

REQUEST FOR PROPOSAL

1. Sealed Tenders in a Three Bid System affixing a Court Fee Stamp of Rs. 25/- is invited by the State Project Director, Samagra Shiksha, Meghalaya under the Department of Education, Government of Meghalaya from Prospective Bidders for Supply of Classroom Furniture under PM SHRI Scheme in the State of Meghalaya through open Tender.
2. This tender shall be evaluated under the three-bid system, i.e., through evaluation of pre-qualification bid, technical and financial proposals/ bids. Along with submitting requisite documents in the technical bid, the bidders shall also have to submit the sample furniture's to be considered eligible for opening of their financial proposals/ bids.
3. Pre-Qualification, Technical & Financial Evaluation of the Tender Documents would be evaluated by a committee duly constituted by the State Project Director, Samagra Shiksha, Meghalaya.

FACT SHEET

Particulars	Details
Tender Notice No	No. SEMAM/SAMAGRA-SA/SOS/PM SHRI/PH II/109/2024/30
Description of work	Supply of Classroom Furniture under PM SHRI in the State of Meghalaya.
Date of Publication of Bid	18 th January 2025
Document Availability -On-line	18 th January 2025
Bid Submission End Date	28 th January 2025 at 14.00
Bid Opening Date	28 th January 2025 at 15.30
Place of Opening of Bids	Office of The State Project Director, Samagra Shiksha Meghalaya, Shillong
Address for Communication	Office of The State Project Director, Samagra Shiksha Meghalaya, Shillong
Bid Document availability on line:	https://ssa.megeducation.gov.in/
Place for submission of Query before 20 th January 2024	rmsa.spomeg@yahoo.com
Opening of Technical Bid	To be notified later
Opening of Financial Bid (only for qualified bidders)	To be notified later

Copy of Tender documents may be downloaded from our web site www.samagra.gov.in and the Cost of tender. Please note that the downloaded tender document is subject to verification with original document as given in the Website. The State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya reserves the right to reject any or all the tenders without assigning any reason. ***Note: Any changes or any further notifications in respect to the above Tender document shall be made available only at the above-mentioned website. Hence respective vendors are advised to visit the website regularly for the above purpose.***

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1. Introduction:

The aim of the State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya, is to create better infrastructure and to provide better facilities for universal access to PM SHRI Schools under education, in the state of Meghalaya. Another important objective is to improve the class room facilities and good environment. Therefore, the State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya has made a proposal for purchasing of classroom furniture equipment's for the approved 9 (Nine) PM SHRI schools.

2. Tender Guidelines and Instructions to Bidders:

2.1 Definitions:

PO – Purchase Order

Contract – Terms informed in the PO

EMD – Earnest Money Deposit

DD – Demand Draft

PBG – Performance Bank Guarantee

BC – Banker's Cheque

Purchaser – The State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya

Tenderer – Bidders who have submitted Valid Tender Document

Supplier – Successful Bidder (s), to whom, the tender quantity is distributed to

Sample – One piece manufactured / Supplied by the bidder/ catalogue

Bidder – MANUFACTURER or Authorized Trading partner such as dealers / distributors/Suppliers

The prices quoted, and quantities offered for supply in the tender shall remain open for acceptance - 90 days from the date of bid opening.

2.2 General:

a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the requirement. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.

b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya based on this RFP

c) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

3. Price Schedule:

Prices shall be quoted as mentioned in Annexure-IV. Price will remain firm and fixed for all supply orders placed during the period of tender validity.

4. Eligibility Criteria:

- a. Client Certificate or supply order of similar nature from Central/ State Govt. Dept. / PSU or Private Limited Company.
- b. Annexure II, III, IV, V, VI, VII, VIII, IX & X should be duly filled and complete in all respects.
- c. Submission of Tender Fee of Rs. 1,000/- (Rupees One Thousand) only in the form of Demand Draft in favor of 'The State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya
- d. Submission of EMD of amount Rs. 2, 00,000 /- only in the form of Demand Draft/ BG in favor 'The State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya. EMD should be valid for a period of 90 days as per Annexure-IX.
- e. Standards and safety certificate
- f. Manufacturer should be having the following valid certifications: -ISO 14001:2004, ISO 9001:2008
- g. Bidder shall either be a) OEM of furniture of reputed brands b) Authorised dealer of OEMs of furniture of reputed brands c) Other Suppliers having authorisation certificate from respective OEMs
- h. The bidder should have the following: -
 - i. A valid Company/Firm Registration Certificate.
 - ii. A valid Trade License Certificate for Non-Tribal.
 - iii. A valid GST Registration Certificate.
 - iv. Up to date GST clearance certificate
 - v. PAN/TIN Card of the firm or of the person in whose name the Proprietorship, Partnership, Firm etc is registered under.
 - vi. Up to date Professional Tax Clearance Certificate issued by KHADC/JHADC/GHADC
 - vii. Bidder should have an Average Turnover of 1.50 Crore for the last 3 Accounting Years (Audited) i.e. 2021-22, 2022-23 & 2023-24.
 - viii. The bidder must submit Income Tax Returns of last three financial years (Annexure-VII) Or ST Certificate for Tribal.
 - ix. Affidavit to be submitted on Non-Judicial Stamp paper attested by Public Notary that there is no vigilance / CBI Case or arbitration cases pending
 - x. The tenders received after the due date and time specified or unsealed or incomplete, or by facsimile or email will be summarily rejected.
 - xi. The Purchaser will notify the successful bidder in writing that its Bid has been accepted and issue Purchase Order (PO) to the successful bidder post signing of contract.
 - xii. Within 7 days of receipt of such intimation, the successful bidder shall give its acceptance the State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya
 - xiii. The State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya reserves the right to reject / cancel any or all other including the lowest bidder without assigning any reason thereof.
 - xiv. On received of Purchase Order the selected bidder will have to execute delivery as per delivery schedule mentioned.
 - xv. Sample of all the products should be submitted along with the tender. Bids without samples will out rightly be rejected.

5. Submission of Bids:

(A) The bid should be submitted in a three-cover format:

- a. First Cover – Envelope to clearly be labeled as “Pre-Qualification Bid for RFP for Supply of Classroom Furniture to PM SHRI Schools in the State of Meghalaya”.
- b. Second Cover – Envelope to clearly be labeled as “Technical Bid for RFP for Supply of Classroom Furniture to PM SHRI Schools in the State of Meghalaya”.
- c. Third Cover - – Envelope to clearly be labeled as “Financial Bid for RFP for Supply of Classroom Furniture to PM SHRI Schools in the State of Meghalaya”.

All the three envelopes mentioned a to c should be put inside an outer envelope which should be labelled as **RFP for Supply of Classroom Furniture to PM SHRI Schools in the State of Meghalaya.**

(B) Super Scribed Sealed Cover A – Prequalification bid:

- a) Tender Application form duly filled and signed by the authorized person
 - b) Tender Fee
 - c) Annexure II, IV, V, VI, VII, VIII, IX & X should be duly filled and complete in all respects
 - d) Dealership certificate in case of Dealers
 - e) Earnest Money Deposit, EMD
 - f) Company/Firm Registration Certificate.
 - g) IT returns of last 3 years for Non-Tribal (Annexure-VII) or ST Certificate for Tribal
 - h) Turnover of last three financial years.
 - i) GST registration
 - j) GST clearance certificate.
 - k) Professional Tax certificate
 - l) Copy of PAN/TIN.
 - m) Trading license for Non-Tribal or ST Certificate for Tribal.
 - n) Customer feedback or supply order from Central/ State Govt. Dept. / PSU or Private Limited Company.
 - o) Valid Authorization letters mentioning the above Tender no. from the OEMs (in case of dealers) for Supply & Participation in Tender with Dealership certificate.
 - p) Affidavit to be submitted on Non-Judicial Stamp paper attested by Public Notary that there is no vigilance / CBI Case or arbitration cases pending
- **If a Non-Tribal becomes a successful bidder he/she has to furnish Trading License from the concerned District Council before any work involving Trade is issued.**

(C) Super scribed Sealed Cover B – Technical bid:

- a) Standards and safety certificate
 - i. BIS/ISI
 - ii. Manufacturer valid certifications-OHSAS 18001:2007, ISO 14001:2004, ISO 9001:2008
- b) Technical specification sheet as per Annexure II
- c) Product Brochures to be submitted
- d) Sample of the proposed items.

(D) Super scribed Sealed Cover C – Financial bid:

Super scribed sealed cover C for -Financial/Price Bid:
Containing Annexure wise Price Bid as per format.

Instructions:

- a) The main Cover should be addressed to:
The State Project Director, Samagra Shiksha (SEMAM), Laitumkhrach, Shillong-793003, Meghalaya
- b) All documents submitted should be properly page numbered, signed and should have appropriate and relevant contents.
- c) Index sheet of each document should be submitted for ease & fast documentations verifications.
- d) Bid documents that do not provide complete information and / or that are submitted after the above specified time shall be rejected.
- e) Bidder should quote their prices in the scheduled format supplied in this tender (Annexure III) form giving the breakup of prices. Tenders received in any other form will not be entertained.
- f) Bidder should sign the certificate provided in the tender form Annexure-V “that they have read and understood, all the Terms and Conditions stipulated for in the Tender and are willing to abide by these tender terms and conditions”, before submitting the tender document. Tenders submitted without the Signed declaration certificate will be considered incomplete and will not be considered.
- g) Bid received by the purchaser after the deadline will be summarily rejected by the purchaser

6. Opening of Bids:

Bids will be opened in three stages.

(I) Envelope A: Prequalification bid (As per Annexure-II)

(II) Envelope B: Technical bid/specification (As per Annexure-I & III)

(III) Envelope C: Financial/ Price Bid (As per Annexure- IV)

If the envelopes are not sealed and marked as required above, the bid will be subjected to rejection at the tender opening stage itself.

The bid shall be opened in three stages. At the time of opening only first cover (Envelope A) containing the Prequalification bid shall be opened at the first stage and the second cover (Envelope B) containing technical bid shall be opened after qualifying the prequalification round and subsequently (Envelope C) financial bid shall be opened only after qualifying the Technical Bid. The date, time and venue for third stage opening will be intimated separately by the Tender Inviting Authority (TIA) only to selected /qualified bidders. The purchaser will prepare the minutes of the bid opening.

7. Venue of Tender Opening:

The tender Supply of Classroom Furniture under PM SHRI will be opened in the presence of the bidders or their authorized representatives and Tender Committee Members at the **Office of The State Project Director, Samagra Shiksha (SEMAM), Laitumkhrach, Shillong-793003, Meghalaya**

8. Tender Fees and Earnest Money Deposit:

RFP are to be uploaded on the prescribed tender form along with;

- i. Bid security or Earnest money deposit (EMD) for an amount of Rs. **2,00,000/- (Rupees Two Lakhs only)** valid for a period of 90 days from the date of submission, in the form of Demand Draft in favour of **“THE STATE PROJECT DIRECTOR, SEMAM, MEGHALAYA” payable at Shillong.**
- ii. Tender fee of **Rs. 1,000 (Rupees One Thousand Only)**

9. Performance Security Bond (PSB):

Within 7 (seven) days of the receipt notification of award from the Purchaser, the successful bidder shall have to deposit of 5% value of the total contract as performance security deposit valid for a period of 60 days beyond the date of completion of contractual obligation of the bidder including warranty obligations, maintenance and defect liability period whichever is the latest. The performance Security shall be invoked by Purchaser, in the event of:-

- i. If the successful bidder fails to comply with the requirement bid Clause shall institute grounds for the annulment of the award and forfeiture of the performance security, in which event the Purchaser may make the award to the next lowest evaluated bidder or call for new bids.
- ii. If the successful bidder fails to perform the responsibilities and obligations as set-out in the bid to the complete satisfaction of Purchaser,
- iii. If the successful bidder misrepresents facts/information submitted to Purchaser at any stage of bidding process.

10. Price Schedule:

- a) The price offered in the tender should be as per the structure requested in the Tender document Annexure-IV
- b) All Quotes shall be in Indian Rupees and duly attested in case of any corrections.
- c) All freight costs & Transit insurance are to be borne by the bidder
- d) In case of imports, all duties and any other costs (foreseen or unforeseen) must be borne by the bidder and to be clearly indicated in the quote

11. Delivery and Completion Schedule:

- a) The table below is the indicative delivery milestone for schools in tranches is provided in table below. The vendor will be provided with the exact details of schools from the State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya
- b) The bidder may conduct site visit before the submission of bid at its own cost to ascertain the site condition, internet connectivity, etc.

#	Milestones	Timeline
1.	Signing of Contract	T= 0
2.	Supply classroom furniture in 9 Schools under PM SHRI Schools	T+1 month

12) Sub-contracting

- a) Unless otherwise specified in the Contract, the bidder shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of Purchasing Authority.
- b) If permitted, the bidder shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
- c) Subcontracts shall comply with the provisions of bidding document and/ or contract.

13) Evaluation process

A Bid evaluation committee shall be constituted by the State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya. The Bid Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their bid.

The Bid Evaluation Committee reserves the right to reject any or all bids based on any deviations.

Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

14) Tender Validity

The offer submitted by the bidder will be valid for a period of 3 months only.

15) Technical Evaluation:

- a) Technical evaluation of the items tendered will be done by a Technical Committee constituted by the State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya. Specifications for each of the items will be as detailed in the respective Annexure
- b) Tenders submitted with technical specifications and commercial bid will alone be considered for evaluation.
- c) In case, if Technical Committee is not convinced with any of the bidder's samples with respect to Quality parameters, then it is the Committee's decision to scrap the Tender.
- d) The decision of the Committee formed by Purchaser would be final.
- e) The work offered should meet all the technical and functional specifications given in the section "Scope of Work". Non-compliance to any of the technical and functional specification will attract rejection of the proposal.
- f) Technical Evaluation as per criteria mentioned below:

Sl. No	Criteria	Compliance	Evaluation
Experience			
1	Experience in supply of school furniture items in Government orders of INR 1.5 crore and above in single contract within last 3 years	Yes/No/Partially	Copies of work orders

Product			
1	Adherence to Specifications of the product offered (Look and feel, durability, design, dimensions, finishing etc) Product 1: Students two-seater desk & bench	Yes/No/Partially	Sample product as per the prescribed specifications
2	Adherence to Specifications of the product offered (Look and feel, durability, design, dimensions, finishing etc) Product 2: Teachers Table and Chair	Yes/No/Partially	Sample product as per the prescribed specifications
3	Adherence to Specifications of the product offered (Look and feel, durability, design, dimensions, finishing etc) Product 3: Book Shelf	Yes/No/Partially	Sample product as per the prescribed specifications
4	Submission of all the Brochures of all the proposed items	Yes/No/Partially	As per the proposed items with specifications

16) Financial Evaluation:

- a) Only the Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- b) Only fixed price financial bids indicating total price for products and services specified in this bid document will be considered.
- c) The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- d) Any conditional bid would be rejected. There should be only one Commercial bid submitted. Bids having more than one commercial bid would be rejected.
- e) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- f) If there is no price quoted for certain material or service, the bid shall be declared as disqualified.
- g) Lowest price L1 will be selected.

17) Quality Standards: The Suppliers/OEM's are to meet the Quality Standards like ISO 14001:2004, ISO 9001:2008 or any other reputed standard by the Country of Origin. The evaluation would be done by the technical committee at the time of technical evaluation

18) Samples for Inspection:

- a. The products should fulfil technical specifications the Quality Standards like ISO 14001:2004, ISO 9001:2008 or any other reputed standard
- b. The Tender committee has the right to reject any sample in case the sample quality is found unsatisfactory and bidder has no right for any objection.

19) Supplier Responsibility

- a. The supplier is responsible for the delivery of the goods in satisfactory condition and without any loss or damage at the destination i.e. Schools and until the same is received by the Purchaser at its works or other place of destination.
- b. If on inspection at final destination, the Purchaser discovers any discrepancy, the Purchaser will be entitled (not-with-standing that the property of goods shall have passed on to the company) to refuse acceptance of the goods altogether and claim damages and/or cancel the contract and buy its requirement in the open market at the risk and cost of the supplier, reserving always to itself, the right of forfeiture of any amount found due and payable or the deposit, if any, placed by the supplier for the due fulfilment of the contract as also to recover any amount, if already paid.
- c. Any deviations deemed Inferior to the Samples provided, will render SAMAGRA liable to initiate Criminal Charges against the Bidder/Supplier.

20) Quality Inspection:

- a) For every unit supplied by the supplier, the conformance to the Specifications mentioned in the Tender shall be established by the supplier.
- b) The supplier shall maintain the highest standard of quality in the Product. Supplier shall follow and abide by all directions, requests, suggestions or instructions of Samagra, Shillong regarding the quality standards required by Samagra, Meghalaya in connection with the manner of Packaging, storage and delivery of the Product.
- c) Rejections – At delivery, Samagra, Meghalaya in its sole discretion may reject any Product produced or manufactured by Supplier for any reason, including Non-compliance with USFDA/CE/BIS or any other reputed standard, but not limited to defects, or failure to meet quality standards, etc.
- d) Removal of Rejections - Any supplies inspected and rejected at the Purchaser's premises must be removed by the Supplier, within 7 days from date of receipt of intimation of rejection of supplies in case of indigenous suppliers & 28 days in case of foreign suppliers. If the rejected goods have already been paid for (partly or fully), the supplier shall before removal of rejected goods, either deliver correct replacement goods at Purchaser's premises completely free of cost (including cost of goods, freight, taxes, duties etc) or refund the payment received as well as make full compensation for freight taxes, duties etc. Such rejected items shall lie at supplier's risk from the time of such rejections and if not removed within the above time limit, the Purchaser shall have the right to dispose of the said rejected materials as he may deem fit without any financial obligation to the supplier.

21) Failure and Termination

Should the Supplier fail to deliver the items or any consignment thereof, within the period prescribed for such delivery, the Purchaser shall be entitled at his/ her option to the delayed penalty and Liquidity damage i.e. Above 30 Days- 5.00% from the total PO value

22) Risk Purchase:

If the Supplier fails to deliver the items either in full or in part, within the prescribed delivery period, the Purchaser shall be entitled at his option to take alternate procurement action, at the risk & cost of the supplier for the unsupplied portion of the goods / items without cancelling the contract in respect of the items not yet due for delivery, or to cancel the contract based on progress of work, including items not due for delivery, and, if thought fit/necessary, to purchase the items at the risk and cost of the Supplier.

23) Addendum & Corrigendum:

At any time prior to the date of submission of the Bids, the Tender Inviting Authority may, for any reason whatsoever, whether on his own initiative or in response to a clarification requested by a prospective bidders, modify the Tender Documents by an act of amendment thereafter referred to as an Addendum for Addition & Corrigendum for Correction. All prospective bidders who have received the bid documents will be notified of the Addendum / Corrigendum and that will be binding on them. To provide reasonable time to take the Amendment into account, the Tender Inviting Authority may at its discretion extend the date and time for submissions of Bids. The bidders should check for such amendments or Corrigendum on Samagra website. No separate intimation will be issued to them.

24) Taxes, Duties and Levies:

- i. Prices are Inclusive all Taxes and Levies
- ii. All payments will be subjected to tax deduction at source as applicable at the prevailing tax rates and procurement rules. The decision of Purchaser in this regard will be final and binding and no disputes in this regard will be entertained.

25) Warranties and Obligations:

- a) Supplier irrevocably offers three years comprehensive warranty on all products
- b) Supplier represents and warrants that it will use its best efforts to produce and distribute the Product in accordance with the terms and conditions of this Agreement.

26) Compliance of the Laws of the land:

The supplier shall comply with all state and local laws and regulations, shall obtain all necessary licensing for the operation of its business and shall further comply with all quality control standards promulgated by Samagra, Meghalaya from time to time.

27) Documentation requirements:

A supplier must send the following documents along with the shipment.

- a) Invoice in original along with two additional copies, both duly signed and stamped by the Supplier.
- b) Original Packing list.
- c) A copy of Purchase order raised by Samagra, Meghalaya

28) Termination:

Samagra, and its Tender Committee shall have the right to immediately terminate this Agreement by giving a written notice to the Supplier if Supplier does any of the following:

- a) Fails to supply the order from the date of target delivery date.
- b) Files a petition in bankruptcy or is adjudicated bankrupt or insolvent, or Supplier discontinues its business
- c) Breaches any provision of this Agreement and fails to cure such breach within seven (7) days after it receives a written notice of breach from the Samagra, Meghalaya.
- d) Samagra, and its Tender Committee has Right to Terminate without giving any Cause. Samagra, Meghalaya shall have the right to terminate this Agreement by written notice to Supplier.
- e) Upon receipt of the notice of termination from the Purchaser, the Supplier shall either immediately or upon the date specified in the notice of termination, cease all further supplies except for such as the Purchaser may specify in the notice of termination. In the event of termination of the Contract the Purchaser shall only pay to the Supplier, the Price for the parts executed by the Supplier as of the date of termination.

29) Infringements:

The supplier agrees to fully cooperate with Samagra, Meghalaya in the prosecution of any such suit against a third party and shall execute all papers, testify on all matters, and otherwise cooperate in every way necessary and desirable for the prosecution of any such lawsuit.

30) Governing Law; Dispute Resolution:

This Agreement shall be governed by, and construed in accordance with, the laws of the India; without regard to conflict of law principles, and under the jurisdiction of Meghalaya and language shall be English.

31) Force Majeure:

“Force Majeure” shall mean any event beyond the reasonable control of the Purchaser or of the Supplier and which is unavoidable notwithstanding the reasonable care of the party affected and shall include, without limitation, the following:

- i. War, hostilities, or war like operations (whether a state of war be declared or not), invasion, act of foreign enemy, and civil war;
- ii. Rebellion, revolution, insurrection, mutiny, usurpation of civil or military government, conspiracy, riot, civil commotion, and terrorist acts;

- iii. Confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de jure or de facto authority or ruler, or any other act or failure to act of any local state or national government authority;
- iv. Strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage or restriction of power supply, epidemics, quarantine, and plague;
- v. Earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster

32) Declaration by the Tenderer:

The Tenderer shall be required to declare whether the proprietor or any partner of the firm or Director of their company, has any relation to any employee working with the Purchaser and if so, give the name of the employee and the relationship.

33) Payment Terms

Payment will be made after successful execution of the order in totality or postal delivery, inspection, acceptance and Receipts of the Goods. The bidder should submit the bills/invoices with a copy of delivery Challans – duly acknowledged by the Purchaser and order copy with a satisfactory inspection report of the designated Technical Committee after Delivery duly signed and accepted should be submitted at Samagra office, Laitumkhrah, Shillong Meghalaya in original. Three copies of each document should be made, and one copy handed over to the authority at the delivery site.

#	Payment Milestone	Payment
1	Mobilization Advance on the signing of Contract	40% of the total contract value
2	Supply furniture in 9 Schools under PM SHRI Schools	Pro-rata payment equivalent to the cost of 9 schools


34) Details on Scope of Work



The scope of work for this RFP will include the following activities


- a) Supply of 40 nos of two-seater desk & bench (per school) for 9(nine) Schools as per specifications defined in Annexure -1 (Technical Specifications)
- b) Supply of 5 nos of teacher’s desk & chair (per school) for 9(nine) Schools as per specifications defined in Annexure -1 (Technical Specifications)
- c) Supply of 5 nos of Book Shelf (per school) for 9(nine) Schools as per specifications defined in Annexure -1 (Technical Specifications)
- d) Transportation, Delivery at each individual school & installation of the furniture

ANNEXURE I

1. Detailed Technical Specifications:

Sl.No	Particulars	Specification	Dimension	Illustration
1	Two Seater desk & Bench for Students (360 nos)	<p>Panel: The desk panel Seat panel and back are made from 18 MM thick pre-laminated boards with PVC edge banding on all sides.</p> <p>Under structure: The under structure is made of 25.4x25.4x1.6 MM thick powder coated Electric Resistance Welding (ERW) square bar at base which are welded to the desk and seat supports that are made of 1.0MM thick powder coated MS "C" sections.</p> <p>Stiffeners that are provided between the two vertical frames at base and back of seat are made of 25.4x25.4 x1.6 MM thick powder coated Electric Resistance Welding (ERW) square bars. The square bars are closed with plastic caps.</p> <p>Additional Horizontal supports of 1.5 MM thick powder coated MS "C" sections are placed below the desk and seat to add to the rigidity of the structure.</p> <p>Storage Shelf: The storage shelf is made from particle board which is affixed below the desktop. Hooks provided on either side of the vertical frame of the desk for hanging bags/bottles.</p> <p>Warranty: Minimum 2 Year</p>	<p>Size of Desk: 42" W x 16" D x 30" H</p> <p>Size of Bench: 42" W x 12" D x 30" H.</p>	

2	Chair for teachers (45 nos)	Chair 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:	<ol style="list-style-type: none"> 1) Overall height :850mm 2) Seating height: 450 mm 3) Seat Width: 400mm, 4) Seat Depth :400mm <p>Warranty: Minimum 2 Year</p>	
3	Table for Teachers (45 nos)	Work top should be made from 25 mm thick prelaminated particle board with the edges sealed with 2 mm thick PVC edge banding all around.	1200 x 600 x 750mm.	

4	<p>Book Shelves for classroom (9 nos)</p>	<p>Side panel should be made up of 25 mm thick pre laminated particle board with the edges sealed with 2 mm Thick PVC edge banding on the user side and 0.8mm on the top and bottom Side.</p> <p>Modesty panel should be made from 18 mm thick Prelaminated particle board and its edge should be sealed with 0.8mm tick PVC edge banding all around. it should also have a freestanding pedestal for storage made from 18mm Prelaminated particle board and its edges should be sealed with 2mm and 0.8 mm thick PVC edge banding.</p> <p>The pedestal drawer should have suitable glides for smooth operation and all the Pedestal drawer should be centrally locked with a single key.</p> <p>Warranty: Minimum 2 Year</p>	<p>Big size Book Shelves almirah of 36"x68"x 14" made of 1 mm thick CRCA MS epoxy powder coated with welded construction</p> <p>Primary Material: CRCA Steel</p> <p>Finish Colour: Any, Preferably Grey</p> <p>Dimensions W x H x D (cm) 36"x68"x 14"</p> <p>Features: The almirah should have 4 adjustable shelves made with 0.8mm thick CRCA MS. The doors should be metal door made with 0.8 mm thick CRCA MS</p> <p>Product Should be green guard UL, Green pro Certified</p> <p>Warranty: Minimum 2 Year</p>	
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Sample check
ANNEXURE II

2. Pre-Qualification Bid Checklist:

Sl. No.	Description	Submitted Yes/No.	Page No.
1.	Name of the Company/Firm/Organization		
2.	Tender Application form duly filled and signed by the authorized person		
3.	Attested Copy of the Schedule Caste / Schedule Tribe Certificate for Tribal Firms		
4.	Copy of PAN/TIN.		
5.	Attested Copy of Up to date GST Clearance Certificate		
6.	Attested Copy of Up to date Professional Tax Clearance certificate issued by KHADC/JHADC/GHADC		
7.	Authorisation Certificate from respective OEMs		
8.	Tender Fee		
9.	Affidavit to be submitted on Non-Judicial Stamp paper attested by Public Notary that there is no vigilance / CBI Case or arbitration cases pending		
10.	Security deposit (EMD) of Rs.2,00,000/- payable at Shillong (Annexure IX)		
11.	Letter of Undertaking for authorize signatory as per Annexure V)		
12.	Affidavit as per Annexure VI		
13.	Declaration as per Annexure VI typed on Company letter head uploaded		
14.	Detail Specification Annexure-I		
15.	Technical bid Annexure-III and Financial Bid Format Annexure-IV		
16.	Copy of latest Income Tax Return for last three years (Annexure VII)		
17.	Copy of audited last three years turnover (Annexure VIII)		
18.	Performance Security Deposit (Annexure X)		
19.	Scoring Sheet for Technical Bid		

ANNEXURE III

3. Technical Bid:

Sl No	Name of the item (as per Annexure-I)	Specifications
1	Two-Seater desk & Bench for Students	
2	Teacher's desk & chair	
3	Book shelf	

Signature, Name of Authorized Person of the Bidder with seal Date

Place:

Contact Cell No. :

Email ID :

ANNEXURE IV

4. Financial Bid:

<u>SL.No</u>	Name of the item ` (as per Annexure-I)	Price/unit (Inclusive of all taxes in Rs.) Per unit	<u>Unit</u>	Total cost/unit
1	Two-Seater desk & Bench for Students			
2	Teacher's desk & chair			
3	Book shelf			

Note:

1. The rates should be inclusive of everything viz. Freight, Packing, Forwarding, Insurance, Transportation, loading/unloading, Sales Tax/VAT, as per requirement of equipment items indicated in the Annexure-I Technical Specification
2. *The Excise Duty/Custom Duty, Custom Clearance Charges, Agency Commission etc. wherever applicable, should be indicated separately in the respective column in the above Financial Bid. Non- indication will denote that nothing will be charge as Custom Duty Custom Clearance/Agency Charge/Excise Duty etc.
3. The Bidder will quote firm rates inclusive of all Taxes & expenditure.
4. The Rates quoted against items on the Tender shall be without cutting, tampering and a Transparent Tape should be applied on the Quoted Rates.
5. Rates Quoted should be typed and free from Fluiding, Cutting and Overwriting. No hand-written quotations will be accepted. A soft copy of the same shall be required to be submitted compulsorily in a CD for easier compilation of the rates.
6. L1 will be decided on total cost of the Equipments (i.e. Annexure: I)

Signature, Name of Authorized Person of the Bidder with seal Date:

Place:

Contact Cell No. :

Email ID :

ANNEXURE V

5. Letter of Undertaking:

To,

The State Project Director, Samagra Shiksha (SEMAM)

Shillong, Meghalaya

Tender No:

Tender Date:

Sir / Madam,

1. I, Shri on behalf of having its registered office at and its branch office at do hereby declare to comply with all the Terms and Conditions as specified in the RFP. The Rates quoted by me / us are valid and binding on me / us for acceptance for a period of one year from the date of award of contract to us.
2. We agree to the conditions of the tender under which the Earnest Money Deposit shall be forfeited by us.
3. The tender inviting authority has the right to accept or reject any or all the Tenders without assigning any reason thereof.
4. We understand all the Terms and Conditions of the Contract and bind myself / ourselves to abide by them.
5. I hereby furnish the following details as specified in the RFP:

FIRM DETAILS

Firm Name:

Proprietorship / Entrepreneurship / Holding:

Company, Partnership Firm:

Name of Proprietor / Director / CEO / Others:

Address:

Telephone Number:

Fax Number:

Mobile Number:

Email Id:

BANK DETAILS

Bank Name:

Address:

Account Number:

IFSC Code:

NEFT Code:

1. We hereby declare that as per the attached Affidavit, there is no vigilance / CBI or Court Case pending / Contemplated against us at the moment.
2. All information provided is True & Accurate. If at any time it is found that any information provided is proven false, I agree to the Cancellation / Termination of the Tender / Agreement leading up to blacklisting of the said firm under the Government of Meghalaya for a period of three years.

SIGNATURE:

NAME & ADDRESS OF BIDDER:

DATE:

ANNEXURE VI

6. Declaration:

(To be submitted by the bidder firm on non-judicial stamp paper of Rs. 10/- (Rupees Ten only) duly attested by Public Notary along with Technical Bid)

AFFIDAVIT

I, _____ s/d/o _____ r/o _____
in capacity of Proprietor/Partner(s)/Managing Director/Director/Authorized Signatory of M/s _____
_____ do hereby

solemnly affirm and declare that:

1. I/we have read all terms and conditions of the Tender Document carefully and undertake to abide by them faithfully.
2. My/our organization does not have any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law.
3. My/our firm has not been blacklisted or debarred by any state or Central government organization.
4. My/our firm has not been involved in the supply of spurious Material and has not been penalized by the State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya any state or Central government organization for misrepresentation or for adopting corrupt practices.
5. The information furnished in all parts of this Tender Document is accurate and true to the best of my knowledge.
6. My/our firm shall not pay any type of commission to any person regarding this tender.
7. My/our firm will not place any other material in addition in any case to the order placed by the **Samagra, Shillong.**
8. I/we fully understand that in case of above certificate/declaration are found false, I/we shall be liable to any penalty as per terms & conditions including criminal/civil prosecution under law.

Signature

Date:

Place:

ANNEXURE VII

7. Income Tax Return:

a) Name of the firm _____

b) Address _____

<u>Financial Year</u>	<u>IT Returns (Attached/Not Attached)</u>

SIGNATURE

NAME & ADDRESS OF BIDDER

DATE

ANNEXURE VIII

8. Annual turnover statement of the bidder:

a) Name of the firm _____

b) Address _____

c) Annual turnover for the last three years _____
(In INR)

Financial year	Turnover (Rs. in Lakh)	Balance Sheet etc. Authenticated by Chartered Accountant
2021-22		Attached/Not Attached
2022-23		Attached/Not Attached
2023-24		Attached/Not Attached

Seal & Signature of Chartered Accountant / Auditor
Date:

ANNEXURE IX

9. Bid Security (EMD) Form:

Whereas..... (Hereinafter called “the Bidder”) has submitted its bid dated.....for the supply of..... vide Tender No.....

dated..... KNOW ALL MEN by these presents that WE

.....
having our office at(hereinafter called “the Bidder”) are bound unto The State Project Director, Samagra Shiksha (SEMAM) Shillong, Meghalaya (hereinafter called “the Purchaser”) the sum of Rs..... vide DD no..... for which payment will and truly to be made of the said Purchaser, the Bidders binds itself, its successors and assigns by these present.

THE CONDITIONS of the obligation are:

1. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid form OR
2. If the Bidder, having been notified of the acceptance of his bid by the Purchaser during the period of bid validity
 - (a) fails or refuses to execute the Contract, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidders.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand, the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force as to the bidders of the Bid Document up to and including Ninety (90) days from date of opening the Tender and any demand in respect thereof should reach the Bidder not later than date to be specified.

Signature of the Bidder.

Name

Signed in Capacity of

Full address of Office

Tel No. of Office

ANNEXURE X

10. Performance Security (PSB) Form:

..... (Insert: Bank's Name and Address of Issuing Branch or Office)
Beneficiary: (Insert: name and Address of Purchaser or Samagra Shiksha (SEMAM), here in after called the Samagra,)

Date:

PERFORMANCEGUARANTEE No:
We have been informed that (*insert: name of Supplier*) has entered into Contract No. (*Insert: reference no of the contract*) dated With you, for the supply of (*Science Lab Equipments*).

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we (*insert: name of bank*) hereby irrevocably undertake to pay you a sum or sums not exceeding in total an amount of (*insert: amount in figures*) (.....) (*insert: amount in words*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the supplier is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than the Day of, 2..... , and any demand for payment under it must be received by us at this office on or before that date.

** The guarantor agrees to extension of this guarantee for a further period in response to the purchaser's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

Dated: _____
For _____
(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act

ANNEXURE XI

11. School List

I. List of schools for Classroom Furniture

Sl. No.	District Name	School Code	School Name
1	EAST GARO HILLS	17020200102	KOKSI NENG SAT LP SCHOOL
2	EAST GARO HILLS	17020320305	BALS RIGITTIM LP SCHOOL
3	EAST GARO HILLS	17020320801	ST. JOSEPH SCHOOL
4	WEST KHASI HILLS	17040406101	MYRIAW GOVT UPS
5	WEST KHASI HILLS	17040407911	LAWBYRTUN GOVT LPS & UPS
6	RI-BHOI	17050219604	MAWLYNDEP PRESBYTERIAN LP SCHOOL
7	EAST KHASI HILLS	17060900414	JYOTI SROAT SSA LP SCHOOL
8	WEST JAINTIA HILLS	17070301601	RIWAR JAINTIA COG LPS
9	SOUTH WEST KHASI HILLS	17100203901	LARKAW GOVT LPS