



**MAI BHAGO ARMED FORCES PREPARATORY INSTITUTE**  
**FOR GIRLS**

**SAS NAGAR (MOHALI)**

**Name of Work:**

“Sealed Tenders for the Supply of Steel File/Storage Cabinet in Mai Bhago Armed Forces Preparatory Institute for Girls, Sector-66, SAS Nagar (Mohali)-160062”.

**Issued by:**

**Director**  
**Mai Bhago Armed Forces Preparatory Institute for Girls**  
**SAS Nagar (Mohali)-160062**

**Email: [maibhagoafpi@yahoo.in](mailto:maibhagoafpi@yahoo.in)**

**Phone No: 0172-2233105**

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**Section I****BID DATA SHEET**

**Name of Tender:** “Sealed Tenders for the Supply of Steel File/Storage Cabinet in Mai Bhago Armed Forces Preparatory Institute for Girls, Sector-66, Mohali”.

1.	Tender No & File No.	MBAFPI/03/2023
2.	Date of Publishing of Tender	18 March 2023
3.	Document Download	18 March 2023 to 25 March 2023
4.	Tender Document Fee	Rs 500/- (Rupees Five Hundred only)
5.	Earnest Money Deposit	Rs 10000/- (Rupees Ten Thousand only)
6.	Bid Submission Start Date	18 March 2023, 2:00 pm
7.	Bid Submission End Date	25 March 2023, 5:00 pm
8.	Time & Date of Opening Financial Bids	27 Nov 2022, 11:00 am
9.	Place of Opening Bids	Office of Mai Bhago Armed Forces Preparatory Institute for Girls Sector-66 SAS Nagar (Mohali)-160062
10.	Bid Validity	90 days from date of publishing tender
11.	Officer Inviting Bids	Director Mai Bhago Armed Forces Preparatory Institute for Girls
12.	Contract person/Phone No/Email/Designation	Col RK Chopra/0172-2233105/ <a href="mailto:maibhagoafpi@yahoo.in">maibhagoafpi@yahoo.in</a> Training Officer

**Note:** The dates stipulated in the bid notice are firm and they will not be relaxed under any circumstances, unless officially extended.

**Section II**

**MAI BHAGO ARMED FORCES PREPARATORY INSTITUTE FOR**  
**GIRLS**  
**SAS NAGAR (MOHALI)**  
**UNDER**  
**GOVERNMENT OF PUNJAB**

Email: [maibhagoafpi@yahoo.in](mailto:maibhagoafpi@yahoo.in) Phone No: 0172-2233105

Tender & File No: MBAFPI/03/2023

Date: 15 March 2023

**NOTICE INVITING TENDER**

The Director, Mai Bhago Armed Forces Preparatory Institute for Girls, Sector 66, SAS Nagar (Mohali)-160062 invites “**Sealed Tenders for the Supply of Steel File/Storage Cabinet**” from resourceful, experienced, reliable, reputed companies. Intending bidders may download the tender document from our website [www.mbafpirls.in](http://www.mbafpirls.in). The last date for the submission of bid is 25 March 2023 by 5 pm.

(Maj Gen Jasbir Singh Sandhu, AVSM)

Director

Mai Bhago Armed Forces Preparatory  
Institute for Girls  
Sector 66, SAS Nagar,  
Mohali-160062

**Section III****SCOPE OF WORK AND TERMS & CONDITIONS**

The Director, Mai Bhago Armed forces Preparatory Institute for Girls, Sector 66, SAS Nagar (Mohali)-160062 invites “Sealed Tenders for the Supply of Steel File/Storage Cabinet from resourceful, experienced, reliable, reputed companies.

1. The bidder is required to Supply ‘Steel File/Storage Cabinet’ at Mai Bhago Armed Forces Preparatory Institute for Girls, Sector-66, SAS Nagar (Mohali) as per the specifications and conditions specified in different parts of this Tender document.
2. The bidders are advised to visit the above mentioned locations before quoting bid in the tender.
3. The successful bidder shall provide the stores, strictly as per specifications mentioned in various sections of this tender document, to the satisfaction of the indenting department. Sample will be provided by L1 bidder, before supply order is issued. The sample will be returned after contract quantity is supplied.
4. Workmanship and material used should be of ISI quality.
5. Bids shall be considered only in those cases where the bidder has quoted for the entire scope of the work.

**Section IV****INFORMATION TO BIDDERS****1. Availability of Tender Documents.**

1.1. The tender documents will be available on the website <https://mbafpigirls.in> for download from 18 March 2023 to 25 March 2023.

1.2. All future modifications/corrigendum if any, shall be made available in the same website <https://mbafpigirls.in>

1.3. Interested bidders are requested to go through the instructions/terms conditions/critical dates/eligibility criteria noted in the Detailed Notice Inviting Tender (DNIT) minutely.

**2. Minimum Eligibility Criteria for Supply of Steel File/Storage Cabinet.**

The bidder must have the following Eligibility Criteria and enclose the mentioned documentary proof, failing which the bid shall not be considered for evaluation and will be summarily rejected.

2.1. Up to date valid Trade License & Firm Registration Certificate.

2.2. Should not hold any sanction/black-listing by any PSU/State or Central Government organization persisting on the last due date of receipt of tender.

2.3. Bidder should have a valid PAN.

2.4. Bidder should have a valid GSTN.

2.5. Bidder should accept all the terms and conditions as per DNIT.

2.6. Bidder must have filed Income Tax Returns for the last 3(three) Financial Years.

2.7. Bidder should not be blacklisted by any State/Central Govt. Dept. Declaration to this effect should be uploaded with bid document.

If any of the above requested documents is not submitted the bid will be rejected without the assignment of any reason.

**3. Amendment of Tender Document.**

The Tender Inviting Authority shall reserve all the rights to make changes in the terms and condition or add new clauses in the tender notice by issuing Addendum/Corrigendum notice.

**4. Bid Validity Period.**

4.1 The bid for the work shall remain valid for acceptance for a period 90 (ninety) days from the publishing date of Tender.

4.2 During the above-mentioned period, no plea by the bidder for any sort of modification of the bid based upon or arising out of any alleged misunderstanding or misconceptions or mistake or for any reason will be entertained.

5. **Bid Language.**

Bid and all accompanying documents to be submitted by the bidder shall be in English only.

6. **Schedule of Submission of Bid.**

6.1. Submission of bids will commence on 18 March 2023 and will continue upto 25 March 2023 at 5.00 PM during office working days. Bids must be submitted within the Bid Submission start and end date specified in DNIT.

6.2. Director, Mai Bhago Armed Forces Preparatory Institute for Girls, Sector 66, SAS Nagar, (Mohali)-160062 reserves the right to extend the date and time of receipt of Bids by issuing Corrigendum in which case all rights and obligation of the Director Mai Bhago Armed Forces Preparatory Institute for Girls will remain same as previously.

7. **Cost of Bidding.**

The bidder shall bear all costs associated with the preparation and submission of the bid. The Tender Inviting Authority, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

8. **Tender Fee & Earnest Money Deposit.**

8.1. The participating bidders have to pay an amount of Rs. 500/- as Tender Fee in the form of Demand Draft of any Nationalized Bank in favour of the 'Director Mai Bhago Armed Forces Preparatory Institute for Girls'. The Tender Fee that will be paid is Non- Refundable.

8.2. All tenders will be accompanied with an EMD (refundable) for an amount of Rs. 10000/- (Rupees Ten thousand only) in the form of Demand Draft of any Nationalized Bank in favour of the 'Director Mai Bhago Armed Forces Preparatory Institute for Girls.' EMD of the unsuccessful bidders will be returned within 45 days after the award of contracts to successful bidders.

8.3. EMD of the bidder may be forfeited in case being found to have made false Declaration or Claims.

8.4. Bidders exempted under specific Government order/rules from submitting EMD have to furnish a copy of the related Governments order/rules in English language, alongwith the tender in support of their claim exemption.

9. **Rates/ Prices.**

9.1. The rates quoted shall remain firm during the period of contract.

- 9.2. The rates shall be quoted by the bidder entirely in Indian Rupees.
- 9.3. The prices quoted should be inclusive of all taxes (as per prevailing tax rates).

10. **Conflict of Interest.**

A bidder shall not have conflict of interest with the Institute. The bidder found to have a conflict of interest shall be disqualified.

11. **Mode of Submission of Bid.**

11.1. The interested bidders may submit their bid at the Office of Mai Bhago Armed Forces Preparatory Institute for Girls, Sector 66, SAS Nagar (Mohali) 160062 on or before last date of submission of Bid documents. The Bid may be sent by hand or by post within the stipulated date. Any delay of submission of bid will not be entertained.

11.2. The Bidder shall examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required, as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

12. **Bid Opening.**

12.1. The Financial Bids of the vendors shall be opened in the Office of Mai Bhago Armed Forces Preparatory Institute for Girls, Sector-66, SAS Nagar (Mohali) on 27 March 2023.

12.2. In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.

13. **Performance Security.**

13.1. Successful bidder has to furnish Bank Guarantee as per Performance Security for an amount equal to 5% of the total contract value, drawn on any Nationalized Bank/Scheduled Bank having branch at SAS Nagar (Mohali) or Chandigarh with a validity of 90 days in favour of Director, Mai Bhago Armed Forces Preparatory Institute for Girls within 15 (fifteen) days from the issue of AoC. Any request for time extension by a bidder will not be accepted.

13.2. The Tender Inviting Authority shall release the EMD upon submission of Performance Security and on receipt of a formal request letter from the bidder asking for such release.

13.3. In the event of breach/violation or contravention of any terms and conditions contained herein Firm/Company, the Performance Security Deposit, part/whole (as per decision of Director of Mai Bhago Armed Forces Preparatory Institute for Girls, SAS Nagar (Mohali) -160062), will be forfeited from the guarantor.



14. **Award of Contract.**

14.1. Director of Mai Bhago Armed Forces Preparatory Institute for Girls will award the contract to the bidder who is found Financially Qualified as per the bid conditions and whose Offer Rate is the lowest.

14.2. The bidder whose bid has been accepted will be notified the AoC by an authorized official, prior to expiration of the bid validity period through registered letter.

14.3. Failure to attend the meeting at the Office of Director Mai Bhago Armed Forces Preparatory Institute for Girls on the date fixed, in the written intimation, to enter into the required agreement shall entail forfeiture of the EMD deposited.

14.4. The written agreement to be entered into between the bidder and the Director Mai Bhago Armed Forces Preparatory Institute for Girls shall be the foundation of the rights and obligations of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the bidder and then by the proper officer authorized to enter into contract on behalf of Director Mai Bhago Armed Forces Preparatory Institute for Girls.

15. **Corrupt or Fraudulent Practices.**

Mai Bhago Armed Forces Preparatory Institute for Girls is a Government of Punjab initiative. Thus the highest standard of ethics will be maintained during the execution of any contract by the Institute. In pursuance of this policy, the Mai Bhago Armed Forces Preparatory Institute for Girls:-

- (a) **Defines** for the purposes of the provision, the terms set forth below as under.
  - (i) **‘Corrupt practice’** means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official or an employee of Mai Bhago Armed Forces Preparatory Institute for Girls in the procurement process or in contract execution.
  - (ii) **‘Fraudulent practice’** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and the Institute which includes collusive practice among bidders (prior to or after bid submission) designed to establish in bid prices at artificial non-competitive levels and to deprive the Government and Mai Bhago Armed Forces Preparatory Institute for Girls the benefits of free and open competition.
- (b) **Will** reject a proposal for award if it is determined that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) **Will** black list/or debar Firm, either indefinitely or for a stated period of time, if at any time it is determined that the Coaching has engaged in corrupt or fraudulent practices in competing for, or in executing the Contract.

16. **Address for Communication.**

All the communications with respect to the tender shall be addressed to:

Director.  
Mai Bhago Armed Forces Preparatory Institute for Girls  
Sector 66  
SAS Nagar (Mohali)  
PIN-160062.

17. **Right to Accept any Bid and to Reject any or all Bids.**

Director of Mai Bhago Armed Forces Preparatory Institute for Girls, Sector 66, SAS Nagar (Mohali)-160062 reserves the right to accept or reject any Bid or all Bids and to cancel the Bidding process, at any time prior to the Award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for such action.

**Section V****GENERAL CONDITIONS OF THE CONTRACT****1. General Term & Conditions.**

The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under the contract to any other Firm/Agency/Individual.

**2. Terms of Payment.**

2.1. No advance payment in any case would be made. Payment would be made after the successful completion of entire work subject to the condition of approval by the evaluation team of the Director Mai Bhago Armed Forces Preparatory Institute for Girls.

2.2. No claim for interest in case of delayed payment will be entertained by the Director Mai Bhago Armed Forces Preparatory Institute for Girls.

2.3. Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional/optional.

2.4. The bill in triplicate may be sent to Office of Mai Bhago Armed Forces Preparatory Institute for Girls.

2.5. Bidders exempted under specific Government order/ rules from submitting EMD have to furnish a copy of the related Governments order/rules in English language, alongwith the tender in support of their claim exemption.

**3. Tax Deduction at Source.**

3.1. All Central/State Government/Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Bidder as per the respective law in force at the time of execution of contract. Director, Mai Bhago Armed Forces Preparatory Institute for Girls, shall deduct at source taxes/duties under any other law/statute as may be applicable at the time of making payments.

3.2. If any rates of Tax are increased or decreased, or a new Tax is introduced, or an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Bidder or its employees in connection with performance of the Contract, an adjustment as per the terms of this DNIT shall be applicable and Contract Price shall be made to take into account any such change in such manner as prescribed herein the DNIT.

4. **Annulment of Contract.**

4.1. Failure of the successful bidder to comply with the requirement noted at Section-III (Scope of Work) or for violation of any other Clause of the tender document shall constitute sufficient ground for the annulment of the award in part or full and forfeiture of the Performance Security in which event the Tender Inviting Authority may make the award to any other bidder at the discretion of Tender Inviting Authority or call for new bids.

4.2. The contracting agency will be bound by the details furnished to Director Mai Bhago Armed Forces Preparatory Institute for Girls, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Supplier liable for legal action besides termination of contract.

4.3. In case the firm fails to complete the task within stipulated time period, a suitable amount of penalty decided by Director Mai Bhago Armed Forces Preparatory Institute for Girls will be deducted from the performance security and action will be taken against the firm to recover suitable penalty.

4.4. In the event of breach/violation or contravention of any terms and conditions contained herein by the Institute, the Firm will be blacklisted in addition to termination of contract.

4.5. The Tender Inviting Authority reserves the right to blacklist a bidder at his discretion for a suitable period in case he fails to honour his bid without sufficient grounds.

5. **Arbitration.**

5.1. The resultant contract will be interpreted under Indian Laws. Any legal disputes arising out of this are subject to jurisdiction of SAS Nagar (Mohali) only.

5.2. Disputes or differences between the Tender Inviting Authority and the Firm, if any, arising under the contract, shall be referred to the arbitration of sole-arbitrator to be appointed by the mutual consent of both the parties. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 at SAS Nagar (Mohali) and decision on the arbitrator shall be final and binding upon the parties hereto.

**Section VI****INSTRUCTIONS TO BIDDERS****1. Instructions to Bidders.**

1.1. Bidder shall download and carefully read all terms conditions and other contents of the DNIT. The DNIT has to be submitted back after signing (ink signed) each page and proof of acceptance of all terms and conditions. Bidders to note that the very act of submission of DNIT shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General Conditions of Contract without any exception and have understood the entire document and are clear about the requirements of the tender.

1.2. Bidder shall fill the necessary information in Annexure-1 & II & affix signature with stamp/seal, and then submit with the Financial Proposal. If any of the certificates/documents furnished by the Bidder, are found to be false/fabricated/bogus, the bidder will be liable to blacklisted and the EMD forfeited.

1.3. Bidder has to quote the rate as per instructions and submit the same in a separate sealed Financial Proposal only.

1.4. The bidders are cautioned that submission of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the tender.

1.5. The bidder shall bear all the costs associated with the preparation and submission of the bid.

1.6. Each bidder shall submit only one bid for the work.

**2. Documents to be Submitted with the Bid.**

2.1. Sealed tenders are to be submitted in one folder, categorized as one '**Financial Proposal**', before the prescribed date.

2.2. The following documents are to be enclosed in the folder:-

(a) Self attested copy of Trade License & Firm Registration Certificate.

(b) Self attested copy of work experience with proof.

(c) Signed and stamped copy of the DNIT as token of acceptance of all terms & conditions of the entire tender document.

(d) Self attested copy of PAN Card and GST registration letter.

(e) Copies of Income Tax Return of last three years.

- (f) Filled Bidder's Information Sheet ink signed with stamp/seal as per Annexure-II.
- (g) Self-Declaration and Undertaking duly signed and affixed with stamp/seal as per Annexure-III.
- (h) Demand Drafts for both EMD and Tender Fee.

2.3. 'Financial Proposal' should be submitted as per the format given at **Annexure II** in a sealed cover.

**Annexure - I****Specifications of Steel File/Storage Cabinet**

<b>Sr. No.</b>	<b>Details / Features</b>	<b>Specifications</b>
i.	Size	Height - 50", Depth - 19", Width - 17"
ii.	Material	Sheet 24 Gauge
iii.	Coating	Powder Coating
iv.	Channel & Locks	Godrej company or equipment quantity Channel & Locks
v.	No of Drawers	4
vi.	Drawer Type	Sliding Drawers

**Photographs of Sample File/Storage Cabinet****NOTE**

Sample will be provided by L1 bidder, before supply order is issued. The sample will be returned after contract quantity is supplied.

**Annexure - II****BIDDER'S INFORMATION SHEET**

1.	Name of Bidder's Firm/Institute/Organization	
2.	Full Address of Bidder's Organization	
3.	Telephone No	
	Email Address	
4.	TIN/PAN No	
5.	GSTN	
6.	Details of EMD	Amount: Bank: Branch: DD Number:
7.	Legal Status of Bidder: Proprietary Firm/Ltd Company/Partnership firm/Government Organization(Central/State/ PSUs)	
8.	Particulars of Registration with Government Body Organization/Place of registration: Registration No:	
9.	Contact Person: Name: Mobile No:	
10.	List of Clients, Government as well as reputed private organizations	

I do hereby certify that the above mentioned particulars are true and correct.

(Signature of the bidder)

Date:

Name:

Place:

Seal:



**Annexure - III****DECLARATION AND UNDERTAKING BY THE BIDDER**

To  
 Director  
 Mai Bhago Armed Forces Preparatory Institute for Girls  
 Sector-66  
 SAS Nagar, (Mohali)-160062

**Subject:** Self-declaration in respect of submission of bid for Supply of Steel File/Storage Cabinet in Mai Bhago Armed Forces Preparatory Institute for Girls.

**Ref:** Tender No \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in the tender document referenced above.
2. I/We before signing this bid have read and have fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
3. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our clients/principal employer and also declare that my/our firm/agency/company doesn't have any existing litigation, has never been black listed or and terminated by any client in India.
4. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy has never been filed by us, our subsidiaries or our parent companies. We have never cited by any regulatory agency for any violation in the last 2(two) years.

(Signature of the bidder)

Date:

Name:

Place:

Seal:

**Annexure - IV****BILL OF QUANTITY**

<b>Sl. No</b>	<b>Description of Items</b>	<b>UoM</b>	<b>Approx Qty</b>
1.	Steel File/Storage Cabinet (as per specifications).	Nos	75 maximum (or a lesser quantity as per requirement)

**Bidder Stamp & Signature**