



## OFFICE OF THE PRINCIPAL

### ADARSHA VIDYALAYA SIDLI-CHIRANG DOLOGAON

(UNDER ADMINISTRATIVE CONTROL OF ADARSHA VIDYALAYA SANGATHAN, ASSAM &  
DEPARTMENT OF SCHOOL EDUCATION, GOVT. OF ASSAM)

CBSE AFFILIATION NO.: 220155, SCHOOL CODE: 37679, UDISE CODE: 18250226802

VILL: DOLOGAON (SHYAMTHAIBARI), P.O: GARUBHASA, P.S.-SIDLI,

DIST.: CHIRANG, STATE: ASSAM (BTR), PIN-783373

PAN: AAPAA9739A, WEBSITE: [WWW.AVDOLOGAON.IN](http://WWW.AVDOLOGAON.IN), OFFICE PHONE NO.: 8453195617 (M)

E-MAIL ID: [ADARSHAVIDYALAYADOLOGAON@GMAIL.COM](mailto:ADARSHAVIDYALAYADOLOGAON@GMAIL.COM)/[PRINCIPAL@AVDOLOGAON.IN](mailto:PRINCIPAL@AVDOLOGAON.IN)

Ref No. : AVD/SCHOOL FURNITURE/35/2024/1

Date: 08/03/2024

#### NOTICE INVITING TENDER (NIT)

Sealed tender affixing non-refundable court fee stamp of **Rs. 8.25 (Rupees Eight and Twenty-Five Paise)** only are invited from registered Manufacturer/supplier/vendor/firm for **Procurement of school furniture** for Adarsha Vidyalaya Sidli Chirang, Dologaon for the new academic session as per the following terms and condition. The tender/application will be received by the Office of the District Commissioner, Kajalgaon, Chirang through **Tender Box** from **08/03/2024 to 14/03/2024** during office hours i.e., from **10:00 AM to 4:00 PM** and will be opened at **4:00 PM on 14/03/2024** in presence of the vendors/bidders or their authorized agents. If the last date of submission/opening is to be a holiday then the next working day will be treated as submission/opening day. The tender documents for detail list of items, specification of school furniture along with terms & conditions for **"Procurement of school furniture"** will be obtained from school premises during office hours i.e., from **10:00 AM to 4:00 PM** or available in the district/school website.

#### Terms & Conditions: -

1. Tender documents should contain the complete furniture specification, quality, brand and item lists of School Furniture **as per Annexure A**. Cost of each item should be mentioned.
2. **A Tender Acceptance Form (Annexure B)** duly signed and stamped by the bidder (i.e., all the terms & conditions of tender document are acceptable).
3. The selected Bidder should sign a **Contract Agreement** with Adarsha Vidyalaya Sidli Chirang, Dologaon as per the Specimen **(Annexure C)**.
4. Rates quoted should be valid for one year from the date of signing of the **Contract Agreement**. Bids quoting the Rates valid for periods less than one year will be considered non-responsive.
5. The rates once quoted cannot be altered/ withdrawn after submission of the Bid and will hold for the whole Financial Year 2024-25.
6. Rs 8.25 court fee must be affixed.
7. The rates should be genuine and reasonable and at the prevailing market rate.
8. The materials/Instrument should be of good quality and also the name of manufacturer/band type etc. may be mentioned, if any.
9. The supplier shall maintain the quality of product same throughout the year. All goods should be new, unused and free from any defects and within the warranty period.
10. The Purchaser may at any time terminate the Contract by giving written Notice to the Supplier, without compensation to the Supplier. If the Supplier becomes bankrupt or otherwise insolvent as declared by the Competent Court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.
11. The rate quoted should be inclusive of all admissible taxes i.e. GST, IT etc. and other relevant taxes.



12. Price of rate quoted should include all incidental charges for delivery at the location of the school.
13. The supplier shall make his own arrangement of loading, unloading and transporting of the goods up to the point delivery.
14. No representation/ appeal for enhancement on the ground of rise in cost of materials, labour cost and rise in the market rate or any other reason whatsoever will be entertained.
15. The Suppliers must be GST registered and must have PAN card and valid Trade license/Govt. Supplied Registration. The applicant must submit self-attested GST registration, GST clearance certificate, PAN card, valid Trade license, updated bank statement. Tender without valid documents will be rejected out rightly.
16. If the Bid winner after entering the Contract agreement with the undersigned renders similar goods at a price lower than the quoted rate price to anyone in the state of Assam, at any time, during the validity of the contract agreement, the quoted rate price will be automatically lowered or reduced accordingly to such lesser or reduced price quoted for the subject matter of procurement with effect from the date of such quoting or reducing and the rate contract will be amended accordingly.
17. The undersigned reserves the right not to place any order even after execution/acceptance of the formal contract agreement and no claim or compensation whatsoever will be entertained.
18. The supply of **"School Furniture"** has to be completed in such a manner and in such time as stipulated in the work order without fail.
19. The materials of required quantity should be delivered at the school premises of Adarsha Vidyalaya Sidli Chirang, Dologaoon, Chirang within stipulated time from the issue of the order.
20. The supply order of **"School Furniture"** will be placed as per the requirement and payment will be made subject to availability of fund in the respective head of account after observing due formalities thereof. No claims as regard to payment, advance payment etc. will be entertained. 100% payment will be made after completion of the work and getting satisfactory delivery & certifying by an inspection team.
21. Necessary bills shall be released from the State Office of AVS, Assam after completion of the procurement and installation of school furniture along with due submission of completion certificate from the school authority.
22. The supply order of **"School Furniture"** may not be placed by the Purchaser. Adarsha Vidyalaya Sidli Chirang, Dologaoon reserves the right to cancel the **Contract Agreement** at any time.
23. Quantity given in the Price Bid is approximate depending on the usage of the Purchaser. It may likely to vary depending upon the actual usage and selected firms should be able to supply the quantity mentioned in the Tender. Adarsha Vidyalaya Sidli Chirang, Dologaoon reserves the right to vary the quantity mentioned.
24. Purchase Orders (POs) will be issued as and when demand arises. **The Delivery has to be effected within 7 working days or a period even lesser than that owing to exigencies of the situation on mutually agreed upon date and time between the Purchaser and the Supplier.**
25. The supplier shall furnish a **Performance Security Deposit (valid up to 120 days)** to the purchaser for an amount of **minimum 5% of order amount in the form of FDR/DD only** from any nationalized/commercial bank within **three (3) days** from date of receipt of work order in favour of **"SMDC ADARSHA VIDYALAYA DOLOGAON"** and payable at Chirang Dist.
26. **The purchaser will release the Performance Security Deposit without any interest to the supplier on completion of the supplier's all contractual obligations. The supplier shall submit pre receipt for obtaining their security.**
27. The Inspection Team of the School shall inspect the items on receipt to examine whether the items supplied are in conformity with requirements/specifications in terms of Make, Model, Quality, Size, Color, Shade, Dimensions, etc. before issuance of the same to the officers/staff of the Purchaser. In case the inspection team rejects the consignment for not conforming to the required specifications the supplier has to replace the consignment ensuring conforming to the required specifications within the given time.
28. The supplier shall not appoint sub vendor/affiliate/enter into sub-contract to perform its obligations under this Contract without obtaining prior written approval of the Undersigned.



29. For items rejected, payment will not be made until made good by replacement of materials by other materials in good condition.
30. **Minimum Guarantee/Warranty of the item should be at least one year from the date of delivery.** In the event of any Manufacturing defects of item, the Firm/Bidder has to replace the same free of cost.
31. The bill in triplicate may be sent to this office for settlement after delivery of the material has been done satisfactorily.
32. All payments shall be made as per norms laid down by the Government of Assam. The payments shall be made to the Supplier under this Contract in Indian Rupees only.
33. The Supplier shall keep, and shall make all reasonable efforts to keep, accurate and systematic accounts and records in respect of the Goods in such form and details as will clearly identify relevant time changes and costs.
34. All disputes, differences and questions arising out of or in any way touching or concerning this Agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the Sole Arbitration of the **Principal cum Member Secretary, Adarsha Vidyalaya Sidli Chirang, Dologaoon** or any person nominated by him. The Arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The Arbitrator shall be entitled to extend the time of Arbitration Proceedings with consent of the Parties. No part of the Agreement shall be suspended on the ground of pending Arbitration Proceedings.
35. The undersigned reserves the right to accept/reject any or all the Bids in the whole or in part and annul the Bidding Process without assigning any reason whatsoever. The school reserves the right to Award the Contract to more than one Bidder.
36. The bids will be evaluated by the **Tender Evaluation Committee** duly approved by the competent authority as per **Assam Public Procurement Rule 2020** which will decide **the standard quality and the lowest bidder (L-1)** on the basis of total cost provided by each bidder.



Additional District Commissioner Education, Chirang

Memo No.: AVD/ SCHOOL FURNITURE/35/2024/1-A

Date: 08/03/2024

Copy to:

1. The District Commissioner, Chirang cum Chairman Adarsha Vidyalaya Sidli Chirang Dologaoon for kind information & necessary action.
2. The District Informatics Officer, NIC, Chirang. He is requested kindly to upload the Notice along with relevant application forms in the District Website.
3. The District Information & Public Relations Officer, Chirang for wide publicity. He is requested to arrange to publish the advertisement in at-least 2 (two) daily newspapers.
4. All the members of Tender Evaluation Committee, Adarsha Vidyalaya Sidli Chirang Dologaoon for kind information & necessary action.
5. The Managing Director, Adarsha Vidyalaya Sangathan, Assam
6. All the members of SMDC.
7. Office file.



Additional District Commissioner Education, Chirang

**PRICE SCHEDULE (Financial Bid Format)**

Price to be quoted on firm/company's Letter Head only

Sl No.	Item Name	Specification	Brand/Model	Qty	Rate	Amount
1	Desk cum Bench	Overall dimension 1800 x 900- 950 x 740-750 mm, Desk 1800 x 378 x 740-750 mm, Bench 1800 x 335 x 437 mm. The height/depth of backrest should be 200mm. The desk, seat & backrest made of 19mm MDF board ISI mark with 1mm laminate pasted on top with edges rounded & machine pressed 2mm thick PVC band sealed with hot melt EVA glue. Under structure made of 25.4 x 25.4 x 1.8 mm thick 60-70-micron epoxy powder coated MS tubes. Storage shelf made of 0.8 mm thick powder coated MS steel affixed below the desktop. The front side covered with modesty panel made of 1 mm thick CRCA MS steel of size 1800 x 150(H) mm & edges sealed with 2 mm PVC band. The writing top to be slanted in an ergonomic angle for ease of writing with provision of two metal hooks for hanging school bags fixed at ends.		1		
2	Teacher Table	Table dimension 900 x 600 x 750 mm with one drawer. The table top made of 19mm MDF board ISI mark with 1mm laminate pasted on top with edge rounded and machine pressed & sealed with 2 mm PVC band sealed with hot melt EVA glue. The under structure/frame will be of tubular frame of square tubes size 25.4 x 25.4 x 1.2 mm thick powder coated with 60-70 micron. The shell of drawer is to be made of 0.5 mm thick CRCA MS with metal lock.		1		
3	Teacher Chair	Chair with arm made of natural and biodegradable material with seat & back made of polyurethane foam covered with fabric. The dimension of the chair shall not be less than the following: Overall height: 850 mm, Seating height: 455 mm, Width: 540 mm, Depth: 500 mm		1		

**N.B: Quality of School furniture will be ensured by the SMDC before installation.**

Total Tender Price: (In figures) \_\_\_\_\_

(In words) \_\_\_\_\_

**Note:**

1. The tender rate shall be in INR only.
2. The tender rate should be inclusive of all admissible taxes i.e. GST, IT etc. and other relevant taxes.
3. The tender rate should be valid up to 120 days.
4. Price of Tender should include all incidental charges for delivery at the location of the school.

Place:

Date:

Signature of Bidder \_\_\_\_\_

Seal of the Bidder \_\_\_\_\_



**TENDER ACCEPTANCE FORM**

(For all the terms & conditions of tender document acceptable to bidder)

To

The School Management Development Committee  
Adarsha Vidyalaya Sidli Chirang Dologaon  
Vill: Dologaon (Shyamthaibari), P.O.-Garubhasa,  
Dist.: Chirang (BTR), Assam, PIN: 783373.

Ref: Your Notice Inviting Tender (NIT) ref. no. .... of dated .....

I/We, the undersigned have examined the above-mentioned terms & conditions of NIT, the receipt of which is hereby confirmed. We now offer to supply and deliver the goods in good condition and in L-1 quote rate in conformity with your above referred document.

If our tender is accepted, we undertake to supply the goods in good condition with standard quality as mentioned in NIT with the delivery schedule specified of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for the performance of the contract.

I/We agree to keep our tender valid for acceptance as required in NIT or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

I/We confirm that we fully agree to the terms and conditions specified in NIT document, including amendment/corrigendum etc. if any.

(Signature with date)

(Name and Designation)

Duly authorized to sign tender for and on behalf of bidder

Place:

Date:

Signature of Bidder \_\_\_\_\_

Seal of the Bidder \_\_\_\_\_

**CONTRACT AGREEMENT****To be executed at the time of entering into Agreement before placing order.**

The Agreement is made on this ..... day of .....2023 between M/S ..... herein referred to as the Contractor of the one part and **Adarsha Vidyalaya Sidli-Chirang Dologoon**, acting through the, **Principal cum Member Secretary, Tender Evaluation Committee, Adarsha Vidyalaya Sidli Chirang Dologoon**, hereinafter referred to as the other part whereas the said Contractor has agreed with the **Adarsha Vidyalaya Sidli-Chirang Dologoon**, for supply of required items in conformity with the Requirements & Specifications.

Now this indenture witnessed that in consideration of the promise, it is mutually agreed and declared between Parties hereto as follows: -

1. The Contractor agrees to undertake to supply..... as per the requirement as agreed to in their Bid submitted on.....the rates quoted by him/them.
2. The supply of ..... which are not in conformity with the Requirements/Specifications are liable to be rejected.
3. This Contract shall be effective from .....to ..... The Tender is valid for a period of one year from the date of Signing of the Agreement. The Contract may be extended with the same Terms & Conditions and Rates for three more months with the consent of both the Parties. The Contractor shall execute the Purchase Orders (POs) placed by the Concerned Officer with great promptness and satisfaction to the Adarsha Vidyalaya Sidli Chirang Pt., Dologoon. If the Supplier fails to deliver the goods or any consignment thereof within the period prescribed for delivery with specification etc. mentioned in the Purchase Order (PO), the Purchaser shall be entitled to recover 0.5% of the value of the delayed supply with reference to the delivery date given in the Purchase Order up to 7 days and thereafter at the rate of one percent (1.0%) of the value of the delayed supply for each week of delay or part thereof.
4. The Performance Security Deposit (PSD) paid by the Contractor for due and faithful performance of the Contract by the Contractor of all and several covenants herein contained of his part to be observed with full power. **Principal cum Member Secretary, Tender Evaluation Committee**, on behalf of Adarsha Vidyalaya Sidli Chirang Pt., Dologoon will be entitled to appropriate the said sum to any damage, penalties and other sums which the Contractor may be required to pay in case the Contractor fails to perform/fulfill or to keep and observe all or any of the said Conditions of the Agreement on his part herein after contained.
5. The Performance Security Deposit (PSD) shall be released after two months after Successful Completion of the Work at the end of the Contract period including the Warranty or extended period, if any.
6. That all disputes, differences and questions arising out of or in any way touching or concerning this Agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the Sole Arbitration of the **Principal cum Member Secretary, Adarsha Vidyalaya Sidli Chirang Pt., Dologoon** or any person nominated by him. The Arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The Arbitrator shall be entitled to extend the time of Arbitration Proceedings with consent of the Parties. No part of the Agreement shall be suspended on the ground of pending Arbitration Proceedings.
7. The Performance Security Deposit (PSD) is liable to be forfeited by the **Adarsha Vidyalaya Sidli Chirang Pt., Dologoon** without any prejudice to any other rights and remedies of **Adarsha Vidyalaya Sidli Chirang Pt., Dologoon** in case the Contractor fails to undertake the Contract Work, as per the Work Orders and as per the Terms and Conditions given in Tender Schedule during the Currency of the Contract including the extended period if any.
8. That the Tender Schedule, Instructions to the Bidders and Terms and Conditions, etc shall also form part of the Agreement.

That the Contractor acknowledges that he has fully acquainted him with all the Terms and Conditions and he shall not plead ignorance of the same.

In witness whereof, the Contractor has set his hand and the **Adarsha Vidyalaya Sidli Chirang Dologoon** has caused for and on his behalf to set his hand, the day and the year first above written.

Signature of the Authorized Official of  
the Company/Firm

Signature of the Authorized Official of  
Adarsha Vidyalaya Sidli Chirang Dologoon