

**ARMY PUBLIC SCHOOL KOLKATA BALLYGUNGE MAIDAN CAMP, BALLYGUNGE CIRCULAR ROAD KOLKATA, WEST BENGAL, PIN 700019**

**INVITATION OF BIDS FOR PROCUREMENT OF COMBINED DESK CUM BENCH FOR CLASS ROOM FOR ARMY PUBLIC SCHOOL KOLKATA ”**

1. **General.** Sealed quotations (price bids) are invited for **executing the above mentioned work on a turnkey basis** from Godrej furniture related firms having experience in undertaking such tasks in the past.

**Scope of Work.** The detailed scope of the work involves the following:-

S/No	Description	A/U	Qty	Students can accommodate
(a)	<b><u>Combined Desk cum bench (3 Seater)</u></b> Genii 3 str FR+RR PLT Choco SM6 Size 1840x1130x 757 mm.	Nos	104	312
	<b>Total</b>		<b>104</b>	<b>312</b>

2. **Project Execution Time.** The work would be required to be executed by the selected vendor **within a maximum duration of 30 days from the placement of supply order. No extension of work completion time would be permitted** under any circumstances.

3. **Liquidated Damages.** Delays if any would invite penalty being imposed in terms of **Liquidity Damages @ 0.5% of the supply order cost per week of delay** to a maximum of 10% of the overall supply order cost.

4. **Placement of Supply Order.** The supply order would be placed **after successful conclusion of negotiations with the L1 bidder.**

5. **Submission of Bids/ Quotations.** The bids/ quotations in sealed envelope must be addressed to the **Principal, Army Public School, Kolkata** and delivered either by registered post or by hand (to be dropped in the sealed Tender Box kept at the Adm Block of the school) at the following address **latest by 1030hrs on 28 May 2024.** Late bids will not be accepted under any circumstances.

Principal  
Army Public School  
BallygungeMaidan Camp  
Ballygunge Circular Road  
Kolkata – 700019

6. **Nature of Bids.** The bids would be in terms of total project cost (all inclusive cost based on turnkey solution) **inclusive of GST.**

7. **Forwarding of Bid.** Bids should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing details of GST Registration No, Bank account details including its address, IFSC/ NEFT Nos, etc, complete postal and e mail address, telephone and mobile numbers of their office/ representatives.

8. **Opening of Bids.** The price bids will be opened by a bid opening board nominated by the School administration at the Army Public School at **1030h on 30 May 23**. The Bidders may depute the representatives, duly authorized in writing, to attend the opening of bids on the due date and time. However, the same is not mandatory. This event will not be postponed due to non-presence of your representative.

9. **Clarification Regarding Nature of Work.** A prospective bidder who requires clarification regarding the nature of the work **may visit the school premises during school working hours (0900hrs to 1400hrs) by prior appointment** to be obtained through contact details mentioned below. Necessary clarifications/ site visit as required would be provided. **All such clarifications must be completed prior to 1200hrs on 28 May 2024, after which no enquiries would be entertained.**

(a) Tele No - 033 –24866629

(b) Email ID - apskolkata1@gmail.com

10. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. This being a turnkey project, Bidders will bid for all items. Piecemeal/partial bids will be rejected.

11. **Validity of Bids.** **The price bids should remain valid till 180 days** from the last date of submission of the Bids.

12. **Consignee Details.**

Principal,  
Army Public School  
Ballygunge Maidan Camp  
Ballygunge Circular Road  
Kolkata – 700019

13. **Transportation** The following Transportation clause will form part of the contract placed on successful Bidder:-

(a) The stores shall be delivered at Army Public School, Kolkata.

(b) Seller will bear the costs and freight necessary to bring the goods to the destination.

(c) The Seller also has to procure insurance against the Buyer's risk of loss of or damage to goods during the carriage.

(d) The Seller will contract for insurance and pay the insurance premium.

14. **Execution of Work.** The entire work would be executed at a stretch without any break whatsoever for holidays/ Sundays/ festivals etc and finished within the stipulated time as deliberated upon at Para 3 above.

15. **Inspection and Acceptance Testing.**

(a) **Sample Approval.** Sample of the stores and fitments as required to be used in the execution of the said work will be provided within seven days of placement of supply order and got approved from the school management. Under no circumstances, an item/ store would be used without its sample having been approved.

(b) **Initial Inspection.** Physical inspection of stores will be first carried out at Army Public School, Kolkata by a team of teachers/ school staff so nominated by the Principal APS. The Board will ensure that all the items delivered are as per bill of material/stores. Items found defective/damaged/not conforming to desired standards will be replaced immediately by the seller with stores of correct specifications within three (03) days of inspection at his own cost and risk. **In case of any dispute, decision of the buyer will be final and binding.**

(c) **Final Inspection after Completion of Work.** The final inspection of the work would be carried out by the school board members so detailed to ensure completion of the work in all respect. **A certificate to this effect will be signed jointly by the by the board members and the representatives of the vendor executing the work. The date of signing of the ibid certificate will be treated as the date of completion of the work.**

(d) **Warranty of Work.** The entire work will be under comprehensive warranty against damages / breakages/failure for a period of **one year** from the date of signing of final inspection.

16. **Payment Terms** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant payment details so that payments could be made through RTGS/ NEFT mechanism instead of payment through cheques, wherever feasible. **The payment will be made as per the following terms, on production of the requisite invoices:-**

(a) 50% of total cost of the project shall be paid to the vendor on delivery of the stores at the school premises/50% of works completed and after completion of initial inspection by the team of teachers

(b) Balance 50% of the cost of the project will be paid after completion of the entire work and after completion of final inspection by the team of teachers.

(c) The firm will quote its Central and State GST registration numbers on the bills/ tax invoices.

(d) No advance amount will be paid under any circumstances.

17. **Paying Authority.** The Principal, Army Public School is the Paying Authority. All payments will be made in the form of RTGS/ NEFT transactions only directly to the sellers account No so provided along with the bid documents. Separate request for bank account

details will neither be made by the school and nor will be entertained at a later date than the bid submission date. Cheque payments may be resorted to under exceptional circumstances, only if sufficient reasons prevail. **No payments in cash will be made under any circumstances.**

18. **Conclusion**. The school expects execution of the work in a professional manner in the specified timeframe without compromise in quality of both material and craftsmanship. The selected vendor must abide by these principles and execute the work accordingly.