



# SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007

Phone: 27667905, 27666519 ▪ Fax: 27666510

Website: www.srcc.edu ▪ email: principaloffice@srcc.du.ac.in

May 10, 2018

## REQUEST FOR PROPOSAL (RfP) FOR SUPPLY & INSTALLATION OF STEEL ALMIRAHs

Shri Ram College of Commerce (SRCC) is a premier institute for education in Commerce and Economics at undergraduate and postgraduate levels. The college also imparts Postgraduate Diploma in Global Business Operations, a specialized and much in demand course in international business. At present, approximately 2700 students are studying and about 200 teaching and non-teaching staff are working in the college.

SRCC hereby invites proposals from reputed and experienced manufacturers for manufacturing and supply of approximately **100 Nos. of Steel Almirahs** for its newly constructed residential facility (Hostel) for girl students.

### Eligibility criteria for submission of bid/ proposal

The bidder must fulfill the following eligibility conditions to be eligible for submission and consideration of the bid:

- 1. Manufacturer having own manufacturing facility:** The bidder should necessarily be a manufacturer of steel almirahs having its own manufacturing facility. Traders/ suppliers are not eligible to apply. *Proof in support of the same is required to be submitted.*
- 2. Experience:** The bidder must have successfully executed a minimum of 3 orders of the same value of manufacturing and supply of steel almirahs to government departments/ PSUs/Banks/Educational Institutions/ Colleges/ Universities during the last 3 years to be eligible to submit bid. *List of organizations served during the last 3 years and currently being served along with Client Satisfaction Certificates are required to be submitted.*
- 3. Location in Delhi:** The bidder should be located in the city of Delhi/ New Delhi. Bidders from outside Delhi will not be considered. *Proof of address to be provided.*
- 4. Registration under various laws:** The bidder must be registered under tax laws viz. Income Tax, GST etc. *Requisite proof(s) with respect to all registrations are required to be submitted.*

### How to apply

Sealed tenders along with the required documents in **two bid system** i.e. Technical & Financial Bids, as per *Annexures- A & B*, respectively, in separate sealed covers superscribed with '**Request for Proposals (RfP) for supply and installation of Steel Almirahs**' on top of the covering envelope are to be submitted to the Principal, Shri Ram College of Commerce, University of Delhi, Maurice Nagar, Delhi – 110 007 latest by **1600 hrs on May 31, 2018.**

### Documents required to be attached to the Technical Bid

- (a) Technical Bid proforma as per **Annexure - A**
- (b) Organization's brief profile along with own product catalogue/ brochure.
- (c) Undertaking as per **Annexure - C**



- (d) EMD of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft drawn in favour of *Principal, Shri Ram College of Commerce*, payable at Delhi.
- (e) Documents in support of own manufacturing facility.
- (f) List of government organizations/ institutions for which orders of the same value of manufacturing and supply of steel almirahs executed during the last 3 years (in given format in Annexure - A) along with Client Satisfaction Certificates.
- (g) Undertaking of non-black listing by any government department/ institution as per **Annexure - D**.
- (h) Proof of organization's address in Delhi.
- (i) Requisite proof(s) with respect to registration under the Income Tax Law, GST etc.

#### SPECIFICATIONS OF REQUIRED STEEL ALMIRAHS

Quantity	100 approximately
Size	75" (H) x 42" (W) x 22" (D)
Type	Double Door
Gauge	Door 18; Shelves 20; Body 22
Design/ layout	See <i>Annexure - E</i>
Mirror	Mirror of size 36: x 15" to be fitted on one door with frame/ bracket.
Locks	One inside (Locker) and one outside at door. Should be of a popular make/ brand with ISI mark.
Handles	All handles chrome polished having strong build quality.
External finishing	With anti rust treatment and powder coating.
Fitting and fixing	Almirahs to be fitted in the space provided in room(s) which can be seen at the location. To be fixed at the top back with 2 fasteners and on the front with filling of gap on the sides, if any.



  
**PRINCIPAL**  
 प्राचार्या/Principal  
 श्री राम कॉलेज ऑफ कॉमर्स  
 Shri Ram College of Commerce  
 दिल्ली विश्वविद्यालय/University of Delhi  
 दिल्ली/Delhi-110007



## TERMS AND CONDITIONS

### TECHNICAL BID

1. The technical bids shall be evaluated based on the available documents submitted by the bidder. During the examination, evaluation, comparison of the bids and qualification of the bidders, the college may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder which is not in response to the request by the college shall not be considered.
2. If a bidder does not provide clarification of its bid, the bid is liable to be rejected by the college.
3. Conditional bids with deviations from the conditions laid down by the college, bids not meeting minimum eligibility criteria, technical bids not accompanied with EMD of the requisite amount or any other requirements, stipulated in the tender document are liable to be rejected.
4. The bidder(s) which qualifies the technical evaluation stage shall only be eligible for opening of financial bids.

### FINANCIAL BID

1. Financial Bid is required to be submitted in separate sealed cover as per prescribed proforma in **Annexure - B**.
2. Financial bid is required to be indicated both in words and figures. No overwriting or cutting is permitted in the financial bid. Such bids will be summarily rejected.
3. The rates to be quoted shall include all incidental costs such as transportation cost, fitting at site, finishing at delivery stage, taxes etc.
4. Financial bids of all technically qualified bidders shall be opened.
5. Absence of bidders or their authorized representative shall not impair the legalilty of the process.

### GENERAL

1. The order can be cancelled by the college administration before or during the supply, even without any notice, on account of unsatisfactory services and poor/ inferior quality of the almirahs which will mean and include non-compliance and non-fulfillment of any of the obligations or violation of any of the terms and conditions by the successful bidder. This would result in forfeiture of the performance security deposit and no payment will be released.
2. The college reserves the right to withhold the payment in the event of unsatisfactory services by the successful bidder.
3. Bids can only be submitted in the prescribed formats for Technical and Financial Bids.
4. Furnishing of wrong information and producing false documents will make the bidder ineligible for bidding and liable to be debarred/ blacklisted from participation in tender enquiries.
5. An **Earnest Money Deposit (EMD)** of Rs. 50,000/- is required to be deposited vide Demand Draft/ Pay Order drawn in favour of the Principal, Shri Ram College of Commerce payable at Delhi. No interest shall accrue on the EMD.
6. Technical and Financial bids should be properly signed by the Properitor/ Partner or any authorized official/ representative of the bidder firm and his/ her capacity as the signatory should be specifically stated. Bids should also bear stamp of the bidding organization/ firm.
7. Bids can only be submitted as per the schedule announced. Bids received after the last date





- of submission will be summarily rejected.
8. The college reserves the right to accept or reject any or all of the bids either fully or partially without assigning any reasons thereof.
  9. The decision of the college regarding approval of bids shall be final and binding on all bidders.
  10. The successful bidder/ contractor will be required to deposit Rs. 1,00,000/- (Rupees One lakh only) towards refundable **Performance Security** deposit in the form of Demand Draft/ Pay Order drawn in favor of the Principal, Shri Ram College of Commerce payable at Delhi, within 7 days from the date of receipt of communication from the college regarding award of the contract. No interest shall accrue on the refundable performance security deposit and the same will be refunded on successful completion of the contract after adjustments of dues, if any.
  11. Under no circumstances the successful bidder can appoint any sub-contractor or sub-lease the contract.
  12. The whole order will be required to be delivered at the site within one and a half months from the date of award of purchase order.
  13. Delay in delivery will not be permissible on any ground. If the ordered quantity of almirahs is not delivered within the stipulated time, a penalty of 10% of the order value is liable to be imposed by the college administration.
  14. The almirahs to be supplied should be of best quality and match the specifications set by the college. Strict view will be taken if it is found defective at any stage or after the delivery.
  15. Rates quoted must be unconditional. Bids shall remain valid and open for acceptance for a period of 90 days from the date of opening of tenders and no requests for any variation in quoted rates and withdrawal of bid on any ground by the successful bidder will be entertained. In the event of award of the contract, the bid price will remain fixed for the entire order.
  16. Payment shall be made by electronic fund transfer to the successful bidder's account by NEFT or RTGS for which complete bank details will be required to be submitted.
  17. The college shall be entitled to deduct, in accordance with the applicable law in force, income tax at source (TDS) or other deductions as the case may be, from payments made to the successful bidder. The college shall provide a TDS certificate certifying the deduction so made.
  18. No payment shall be made in advance to the successful bidder.
  19. The college administration will be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.
  20. The contractor shall not sublet, transfer or assign the contract or any part thereof to any other agency. In the event of contractor contravening this condition, the college shall be entitled to place the contract elsewhere on the contractor's risk and cost and the contractor shall be liable for any loss or damage, which the college may sustain in consequence or arising out of such replacement of the contractor/ successful bidder.
  21. The bidder will be deemed to have read and accepted all terms and conditions for award of the contract in entirety.
  22. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract, agreement, or otherwise the matter shall be referred to the Arbitrator as appointed by the Chairman, Governing Body of the college who shall have jurisdiction in connection with any dispute/ litigation arising out of this contract.



**REQUEST FOR PROPOSAL (RfP)  
FOR SUPPLY & INSTALLATION OF STEEL ALMIRAHS**

**TECHNICAL BID**

(To be kept in separate sealed cover superscribing 'Technical Bid' on the top)

S. No.	Description	Particulars		
1	Name of the bidder firm/ company			
2	Legal status of the firm/ company (i.e. sole proprietorship/ partnership firm/ registered company)			
3	Full Address with email and phone contacts			
4	Name of the Proprietor/ Director/ authorized representative			
5	Designation/ capacity (Proprietor/ Director/ Official)			
6	Contact Number			
7	Email			
8	Details of EMD paid (DD No./ Date/ Drawee Bank)			
9	Details of registration under the Income Tax Laws, GST etc.			
10	Details of own manufacturing facility (Complete address and contact details)			
11	Details of organizations for which similar orders executed during the last three years (certificates to be attached). Attach separate sheet, if required.			
	<b>Date of Order</b>	<b>Quantities supplied</b>	<b>Name of the organization</b>	<b>Value of the order (in Rs.)</b>
(a)				



(b)				
(c)				

Date \_\_\_\_\_



Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_





**REQUEST FOR PROPOSAL (RfP)  
FOR SUPPLY & INSTALLATION OF STEEL ALMIRAHs**

**FINANCIAL BID**

(To be kept in separate sealed cover superscribing 'Financial Bid' on the top)

S. No.	Description	Particulars
1	Name of the bidder firm/ company	
2	Full Address with email and phone contacts	
3	Name of the authorized representative	
4	Designation/ capacity (Proprietor/ Director/ Official)	
5	Contact Number	
6	Email	
7	Rate per unit (in Rs.) <i>(including installation, transportation, fitting at site, finishing at delivery stage, taxes etc.)</i>	

Date \_\_\_\_\_

Seal of the firm/  
company

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_



**REQUEST FOR PROPOSAL (RfP)  
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**UNDERTAKING**

The Principal  
Shri Ram College of Commerce,  
Maurice Nagar,  
Delhi-110 007

Sir,

I/We, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender document and hereby undertake to agree and comply with them in entirety.

I/ We understand that in case of breach of any of the terms and conditions committed on our part, the contract for supply and installation of steel almirahs, if awarded to us, will be liable to be terminated.

Date \_\_\_\_\_



Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_



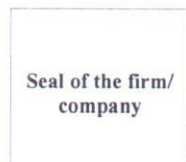


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**UNDERTAKING OF NON-BLACKLISTING**

This is to certify that M/s \_\_\_\_\_ (name and full address of the firm/ company) is neither blacklisted by any Government Department/ Ministry/ PSU/ Institution nor any criminal case is registered against the firm/ company till date.

Date \_\_\_\_\_



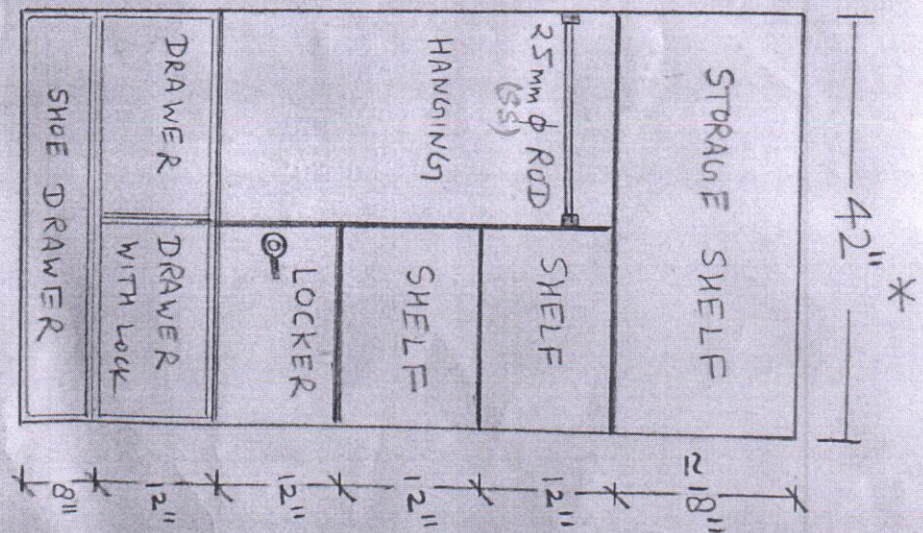
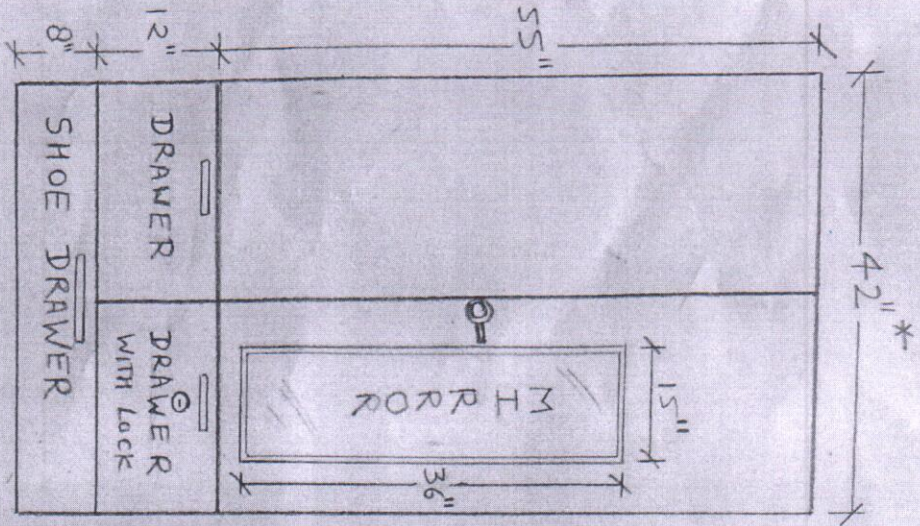
Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_



\* AS PER ACTUAL SITE MEASUREMENT



FRONT ELEVATION INTERIOR ELEVATION  
 DETAILS OF STEEL ALMIRAH (75" H x 42" W x 22" D)

