

**REGIONAL INSTITUTE OF EDUCATION,
(A Constituent unit of NCERT)
Shyamla Hills, Bhopal- 462002**

**Short Tender Notice for inviting bids for Hiring of Bedding Service during
Kala Utsav - 2019 to be held at RIE, Bhopal from 2nd to 5th January 2020.**

Tender No. F.No./RIEB/Kala Utsav-2019/Tender/Bedding/2019-20/

Date of publishing Tender: 06.12.2019 at- 2.00PM

Last Date for Receipt of Tender: 16.12.2019 at- 2.00PM

Date & Time for Opening Tender: 16.12.2019 at – 3.00 PM.

INVITATION FOR BIDS:

1. RIE, Bhopal is a constituent unit of NCERT, an autonomous organization under Ministry of Human Resource Development and intends to hire, 'beddings' for the Kala Utsav 2019 event to be organized at its premises. Sealed e-tenders for supply of beddings on hiring basis invited as per terms and conditions set out in this tender document.
2. The terms and conditions as indicated below may be noted carefully and complied with while submitting the tender with reference to this enquiry. The bidders who agree to the stipulated terms and conditions, are requested to quote their rates. Non-adherence to terms and conditions may result in rejection of the tender. The tender shall be submitted strictly in accordance with **Proforma enclosed at Annexure-“A”**.

SCOPE OF CONTRACT:

3. The scope of the contract is as under:-
 - a) About 450 persons including school children and their escorts/teachers are expected to assemble and stay at the RIE, Bhopal campus. Bedding is required to be provided for the entire assemblage.
 - b) The actual number of arrivals will be known only by 30/12/2019. Supply of beddings shall be limited to the actual arrivals. The beddings shall be supplied immediately on arrival and assignment of rooms to the participants.
 - c) Each bedding set shall comprise one mattress, one white bed sheet, one woolen blanket/quilt (Razai) and one pillow with pillow cover. The bedding sets shall be thoroughly clean without any dirt, stains or foul smell and shall be germ-free. Unclean, torn, damaged, foul smelling or germ-infested articles shall not be accepted under any circumstances.
 - d) The bed sheet and pillow cover shall be changed, and made germ-free, every alternate day.
 - e) An authorized representative of the contractor shall remain present at the camp venue at all times to ensure fault-free service and deal with complaints, if any.

BIDDERS' QUALIFICATION:

4. The bidder should have a minimum of three years experience of executing similar contracts with government departments.
5. The bidder should have valid GST registration number & Pan Card and copy of both the documents should be uploaded. The bidder shall upload documentary evidence of executing similar contracts with other Govt. Departments and shall also upload an affidavit on Blacklisting of the firm, if any, by any Government Department, in the prescribed format included in the tender document at **Annexure-"B"**.
6. At the time of opening of tenders, the bidder should be prepared to produce one set of samples of articles of bedding offered for hire, on demand from RIE, Bhopal.

TERMS AND CONDITIONS OF CONTRACT:

7. In submitting the tenders, the bidders shall ensure compliance with the following terms and conditions:
 - 7.1 The tenders for supply of beddings as per the scope of the contract given above, should be signed by the authorized person and his full name and status should be indicated below his signature. For this purpose, an undertaking from the bidder regarding authorized person may be uploaded. All pages of tenders are to be signed with office seal. Incomplete offers will be considered as unresponsive and will be rejected.
 - 7.2 Overwriting/cutting/erasing, if any, should clearly be indicated and should be authenticated/attested by the bidder. A certificate to the effect that "No cutting/overwriting in the rates etc. have been made." is required to be furnished along with the quotation of there otherwise bid will be rejected.
 - 7.3 All tenders must be accompanied by an Earnest Money Deposit (EMD) for an amount of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/Bankers Cheque, drawn in favour of Principal, RIE, Bhopal and payable at SBI, RCE Branch, Shyamla Hills, Bhopal. The EMD will be liable to be forfeited if the bidder withdraws or impairs the tender in any respect. No interest will be paid on EMD which will be refunded to the unsuccessful bidders as soon as tenders are opened and successful bidder is declared.
 - 7.4 The successful bidder shall not sublet/transfer/re-assign/outsource the contract further.
 - 7.5 The right of acceptance of tender (s) will rest with the Principal RIE, Bhopal. Also, RIE, Bhopal is not bound to accept the **lowest tender** and reserves the right to reject any or all the tender(s) received without assigning any reasons.
 - 7.6 The rates should be quoted for one set of one mattress, one white bed sheet, one woolen blanket/ quilt (razai) and one pillow with cover in figures as well as in words and should be inclusive of all taxes/levies. In case if any mismatch in figure and words the lowest rate quoted in either figure OR words will be taken for consideration.
 - 7.7 The date/time by which supply of the contracted items in accordance with the scope of contract mentioned in Para 3 above, would be completed, should be clearly mentioned in the tender, failure to comply with the terms and conditions and time-limits set in the tender may result in termination of contract.
 - 7.8 The successful bidder shall be required to furnish performance security for an amount of 10% of the total value of the contract, at the time of commencement of supply of stores, in the form of an amount payee demand draft drawn in favour of Principal, RIE, Bhopal payable at SBI, RCE Branch, Shyamla Hills, Bhopal, to ensure due performance of the order/contract in accordance with the terms and conditions set out in

the tender document. Further, such performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations. No interest will be paid on such deposit.

- 7.9 For the entire duration of the performance contract, the bidder/contractor shall remain available at the postal address furnished in the bid. Any change in the address must be communicated to RIE, Bhopal, well in time.
- 7.10 The Contractor will not lodge any claim with regard to interest for delay due to any administrative reasons, in settlement of his dues.
8. The Earnest money of the successful bidder will be refunded immediately on receipt of performance security being deposited against the contract. However, the same shall not carry any interest.
9. No advance payment will be made. Those who do not accept this condition, need not submit their bids. The bids demanding advance payment in full or part are liable to be rejected without any notice.
10. Full payment will be made against the duly-stamped pre-receipted bill (in triplicate) after completion of the contract.
11. The tenders in accordance with the terms and conditions set out in this tender notice, may be addressed to Principal, RIE, Shyamla Hills, Bhopal- 462002.
12. Tender will be received up to 14.00 hrs. on 16/12/2019 at Room No. 3 in the office of Section Officer (Estt.), RIE, Shyamla Hills, Bhopal-462002, after which the tenders will be opened on 16/12/2019 at 15.00hrs. No tenders will be accepted, under any circumstances, after the due date and time prescribed herein for receipt of tenders. RIE, Bhopal will not be responsible for any postal delay. In case the last day of receipt of tenders is declared a holiday on any account, the tenders will be received and opened on the following working day.

(This should be typed on the printed letter head of the bidder)

To
The Principal,
RIE, Shyamla Hills,
Bhopal- 462002

Subject : Short Notice Tender for the supply of “Beddings”, on Hire.

Sir,

With reference to your Tender Enquiry letter No. dated and available on RIE, Bhopal website, we are submitting our most competitive rate for supply of beddings, as in the statement below, as per terms and conditions set out in the tender document.

S. No.	Description of Beddings	Unit	Unit price inclusive of freight, labour and all other charges (Rs)	GST % (Rs)	Total Price (including all taxes and all other charges) (Rs.)
1.	One set of beddings includes one 4 inch mattress of size of 6’x3’, one bed sheet white (single), one pillow with cover and one blanket / quilt (razai) with cover.	One set			

(Rupees in words.....)

We also undertake that all the terms and conditions of the tender document are acceptable to us. We are also enclosing a DD/BC for an amount of Rs. 10,000/- (Rupees Ten Thousand Only) as EMD vide DD/BC No.datedrawn on theBankBranch in favour of **Principal, RIE, Bhopal**, payable at Bhopal.

Yours faithfully

Signature
Name of Firm and with Rubber Stamp

Date:
Place:

Declaration regarding Non blacklisting/debarring from taking part in the tender

I /We (Bidder) hereby declare that the firm/agency name M/s..... has not been blacklisted or debarred in the past by any department of the union government or of any state government or any other organization, from taking part in government tenders in India.

Or

I / We(Bidder) hereby declare that the firm/agency namely M/s was blacklisted or debarred by the central government/state government or/organization namedfrom taking part in government tenders for a period ofyears w.e.f.to The period is over on and now the firm/company is entitled to take part in government tenders. In case the above information is found to be false, I/we are fully aware that the tender's contract will be rejected/cancelled by the Principal, RIE, Bhopal, and EMD/SD shall be forfeited.

In addition to the above Principal, RIE, Bhopal will not be responsible to pay the bidder for any completed/partially completed work.

Name _____
(Authorized signatory of the Firm)
Address with Seal _____

Date:
Place: