

REQUEST FOR PROPOSAL (RFP)
(ARMY PUBLIC SCHOOL, PUNE)

PURCHASE OF MEDIUM BACK REVOLVING CHAIR
FOR ARMY PUBLIC SCHOOL, PUNE

Request for Proposal (RFP) No APSP/Adm/Chair/2001 dated 03 Apr 2025

1. Bids in sealed cover are invited for purchase of Medium Back Revolving Chair. Please superscribe the above mentioned Title, RFP number 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, Pune, Near Ghorpadi Market, Opp Bank of Maharashtra, Pune - 411001.
 - (b) Postal address for sending the Bids: The Principal, Army Public School, Pune, Near Ghorpadi Market, Opp Bank of Maharashtra, Pune - 411001.
 - (c) Name/designation of the contact personnel : Ms Bhakti Joshi (Project Officer)
 - (d) Telephone numbers of the contact personnel : 020-29990101 Extn -214
 - (e) e-mail id of contact personnel : apspune10@gmail.com
3. 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.
4. Last Date and Time for Depositing the Bids. Last date and time for depositing the Bids is **10 Apr 2025**. The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
5. 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).
6. Time and date. Time and date for opening of Bids will be informed by Committee. 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 APS, Pune.
7. Location of the Tender Box. Tender Box is placed at Reception Counter of APS, Pune. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
8. Place of Opening of the Bids. Conference Hall, APS, Pune. 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.
9. Forwarding of Bids. Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like PAN number, GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.

10. Modification and Withdrawal of Bids. A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

11. Clarification Regarding Contents of the Bids. During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

12. Unwillingness to Quote. Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

13. Validity of Bids. The Bids should remain valid till three months from the last date of submission of the Bids.

14. Delivery Period. Delivery period for supply of items would be four weeks from the effective date of contract. Please note Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

15. Consignee Details.

The Principal
Army Public School, Pune
Near Ghorpadi Market,
Opp Bank of Maharashtra
Pune - 411 001

Tele : 020-2990101 Extn 214
Email: apspune10@gmail.com

16. Taxes and Duties:-

(a) If Bidder desires to ask for excise duty or GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(b) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entreated after the opening of tenders.

(c) If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

(d) If a Bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this

requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(e) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

17. Payments for supplies will be made direct to the supplier by NEFT only and on verification by a board of officers detailed by Buyer.

18. Risk & Expense clause:-

(a) Should the stores or any instalment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any instalment thereof, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the stores or any instalment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c) In case of a material breach that was not remedied within 30 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-

(i) Such default.

(ii) In the event of the contract being wholly determined the balance of the stores remaining to be delivered thereunder.

(d) Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. Such recoveries shall not exceed 10% of the value of the contract."

19. Quality Assurance. Seller would provide the Standard Acceptance Test Procedure (ATP) within 01 week after delivery. Buyer reserves the right to modify the ATP. Seller would be required to provide all test facilities at his premises for acceptance and inspection by Buyer. The details in this regard will be coordinated during the negotiation of the contract. The item should be of the latest manufacture, conforming to the current production standard and having 100% defined life at the time of delivery.

20. Inspection Authority. The Inspection will be carried out by Board of Officers appointed by Buyer.

21. Franking clause. The following Franking clause will form part of the contract placed on successful Bidder:-

(a) Franking Clause in the case of Acceptance of Goods "The fact that the goods have been inspected after the delivery period and passed by the Inspecting Officer will not have the effect of keeping the contract alive. The goods are being passed without prejudice to the rights of the Buyer under the terms and conditions of the contract".

(b) **Franking Clause in the case of Rejection of Goods** "The fact that the goods have been inspected after the delivery period and rejected by the Inspecting Officer will not bind the Buyer in any manner. The goods are being rejected without prejudice to the rights of the Buyer under the terms and conditions of the contract."

22. Warranty and Maintenance:-

(a) Warranty. Vendors will provide free onsite comprehensive warranty for the complete items for a minimum period of one year or as provided by OEM whichever is more. During the warranty, the vendor will repair/ replace without any cost any part / accessory, which becomes, defective. During the warranty period all warranty benefits received by vendor from the OEMs, for any part pertaining to third parties will be passed on in to the Customer.

(b) Maintenance during Warranty. In order to ensure functionality of system supplied during warranty period, vendor shall provide System maintenance support for the complete items. Vendor will provide the following:-

(i) Vendor will ensure that the complete system continues perform in exactly the same manner as at the time of acceptance.

(ii) Maintenance. Maintenance of items should be onsite. Customer may approve if any equipment is required to be move out of site for repairs at the request of vendor. On site vendor will carry out preventive maintenance once every 3 months during warranty period.

23. Price Bid Format. The Price Bid Format is given below and Bidders are required to fill this up correctly with full details:-

(a) Basic cost of the item/items:-

S/No	Specifications	A/U	Qty	Rate	Amount
(a)	Medium Back Revolving Chair Class IV Gas Lift with Metal Base, Nylon Twin Casters 12 MM Thick Plywood with 40 Density Moulded Foam & 250 GSM Foam Net, XW Handle 6 Hole Syncro Mechanism with Front Locking back with Front Locking with Nylon Mesh & Nylon Frame with External Adjustable Support	Nos	09		
Total Basic Cost					
Total Basic Cost (Amt in words)					

(b) Any other item - Rs - _____/-
(c) **Grand Total of above** : Rs - _____/-
(d) GST Amount (If applicable) - Rs - _____/-

Grand Total of above (In words) –

Note – Determination of L1 vendor will be done based on Grand total of Price from (a) to (d) including GST.


(Ms Anita Sharma)
Principal

APSP/Adm/Music/2001

Dated : 03 Apr 2025