

Government of West Bengal
Sarva Shiksha Mission • Cooch Behar
Jnanakur Bhawan (2nd Floor), Harendra Narayan Road, Cooch Behar
Phone: 03582-224521/224670, email- ssmcoob@gamil.com

Memo No.: 31/SSM/COB/19-20

Date: 27/05/2019

NOTICE INVITING TENDER

Sealed Tenders are invited from the bona fide Agencies having experience in supply of iron bed, iron table, PVC chair or similar type of materials in any Educational Institution /Hostel/ Government Department/ Government Undertaking / Semi-Government Organization for the hostel attached to Govt. Model School, Sitalkuchi of Cooch Behar District.

◆ PLEASE EXAMINE EACH AND EVERY CONDITION CAREFULLY ◆

1. Bidders are requested to go through carefully the Tender documents including instruction even therein an enclosed hereto before filling up the page provided therein and signing the Tender documents. Failure to compile with any of the requirements indicated as in the provision of NIT would disqualify the Tenderer to participate in Tender Selection Process.
2. The Bidders should submit the whole Tender document along with Rate-Schedule with seal & signature signing and affixing his/her agency's stamps at each page of the Tender and all its Annexure (if any) as the acceptance of the offer made by him/her agency will be deemed as a contract and no separate formal contract will be drawn. No page should be detached /removed from the tender paper containing page no. 1 to 5.
3. Date & Time Schedule:

Sl. No.	Particulars	Date & Time
1	Selling of Tender Papers free of cost	28/05/2019 to 07/06/2019
2	Submission of Tender papers	From 28/05/2019 to 07/06/2019 (01.00 pm) by Registered Post or by person to the Tender Box kept in DEO office.
3	Opening of Tender	07/06/2019 at 4.00 pm at the Chamber of DPO, SSM, Cooch Behar.

Signature & Seal of Bidder

4. Work Description with Specification:

Sl. No.	Name of the Component to be supplied	Quantity to be supplied	Specification
1	Single Bed with iron frame [Godrej Brand] or “Equivalent”	25	Single Bed made of mild steel duly powder by manufacturer who a certified member of BIFMA and should be following management systems as per ISO 9001:2015 and should have the service set up at least at district headquarter. The square legs are made of 38.1mm x 1.2mm thick MS tube having end cap. 2 square tubes of 25mm x 1 mm to be provided in the head board & leg board side. Top will be MS Perforated 1.2mm thick. Underneath of the sheet there will be 4 supporting bars made of 50.8x25.4x1.2 mm thick MS tube. The main structure frame will be made of 50.8x25.4x1.2 mm thick. A 100x100x3.2 mm thick support bracket welded with tube & bolted with bed frame with M8 Bolt. Overall size of Bed 1800mm (L) x 900mm (W) x 650mm (H) & Bed stead height 400 mm. CO2 welding finish is required & no welding on the top edge. Good quality 12 mm plywood should also be provided.
2.	Study Table (iron frame)[Godrej Brand] or “Equivalent”	25	Study table size 900mm x 600 mm x 750 mm with one drawer size 355.5mm(w) x 559mm(D) x 167mm(h) having top made of particle board (laminated) with 18mm thickness and edge binding will be of melamine polish with CRCA MS pipe frame 25.4mm x 1.2mm thickness and quality handle, good quality channel and one good quality lock and Epoxy powder coating painting including fitting and fixing as directed.
3.	PVC Chair [Nilkamal Brand] or “Equivalent”	25	PVC chair (with handle and back) dimension (L) 23.19" (W) 23.97" (H) 32.21" primary material polyester.
4.	Warranty & Maintenance		Warranty: 1-year warranty covering whole body. If required any parts will have to be repaired/replaced within 3 days under condition of free maintenance onsite throughout the warranty period.

5. Items should be delivered at the address: Govt. Model School, Sitalkuchi, (V - XII) English Medium, P.O. Nagar Lalbazar, Dist. Cooch Behar, PIN-736158. CONTACT NO.: 9434878902.
6. Estimated Work Value: Rs. 360000/- (INR three lakh sixty thousand only)
7. Details information will also be available at www.coochbehar.gov.in
8. **Earnest Money:** 2% EMD on estimated work value is to be deposited with the Bid and it shall be in favour of the DPO, SSM, Cooch Behar in the shape of Demand Draft / Banker’s Cheque/ Call Deposit / Pay Order on any bank payable at Cooch Behar. Validity of such should not be less than 90 days from the date of opening, failing which the tender will not be considered and will be treated as cancelled. EMD of the unsuccessful bidders shall be returned as promptly as possible upon award of contract.
9. **Security Deposit:** It shall be calculated as 8% on estimated work value. The EMD of the successful bidder shall be converted to Security Deposit and the rest amount shall be deposited by 3 days calculated from the date of opening of the tender in favour of the DPO, SSM, Cooch Behar in the shape of Demand Draft / Banker’s Cheque. It shall be refunded within three months of the supply of the products and if found those items work at satisfactorily.
10. **Credential:** For submission of tender, the bidder shall submit self attested photocopies of payment Certificate, Completion Certificate & Work Order in support of successful completion of similar type of work of value **not less than 50% as total value of the work for the last three years (FY 2015-16 to 2017-18)** in any Government Department/ Government Undertaking/ Semi-Government Organisation / Schools /Colleges, failing which the tender shall be rejected.
11. Interested and eligible Bidders are required to submit the Bid in a sealed envelope super scribing such as **“Tender for supply of single iron frame bed, study table, PVC chair for hostel attached to Govt. Model School, Sitalkuchi of Cooch Behar District”**
12. Each corrections made by the bidder in the tender paper shall be authenticated by the person or persons signing the bid. The bid shall contain no interlineations, erasures or overwriting.
13. No change shall be permitted after opening of bids.

Signature & Seal of Bidder

14. Tender will be opened by the DPO, SSM, Cooch Behar in presence of intending bidders or their authorized representatives in the chamber of the District Project Officer, SSM, Cooch Behar.
15. Rate should be quoted both in figure as well as in words. Rates shall be unconditional and inclusive of every demand in Indian Rupees i.e. all charges, taxes, royalty, toll charge, carriage, delivery charge etc. No escalation and / or price adjustment shall be entertained under any circumstances.
16. The Tender shall be valid up to 365 days from the date of opening of the tender.
17. **Time is the essence of this Contract.** Time for completion shall be reckoned from the date of issue of Work Order by the Authority. Supply is to be completed within 15 days calculated from the issue of supply order. No extension of time will be allowed except in special cases. If any delay occurs, an amount not exceeding 1% of the estimated work value for each day of delay will be charged as compensation without any prejudice to the generality of this provision. Apart from this any other measures undersigned may take like black listing / forfeiture of EMD/ Security Deposit.
18. The Partnership firm shall furnish the registered partnership Deed, the power of attorney for the firm for signing the tender by a partner and the company shall furnish the Article of Association and Memorandum.
19. Joint venture shall not be allowed.
20. Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid by law. Current Audit Report, valid clearance certificate for the current financial year along with other relevant supporting papers.

21. List of document shall be submitted with the Bid are as follows:

- i. Application in prescribed proforma vide Annexure-A
- ii. Earnest Money Deposit (EMD),
- iii. GST Registration Certificate,
- iv. PAN,
- v. Professional Tax Clearance Certificate with challan copy,
- vi. Valid Trade License or Proof of registration of Company/Firm.
- vii. Credential Certificate (Payment Certificate, Completion Certificate & Work Order)
- viii. Proof of functional local office establishment and service centre for last 3 years at Cooch Behar.
- ix. Rate offered schedule vide Annexure-B
- x. Power of attorney for the firm for signing the tender by a partner. (if applicable)
- xi. Partnership Deed. (if applicable)
- xii. Valid N.O.C from concerned ARCS. (if applicable)
- xiii. Audit report and Balance Sheet of last year. (if applicable)

22. Payment: Payment will be made after successful delivery of item in good condition against the challan and original Bill produced.

- Income Tax at the prevailing rate as applicable from time to time shall be deducted from Supplier's Bills as per Income Tax Act and quoted rates shall be inclusive of this.
- No claim for delay issuance of work order as well as payment will be entertained.

23. Award of contract shall normally be made within 7 days from the date of opening of the tender.

24. The tender inviting authority reserves the right to negotiate with the Tenderer whose offer is the lowest evaluated price for further reduction of price. The same also reserves the right to negotiate with other Tenderers to match the negotiated L1 price.

25. The tender inviting authority reserve the right to reject any or all the tenders without assigning any reason whatsoever and to split up work if necessary and to accept the tender whole or part subject to satisfaction of the tender inviting authority at any point of time and without incurring any liability to the affected bidder or bidders, if any.

Signature & Seal of Bidder


District Project Officer,
Sarva Shiksha Mission, Cooch Behar

Memo No. 31/1(6)/SSM/COB/19-20

Date 27/05/2019

Copy forwarded for information and wide circulation through the office notice board of the respective offices to:

1. The District Magistrate, Coochbehar
2. The Additional District Magistrate (Dev.) Coochbehar
3. The Sabhadhipati, Coochbehar Zilla Parisad , Coochbehar
4. The District Inspector of Schools (S.E)
5. The District Information & Cultural Officer, Coochbehar
6. This Office notice board


District Project Officer,
Sarva Shiksha Mission, Cooch Behar

APPLICATION

(Supply for iron bed, iron table, PVC chair)

Annexure-A

(Vide memo no.....Dated.....)

1. Name of the Agency _____
2. Postal Address of the Agency _____
3. Contact Person: (Name) _____
4. Telephone _____ Mobile _____, Fax No. _____
5. E. Mail ID. _____
6. Nature of Agency [please put tick mark]
 - i. Proprietorship
 - ii. Partnership
 - iii. Cooperative
 - iv. Other (Please Specify)
7. PAN of the agency _____
8. GST No. _____
9. Trade License No. of the Agency _____
10. Registration No. (In case of the Firm/Company/Manufacturer) _____

CERTIFICATE

Certified that the information furnished above is correct to the best of my knowledge and belief.

Rate Schedule

Annexure-B

(Vide NIT No. _____ of _____ Dated _____)

Sir,

I have gone through the terms & conditions of the Tender (para earmarked as 1 to 25) and with satisfaction the following rate is offered by me:

<i>Description of Item</i>	<i>Quantity</i>	<i>OFFERED RATE</i>	
		<i>Amount in Rs.</i>	<i>Amount in Words</i>
Single Bed with iron frame [Godrej Brand]or “Equivalent”	25		
Study Table (iron frame)[Godrej Brand]or “Equivalent”	25		
PVC Chair [Nilkamal Brand] or “Equivalent”	25		

Certified that:

1. The work will be done exactly as per specification.
2. The requisite papers as asked for is submitted with the Tender Form and those are true
3. All Terms & Conditions of the Tender is accepted by me
4. The submitted Earnest Money of Rs. _____ (Rupees
in the shape of _____ in favour of _____

Should this Tender be accepted I / We hereby agree to affirm and undertake to abide by all the terms, conditions and specifications given in the Bid Document while performing the contractual obligations relating to supply of iron bed, iron table, PVC chair mentioned in the said condition.

(Full signature of the bidder with rubber stamp)

Address: _____