500 + GST at 5%	: Rs. 525/-
EMD Cost	: Rs. 10,000/-
Tender submission start date	: 19 .01.2018 at 10.00 a.m.
Last date for submission of Tenders	: 29 .01.2018 at 5.00 p.m.
Date and Time of opening of Tenders	: 30 .01.2018 at 10.00 a.m.

(If any of the days happens to be holiday, the next working day will be the date on the timeline)

Tender documents can be downloaded from <https://schooledn.puducherry.gov.in>.

For clarification regarding tender contact in phone (0413) 2207360

**DIRECTOR
DIRECTORATE OF SCHOOL EDUCATION**

TENDER SCHEDULE

Sl.No.	Subject	Date and Time
1.	Start Date for downloading Tender documents	19 .01.2018 at 10.00 a.m.
2.	Last date for submission of Tender with Tender Fee and EMD Fee by Post / in person	29 .01.2018 at 5.00.p.m.
3.	Date and Time of Opening of Tenders	30 .01.2018 at 10.00 a.m.

(If these days happens to be a holiday the next working day will be the date for item Nos. 1, 2, 3)

Tenderer(s) are requested to stick on to the date and time specified strictly. Tenders will be accepted only if submitted in the prescribed manner.

Two Covers:

Cover 1: Tender Fee/EMD Fee/Technical Bid/Annexure I, II & III

- The Technical bid shall contain the documents listed hereunder.
- Tenderer(s) should download the tender online at the Government website <https://schooledn.puducherry.gov.in>. Original Demand Draft towards the cost of Tender Fee for Rs. 525/- drawn in favour of “The Deputy Director (Admn), Directorate of School Education, Puducherry 605 005” payable at Puducherry.
- Tender Fee of Rs.525/- is non-refundable.
- Tenderer(s) should also submit the original Demand Draft towards Earnest Money Deposit (EMD) i.e. **Rs. 10,000/-** by way of Demand Draft drawn in favour of “The Deputy Director (Admn.), Directorate of School Education, Puducherry – 605 005, payable at Puducherry.
- The Earnest Money Deposit is non-interest bearing and is refundable to the unsuccessful tenderer.
- The Earnest Money Deposit will be returned to the successful tenderer only after submission of performance security from any of the nationalized bank.
- The Tenders submitted without the original DD of Tender Fee and EMD will be rejected.

Important Note:

Tender Fee and E.M.D. in the form of Demand Draft in original shall be submitted personally or by post in sealed envelope superscribed as **“Tender Fee and EMD for supply of steel almirah”** so as to reach

The Director,
Directorate of School Education,
Perunthalaivar Kamarajar Centenary Educational Complex,
Anna Nagar, Puducherry- 605 005.

Latest by **29.01.2018 at 5.00 p.m.** Tender Fee / EMD received after the due date and time will not be entertained and will be summarily rejected. The office is not responsible for any postal/courier delay. The Tenderer(s) are requested to submit the hardcopy of the papers according to a sequence as given below:

- Self attested copy of the PAN card issued by the Income Tax Department with copy of filing of Income Tax Returns for the last three financial year.
- Self attested copy of Certificate of Registration and License.
- Self attested copy of Certificate of Registration issued by Labour Dept., Puducherry.
- Self attested copy of GST Registration Certificate.
- Self attested copy of certificate of ISO 9001:2008 and ISO 14001:2004 certificate issued by the Government.
- Self attested copy of proof of supply of Steel Almirah for **last three financial years** in various Departments / Offices / Schools / Colleges / Educational Institutions, etc.,
- Any other documents available that will confirm the reliability of the firms.
- Self attested copy of Annexure-I, Annexure II and Annexure III duly filled and signed by the Firms/Distributors/Dealers.

Failure to furnish the above documents; the tender will be treated as unresponsive and rejected.

NOTE: Photocopy of the above mentioned certificates should be submitted at the time of producing Tender Fee and EMD.

Cover 2: THE PRICE BID/FINANCIAL BID SHALL CONTAIN THE FOLLOWING:

- (i) Tender offer form – Unit Price and GST shall have to be quoted by the Tenderer in their financial bid.
- (ii) The bid shall contain only the price list. Any discrepancy in this regard will cause the rejection of Price list.

TERMS & CONDITIONS:

1. Earnest Money Deposit & Tender Fee:

The Tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.10,000/- (Rupees Ten Thousand only) which is refundable and a non-refundable tender fee of Rs.525/-(Rupees five Hundred twenty five only) by way of demand draft only. The demand drafts shall be drawn in favour of "The Deputy Director (Admn.), Directorate of School Education, Puducherry 605 005" payable at Puducherry. The Earnest Money Deposit of the Tenderer, whose tender has been accepted, will be returned on the submission of the performance security, and for unsuccessful bidder(s) it would be returned after award of the contract. Earnest money deposit of the successful tenderer shall be forfeited, if he refuses or fails to execute the order or fails to furnish the required performance security within the time frame as specified by the Department.

After the award of the contract to the successful tenderer, the earnest money deposit of the unsuccessful tenderer(s) will be refunded within 30 days.

Tenders received without Demand Drafts of EMD and Tender fees shall be liable for rejection. The firms who are registered with National Small Industries Corporation (NSIC) or Small Scale Industrial (SSI) are exempted to furnishing the EMD and tender fee, provided necessary G.O. obtained from the Government of Puducherry claiming exemption shall have to be produced at the time of applying tender.

2. Rates: Rates for 20 Almirah should be quoted on FOR destination at The Deputy Director (Admn.), Directorate of School Education, Perunthalaivar Kamarajar Centenary Educational Complex, Anna Nagar, Puducherry and rates for 14 almirahs should be quoted on For destination at the office of Chief Educational Officer, Karaikal on DOOR Delivery Basis, inclusive of all the charges (as Annexure-II),with breakups as:

- (i) Rate per unit
- (ii) GST as applicable.
- (iii) Total Amount

3. Validity:

The quoted rates must be valid for period of 90 days from the date of closing of the tender. The Price quoted by the Tenderer shall remain unchanged during the entire period of validity. If the Tenderer quotes the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the tenderer withdraws, modifies or change his offer during the validity period, the Tender is liable to be rejected and the Earnest Money Deposit shall be forfeited without assigning any reason thereof.

4. Delivery period:

All the goods ordered shall be delivered & installed within 14 days from the date of issue of the supply order. All the aspects of safe delivery and commissioning shall be the exclusive responsibility of the supplier.

5. Place of delivery:

- 1 (i) 20 nos. of steel Almirahs have to be delivered at the Directorate of School Education, Puducherry and,
- (ii) 14 nos. of steel Almirahs have to be delivered at Office of the Chief Educational Officer, Karaikkal.

2. No transportation charges and carriage charges will be provided by the department.

3. The Department reserves all rights either to increase or decrease the quantity.

6. Guarantee/Warranty:

Tender must be quoted with One (1) year warranty and it will commence from the date of the satisfactory installation/ commissioning of equipment against the defect of any manufacturing, workmanship and poor quality of components.

7. Performance Security:

After the award of work, the supplier shall be required to submit the performance security in the form of irrevocable bank guarantee in the prescribed format (Annexure-III) issued by any Nationalized Bank/or Fixed Deposit Receipt, for an amount equal to the 10% of order value and **it will be kept valid for a period of 60 days beyond the date of completion of warranty period. Warranty Period will be commenced from the date of the installation of the supplied item. Hence, should exercised care at the time of calculation of the validity date of Performance Bank Guarantee.**

8. Payment Terms:

90% payment against delivery, only after receiving necessary satisfactory inspection report from the Department of Industries and Commerce, Puducherry and balance 10% after the submission of Performance security. It is must to submit the Performance Security within one month after the delivery of the ordered material as per terms & conditions of tender.

9. Incidental Services: The supplier shall be required to perform the following services:-

- a. Installation & Commissioning, Supervision and Demonstration of the goods.
- b. Providing required jigs and tools for assembly, for the completion of the installation.

10. After Sales Service:

After sales, the tenderer shall have to provide service/repairs to the Almirah within two days from receipt of complaint by this Directorate.

11. **Manufacturer should have valid ISO 9001:2008 and ISO 14001:2004 certificate. Dealers participating should enclose certificate from their parent manufacturer company.**

12. Only manufacturer(s) or their sole authorized distributor/ agent are eligible to submit Tender. Authorization letter from Original Equipment Manufacturer (OEM) in favour of authorized Agent/firm must be enclosed with the Tender.
13. Tenderer shall submit a copy of the tender document and addendum thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
14. After due evaluation of the tender(s), the Department will award the contract to the lowest evaluated responsive Tenderer(s).
15. Conditional tender will be treated as unresponsive and it may be rejected.
16. The Department reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or tender(s).

Annexure-I

Specifications of Steel Almirah (Colour : Olive Green) (Qty. 34 nos.)

Steel Almirah (**Colour: Olive Green**) made of 1mm thickness CR Sheet (20 Gauge) with 4 shelves (fixed) making 5 compartments without locker, **Size: 1980 X 915 X 485 mm, with Dual Key lock operation system. Gap between each compartment should be 360 mm.**



Photographs are depiction not actual.

Annexure-II

Format for Financial Bid:

(To be submitted on the letterhead of the company / firm)

GST No.

Ref. No.

Dated:

(I) supply of 20 nos. of Steel Almirah to the Deputy Director (Admn.), Directorate of School Education, Puducherry.

Sl.No.	Description	Quantity in nos.	Rate per unit in Rs.	Total amount in Rs.
1.	Steel Almirah made of 1mm thickness CR sheet (20 Guage) with 4 shelves (fixed) making 5 compartments without locker, gap between each compartment should be 360 mm. Size:1980 X 915 X 425 mm(With Dual Key Lock Operation System)(including transportation charges)	20		
			GST (as applicable)	
			Grand Total	
(Rupees in words.....)				

(II) Supply of 14 nos. of Steel Almirah to the office of the Chief Educational Officer, Karaikal

Sl.No.	Description	Quantity in nos.	Rate per unit in Rs.	Total amount in Rs.
1.	Steel Almirah made of 1mm thickness CR sheet (20 Guage) with 4 shelves (fixed) making 5 compartments without locker, gap between each compartment should be 360 mm. Size:1980 X 915 X 425 mm(With Dual Key Lock Operation System)(including transportation charges)	14		
			GST (as applicable)	
			Grand Total	
(Rupees in words.....)				

Note:

1. I/We have gone through the entire terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.

2. No other charges would be payable by the Department.

Date :

Place:

Authorized signatory of the company with seal:

Annexure – III

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

The Director
Directorate of School Education
Puducherry

WHEREAS.....(Name and address of the Supplier) (hereinafter called “the Supplier”) has undertaken, in pursuance of contract no..... dated (hereinafter called “the contract”) to supply

AND WHERE AS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled nationalized bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with and due performance of the contract;

AND WHERE AS we have agreed to give the Supplier such a bank guarantee;

NOW THEREFORE we here by affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of.....(amount of the guarantee in words and figures), and we hereby irrevocably and absolutely undertake to pay you immediately, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We here by waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

The Bank guarantee shall be interpreted in accordance with the laws of India. The Guarantor Bank represents that this Bank Guarantee has been established in such form and with such content that is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

The Bank Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank or the Supplier. The Bank further undertakes not to revoke this Guarantee during its currency except with the previous express consent of the Buyer in writing. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for an on behalf of the Bank

This guarantee shall be valid up to and including the.....day of.....,20.....

.....

(Signature with date of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch