

REQUEST FOR PROPOSAL
(Particulars of the Buyer issuing the RFP)

Date of opening of tender extended to 23 Sept 2024

Invitation of Bids for Supply of Revolving Chair without Armrest for Army Public School, Bengdubi

Request for Proposal (RFP) No : 00008/SDF/2024-25/Revolving chair dt 16 Aug 2024

1. Bids in sealed cover are invited for supply of items listed in Part II of this RFP. Please superscribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

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, Army Public School, Bengdubi**
- (b) Postal address for sending the Bids: **Army Public School, Bengdubi**
PO – Bengdubi, Distt -Darjeeling (WB), PIN 734424
- (c) Name/designation of the contact personnel: **The Principal, Army Public School, Bengdubi**
- (d) Telephone numbers of the contact person : **0353-2480238, 2480547**
- (e) e-mail Id of contact person : **apsbengdubi@gmail.com**
Website : www.apsbengdubi.org
- (f) Fax number: **0353-2480238**

3. 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 details, Delivery Period,
- (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 Bids.

4. 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.


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आर्मी पब्लिक स्कु
Army Public School, Bengdubi (W.B.)

Part I – General information

1. **Last date and time for depositing the Bids : 23 Sept 2024 upto 11:00 AM**
(Date to be mentioned in terms of DD MM YEAR)

The sealed Bids (both technical and Commercial, in case two bids are called for) should be deposited/reach by the 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 marked as **Tender Box** or sent by registered post at the address given above so as to reach by the due date and time. 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 Technical Bids: 23 Sept 2024 at 01:00 Noon (PM)**
(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). Commercial bids of technically compliant/qualified bidders will be opened after approval of TEC Bd by CFA.

4. **Location of the Tender Box:**

Main Entrance, Admin Block, Army Public School, Bengdubi

Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. **Place of opening of the Bids:**

ARMY PUBLIC SCHOOL, BENG DUBI. 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. **Two-Bid system:** Bids are invited in two bids system as 'Technical Bid' and 'Commercial Bid' in two separate sealed envelopes, duly marked as "Technical Bid" for RFP No 00008/SDF/2024-25/Revolving Chair dt 16 Aug 2024 and "Commercial Bid" for RFP 00008/SDF/2024-25/Revolving Chair dt 16 Aug 2024 and then packed in large envelop duly sealed. The quotes are to be super-scribed with your firm's name, address and official seal and ink signed by an authorized representative of the firm. Sealed Bids to be addressed to **Principal, Army Public School, Bengdubi, PO- Bengdubi, Distt – Darjeeling (WB) - 734424.** Only the Technical Bid would be opened at the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.


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