

ARMY WELFARE EDUCATION SOCIETY CAMPUS
BANGALORE – 56 00 77
(AIHM&CT, AIFD)

REQUEST FOR PROPOSAL (RFP)

INSTALLATION/COMMISSIONING OF TOWER CLOCK
AT AWES CAMPUS, NAGARESHWARA NAGENAHALLI
KOTHANUR POST, BANGALORE – 56 00 77

Sealed offers, in two-bid system, are invited from registered Vendors having their own office for “**Installation/commissioning of tower clock at Army Welfare Education Society Campus Bangalore – 56 00 77**” (for Army Institute of Hotel Management & Catering Technology and Army Institute of Fashion and Design, N. Nagenahalli, Kothanur Post, Bangalore- 560077. RFP forms can be downloaded from the AIHMCT web site (www.aihmctbangalore.com) and can be submitted along with the Technical and Commercial Bids on payment of Rs. 1000/- (Non-Refundable) by way of Demand Draft/ Pay Order in favour of Principal AIHMCT, Bangalore payable at Bangalore.

Date of issue of RFP	-	04 May 2016
Last date for submission of offers	-	24 May 2016 up to 3.00 PM
Opening of Technical Bids	-	25 May 2016 at 11 AM
Opening of Commercial Bids	-	will be intimated later.

Offers from firms not having their own Firm/offices in Bangalore, will not be considered. All conditions and parameters will be evaluated with reference to firms submitting tenders. AWES reserves the right to reject any/all applications without assigning any reason whatsoever.

SCOPE OF WORK

1. The Scope of Work/Specification of the Tower clock is attached at Annexure I.

TERMS & CONDITIONS

1.1 The work will be completed within a period of two months commencing from the date of acceptance of the offer by AIHMCT & AIFD. Any delay in execution of work within stipulated period will attract penalty of 3.5% of the Bid amount for every month of delay. AIHMCT reserves its right to recover the amount.

1.2 The Work Order for execution of work will be given only to those eligible Vendors who qualifies Technical Bid followed by Commercial Bid.

1.3 All arrangement for erection of Tower Clock materials will be done by the Selected Vendor only. No men/material support will be offered by AWES.

1.4 In case of any mishap of whatsoever nature (minor/major/fatal including death during the course of installation/commissioning of said tower clock) sustained by Vendor's Employees, the responsibility for meeting the medical/hospitalization expenses or of granting compensation, if any, on that count will be that of the Vendor and not of the AWES authority.

ELIGIBILITY CRITERIA FOR SHORT-LISTING

2. For empanelment or short-listing of the Vendors, the following criteria shall be applied. For this purpose Vendors shall submit proof documents along with the Tender. Vendors not submitting proof documents and/or not conforming to any of these parameters will not qualify for empanelment or short listing:

(a) The Vendor should be either registered companies or registered partnership firms reputed for Tower Clocks.

(b) The Vendor should have obtained a license in the name of the Firm.

(c) The Vendor should have their own infrastructure and office with full address in Bangalore.

(d) The Vendor should have Income Tax and PAN documents.

(f) The Vendor should have audited Profit & Loss Accounts for the past three years.

(g) The Vendor should have Registration under Shops & Establishments Act.

3. The Vendor will be required to produce all original documents for verification by authorised staff of AIHM&CT on demand for credentials of The Vendor.

TWO BID SYSTEM OFFER

4. The offer will be in two parts, Technical Bid and Commercial Bid. Both the parts should be submitted in separate sealed covers duly **super scribed “Technical Bid for Installation/commissioning of Tower Clock”** and **“Commercial Bid for Installation/commissioning of Tower Clock”** respectively and both sealed envelopes should be placed in another sealed envelope **superscribed “Offer for Installation/commissioning of Tower Clock”**. The tender documents should be dropped in the Tender Box in AIHMCT, Kothanur Post, Bengaluru – 560 077.

EARNEST MONEY DEPOSIT (EMD)

5. EMD of Rs. 20,000/- (Rupees Twenty Thousand only), in the form of a demand draft/pay order issued by a scheduled commercial bank in favour of Principal AIHMCT, Bangalore, payable at Bengaluru must be submitted along with the Technical Bid. Offers not accompanied with EMD of Rs. 20,000/- (Rupees Twenty Thousand only) will not be accepted. Further, the EMD amount will be forfeited if, after having been selected for the job, the Vendor refuses to accept any contract or having accepted the contract, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of EMD will not be accepted. No interest will be payable on the EMD. The EMD will be refunded to Unsuccessful Bidders. The EMD money paid by the successful Vendor will be released only after satisfactory execution of the work.

6. **LATE BIDS:** - Any bid received after the deadline for submission of bid prescribed, will be rejected and returned unopened to the Bidder.

TECHNICAL BID

7. The Technical Bid should be complete in all respects and should contain all information asked for in this document. **It should not contain any price information.** The Technical Bid should comprise of the following:

- (a) Covering letter on the prescribed format as per Annexure-II.
- (b) Demand draft for Rs. 1,000/- (Non-refundable) towards Cost of RFP Forms, downloaded from AIHM website, www.aihmctbangalore.com.
- (c) Vendor/ Organisation profile as per Annexure III.
- (d) Documentation (Brochures, leaflets, manuals etc, if any).
- (e) EMD of Rs. 20,000/- (Rupees twenty thousand only).
- (f) Technical specification of their eqpt/components.

COMMERCIAL BID

8. The Commercial Bid should contain all relevant rates and charges should be quoted in Indian Rupees only. The Commercial Bid should not contradict the Technical Bid in any manner.

9 **Price Composition**

(a) The Rates of the contract will be given in the format as per **Annexure-IV**.

(b) AIHMCT will shortlist suppliers, who satisfy Technical and other requirements laid down in the document. The Commercial Bids of only the vendors qualifying in the Technical Bidding process will be opened. Short listed suppliers will be notified by e-mail/post and the suppliers/ authorised representatives may be present at the time of opening of Commercial Bids.

10. **No Erasers/Alterations.** Technical & Commercial details must be completely filled up. Corrections or alterations, if any should be authenticated.

11. **Validity of Offer.** The offer should be valid for period of minimum **Three months** from the date of award of contract.

12. **Evaluation Process.** Offers (Tenders) will be evaluated in the following stages:-

(a) **Stage I** Completeness of Offers, i.e., offers not accompanied by the mandatory documents as per paragraph 7 above shall, be rejected.

(b) **Stage II.** Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof documents submitted by the Vendors. Offers not complying with any of the eligibility criteria as per Paragraph 2 above will be rejected.

(c) **Stage III.** Price bids of the short-listed firms who have qualified with Technical Bidding process will only be opened.

(d) **Stage IV.** Issue of Work Orders to the selected firm.

13. **NO COMMITMENT TO ACCEPT LOWER OR ANY TENDER**. AIHMCT & AIFD shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

14. **OPENING OF OFFERS.** Technical Bid offers will be opened at Registrar AIHMCT office on **May 2016** at **11 AM**. The offerers/ their representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the suppliers for deputing their representatives. The Technical Bid Offers will be opened at the time and date stipulated above irrespective of the number of offerers or their representatives present.

15. **ORDER CANCELLATION.** If the selected Vendor fails to carry out the assigned job within the stipulated time schedule or the extended date communicated, AIHM & CT reserves the right to cancel the order in the event of delay and forfeit the Earnest Money Deposit.

16. **PAYMENT TERMS** .No advance amount will be paid to the selected Vendor. The final payment will be made to the Vendor on completion of the assigned job as per Scope of work to be authenticated by Board of Officers. The proper Invoice will be submitted by the Vendor to AIHM & CT on completion of work and other formalities. On scrutiny of the Bill AIHM&CT shall made payment after deduction of payable TDS.

Last date for submission of offers	24 May 16 up to 3.00 PM
Opening of Technical Bids	25 May 16 at 11 AM
Opening of Commercial Bids	Will be intimated later

17. For further clarifications, if any, you may contact the following address:

The Principal,
 AIHM & CT, Nagareshwara Nagenahalli
 Kothanur Post,
 Bangalore – 560 077
 Email: principal@aihmctabangalore.com
 Tele:9482465605/9341810326

18. Registered Companies and Partnership Firms having their own offices in Bangalore and are interested in the proposal for Installation/commissioning of Tower Clock conforming to the aforesaid terms and conditions may send their offers to Principal, AIHMCT, Kothanur Post, Bengaluru latest by the last date & time for submission of offers.

SCOPE OF WORK/SPECIFICATION FOR TOWER CLOCK

<u>Ser No</u>	<u>Description</u>	<u>Qty</u>
1	2200mm Square case with Frame made of 19mm Square Tube and sides covered with 1.6mm steel sheet.	4
2	Minimum 4mm thick Toughened Glass for front	4
3	Digital Printed Translucent Flex Dial. Or Acrylic dial 4mm thickness	4
4	600 NITS (Candles/Square M) Backlighting with Power Supply for the Dial	4
5	Backlight Housing suitable for 2200mm Square Case with side of 1900mm and thickness of 200mm	4
6	Dual Colour Power Coated Silver Gray Outside and White Inside Finish for Case and Backlight Housing	4
7	Set of Hands suitable for dial(Al Composite-Black)	4
8	Cycloidal Hyper-drive Clock Movement with 7.2kg Cm Or Optical sensor on both minute hour hand	4
9	Stepper motor and built-in Hour and Minute and Magnetic Proximity Sensor.	4
10	4 Face Auto adjusting Tower Clock Controller with digital Time display, Time setting keys, programmable gong hours, timer for Backlight switching and a minimum of 72 Hours Battery backup for Clock functioning without electrical power.	1
11	Freight, Installation, Commissioning and on-site warranty for minimum 1 year	1
12	Labour Charges for Dismantling of existing Clock and site Preparation.	4
13	Warranty period – Two years	
14	AMC per year (after completing warranty period)	

Annexure – II
(Ref Para 2 (a) of RFP)

(Letter on the Vendor letterhead)

Principal,
AIHMCT,
Kothanur Post,
Bangalore – 560 077
Dear Sir,

Sub: Your RFP for Installation/Commissioning of Tower Clock

With reference to your tender notice published in News papers on _____ and the RFP published in your website with effect from _____, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer to the supply/installation/ commissioning of Tower Clock in your above referred RFP.

We confirm that we have not been disqualified by any PSUs/ Govt undertaking for contract of work.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP. We also confirm that the offer shall remain valid for three months from the last date of submission of the offer.

We hereby confirm that we have read the terms and conditions given in the RFP and agree to them fully.

We enclose herewith a Demand Draft/Pay Order of Rs. 1000/- (Rupees One Thousand only) favouring Principal AIHMCT Bangalore and payable at Bengaluru, towards cost of RFP Form. Details of the same are as under:

- Demand Draft/Pay Order No : _____
- Date of Demand Draft/Pay Order : _____
- Name of issuing Bank : _____

We enclose herewith a Demand Draft/ Pay Order for Rs. 20,000/- (Rupees twenty thousand only) favouring Principal AIHMCT Bangalore and payable at Bengaluru, being the EMD. Details of the same are as under:

- Demand Draft/Pay Order No : _____
- Date of Demand Draft/Pay Order : _____
- Name of issuing Bank : _____

Authorised Signatories
(Name & Designation, seal of the firm)

Annexure-III

(Letter to Principal AIHMCT Bangalore on the Vendors letterhead)

VENDOR / ORGANISATION PROFILE

1. Name of the Organisation and Address:
2. Year of Establishment:
3. Status of the firm:
(Whether Pvt. Ltd. Company/Public Ltd. Company / Partnership Firm)
4. Name of the Chairman/ MD / CEO/ Country Head (as the case may be):
5. Whether registered with the Registrar of Companies/Registrar of Firms in India, if so, mention number and date and enclose Registration Certificate copy.
6. a) Name and address of Bankers:
 - i) _____
 - ii) _____
- b) Turnover of the Company/Firm in 2012-13, 2013-14 and 2014-15:
(Please attach a copy of audited Balance Sheet and Profit & Loss Account for the years 2011-12, 2012-13 and 2013-14 as proof documents)

2012-13	:	
2013-14	:	
2014-15	:	
7. Whether registered for Service Tax purposes. If so, mention number and date.
8. Whether an assessee of Income Tax. If so, mention Permanent Account Number. Furnish copies of Income Tax clearance certificate and submitted IT returns for the last three years.
9. Is the Company/Firm a supplier of Tower clock Services? If yes, Mention the address and phone numbers of the company's offices where Tower clock services provided
10. Since when and how long your Company/firm has been supplying Tower Clock services ?

Certified that :-

1. All the information furnished by me / us above here is correct to the best of my / our knowledge and belief.
2. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and / or in the accompanying sheets.

Place:

Date:

SIGNATURE:
Name & Designation & seal of the Company

(Letter to AIHMCT on the Supplier's letterhead)

Principal,
AIHMCT, Nagareshwara Nagenahalli
Kothanur Post, Bangalore – 560 077

Dear Sir,

PRICE BID FOR INSTALLATION/COMMISSIONING OF TOWER CLOCK

With reference to your tender notice published in News papers on ____ May 2016 and the RFP published in your website, we hereby quote our best **PRICE** as under :-

(a)	Total cost Installation/Commissioning of Tower Clock, at AWES, Bangalore- 77 as per the Scope of Work	-	Rs
(b)	Excise duty (if applicable)	-	Rs
	Subtotal	-	Rs
(c)	Service Tax(if applicable)	-	Rs
(d)	VAT @	-	Rs
(e)	AMC per year * (After Warranty period)	-	Rs
(f)	Any other charges	-	Rs
	Grand Total	-	Rs

TERMS AND CONDITIONS

Price : Prices quoted is inclusive of Supply, Transportation, Supervision & commissioning and other charges as applicable and quoted.

Delivery : **TWO** months from the date of receipt of work order.

Terms of payment :

Validity : _____ months from the date of this quotation.

Warranty : _____ years from the date of commissioning
(as per warranty terms enclosed)

* The rate of AMC for 5 yrs after Warranty period will be added to calculate the lowest bidder.