

**PREJHA Foundation Reference:  
1108-PREJHA05/18/13**

# **Request for Proposal**

Of

**Partner Empanelment & Selection**

**FOR**

**Office & Living Infrastructure Setup**

**Dated: 25<sup>th</sup> May 2018**

**PanIIT Alumni Reach For Jharkhand Foundation**

**A Non-profit Special Purpose Joint Enterprise between agencies of Department of Welfare,  
Government of Jharkhand and  
PanIIT Alumni Reach For India Foundation,  
Kalyan Complex, Balihar Road, Morabadi,  
Ranchi - 834008, Jharkhand**

**Estimated Value - Rs 2,00,00,000**

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## **DISCLAIMER**

The information contained in this Request for Quotation ("RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of PanIIT Alumni Reach For Jharkhand Foundation (hereinafter "PREJHA") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by PREJHA to interested parties who submit their quote (henceforth "Bidders") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("Proposal") for selection as supply agency with PREJHA Foundation as per notified norms.

PREJHA Foundation makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this process.

A Bidder must warrant that all the information provided by it to PREJHA Foundation at the time of application & subsequently, is true to the best of it's knowledge and belief, and specially warrants that it has duly complied with the provisions of laws applicable to it. Bidder indemnifies PREJHA Foundation from any liabilities arising out of error or default or negligence or contravention in regard to any of the applicable laws, including, but not limited to, submission of statutory forms & other such documents.

The issue of this RFP does not imply that PREJHA Foundation is bound to select any Bidder(s) or select any Bidder(s) for any project. PREJHA Foundation may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add to or amend the terms, procedure and protocol set out in RFP for bonafide reasons, which will be notified to all the Bidders invited to tender. Further PREJHA Foundation hereby reserves its right to annul the process at any time prior to issuance of Purchase Order without incurring any liability towards the Tenderers.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by PREJHA Foundation or any other costs incurred regarding or relating to its Bid. All such costs and expenses will remain with the Bidder and PREJHA Foundation shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFP and related processes.

## **SECTION 1: LETTER OF INVITATION**

PaniIT Alumni Reach for Jharkhand (PREJHA) Foundation invites proposals from reputed bidders for empanelment as Office & Living Infrastructure for PREJHA Foundation's Gurukuls & Kaushal College in Jharkhand.

A bidder will be selected based on two stage Quality cum Cost based Selection method (QCBS basis) from suitable agencies as per weightage & procedures described in this RFP. Financial Bid format will be shared only with the eligible bidders after completion of 1<sup>st</sup> stage technical bidding.

The content of this RFP enlists the requirements of PREJHA Foundation. It includes the **Bidding Terms & selection** procedure which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explains the contractual terms that PREJHA Foundation wishes to specify at this stage.

The RFP includes the following sections:

**Section 1 - Letter of Invitation**

**Section 2 - Instructions to Bidders & FAQs**

**Section 3 - Prequalification & Quality Bid (Standard Forms)**

The information may be submitted online only at the following website.

<https://eprocurement.mjunction.in/EPSV2Web/org/PREJHA/home.action>

Yours faithfully,

Authorized signatory

**PaniIT Alumni Reach For Jharkhand Foundation,  
Kalyan Complex, Balihar Road, Morabadi,  
Ranchi - 834008, Jharkhand**

## **PREFACE**

### **About PREJHA Foundation**

Agencies of Department of Welfare, Government of Jharkhand and PanIIT Alumni Reach for India Foundation have partnered to form PanIIT Alumni Reach for Jharkhand (PREJHA) Foundation, a not-for-profit joint enterprise to implement and scale sustainable welfare initiatives. The initiative will replicate the PanIIT Skill Gurukul model of learning for skill development across all the districts of Jharkhand state and thus provide a network of ITI and sub-ITI institutions accessible to school dropouts, underprivileged and those who are from the lower strata of socio-economic background.

PREJHA Foundation sets up Rural Skill Gurukuls and Kaushal colleges to impart vocational Education to deserving candidates.

### **Purpose of RFP**

PREJHA Foundation is looking to empanel and select competent partners to enable, co-curate and deliver living, office infrastructure set-up across PREJHA Foundation's gurukuls & Kaushal Colleges. Being in vocational Education sector with an academic calendar to adhere, on-time-delivery of quality goods, services & works are as essential as is cost optimization. Hence a proven track record, institutional quality enables more dependable future performance. This RFP is designed to welcome such competent partners who have proven institutional quality, domain expertise and credible track record, delivery capability in this sector.

### **Two stage Quality-Cost Based Selection**

The two stage Quality –cost based selection entails invitation of Quality bids in Stage I (Technical Round). Based on careful considerations, the following quality parameters have been laid out as part of this selection. Keeping in line with open, transparent philosophy of PREJHA Foundation, the quality bid can be self-evaluated and revised accordingly before submission.

Quality Bid Point system:

There are 3 sections in this quality bid totaling 100 points across all sections. The following are 3 sections along with points allotted to the same:

- a) Institutional Quality – 30 Points
- b) Track Record & relevance – 40 Points
- c) Delivery capability – 30 points

Any misrepresentation of facts, data, documents will lead to disqualification & permanent agency Black listing. The initial cut-off for progressing to next stage has been set as 60 points, subject to section wise cut-off, but could be lowered after stage I bid opening based on the response as per discretion of Prejha Foundation. Hence, you are encouraged to apply in any case.

### ***Empanelment***

All bidders who participate in stage II would be 'deemed as empaneled' over the next 1 year from the date of opening of Bid including for future orders or for part orders at the sole discretion of PREJHA Foundation

## **Section 2: Instructions to Bidders**

The evaluation criteria for the bidders is based on two stage Quality cum Cost based Selection method (QCBS basis) subject to the bidders submitting and satisfying the basic qualification mentioned. **Each Bidder must submit a single proposal only.**

PREJHA foundation shall endeavor to adhere to the following schedule but reserves the right to alter the same:

**Time schedule of Tender:**

Sl.No.	Particulars	Date
1.	Tender e-Publication date	25.05.2018
2.	Start date for seeking Clarification	25.05.2018
3.	Last date for seeking clarification on line from service provider (mjunction Services Limited)	04.06.2018
4.	Stage I: Quality Bid submission start date (only on-line bid accepted)	25.05.2018
5.	Quaity Bid submission end date	04.06.2018 (08:00PM)
6.	Schedule date for Quality bid opening	04.06.2018
7	Stage II: Financial Bid submission start date (only for provisionally empaneled vendor)	04.06.2018 onwards
8	Financial Bid submission end date	15.06.2018(08:00PM)
7	Comparative statement preparation by the system	15.06.2018

**Estimated value of tender:**

**The estimated value of tender is Rs110,00,000**

**Indicative BoQ is as follows:**

<u>Sl. No.</u>	<u>Item Description</u>
1	<i>Custom Made Smart Bunk Bed (integrated with study desk, storage shelves, study lights &amp; charging ports): Bunk bed size 6'x3': Made up of 32mmx16 gauge round pipe supported with 25mm x16 gauge round pipe with both side stairs and arrangement of mosquito net fittings ,bed top made up of 18 gauge crc sheet size of bed 72"x36"x60mm bended in one piece sheet supported with 10 nos 2mm sheet angle below the top (4 nos on all side for reinforcement of top and six nos for support and strength with powder coating.</i>
2	<i>Folding bed cot size :84"x36" Made up of 32mm outer dia round pipe of 16 gauge only legs foldable with 19 mm bwp grade ply.</i>
3	<i>Steel Rack size :78" H X 36"B X 15" Deep Shelf made up to 20 Gauge CRCA Sheet Size 36" X15" and Slotted Angle of 2 mm fitted with 6 Shelf.</i>
4	<i>Steel office almirah: Shall be size 916 mm (W) X486 mm(D) X 1981mm(H). It shall have welded construction made of 1 mm thick CRCA for back, Shelf &amp; 1 mm thick CRCA for all other components and shall have steel hinged door. It shall have four full shelves. The finish shall be Epoxy Polyester Powder coated and having anti rust treatment to the thickness of 50 microns (+/-10). All steel structure components shall be</i>



	<i>processed and made from virgin material.</i>
5	<i>Revolving Chair: Made up of 32 density foam and Leather finish good quality rexine, Hydraulic lift, Hydraulic Plate. Base Seat Size. 450 mm X 450 mm &amp; Back Size 460mm X 450 mm.</i>
6	<i>Arm- Type Cushion Chair: Made up of 14 gauge X 25 mm round pipe, Seat and back Made up of ply, cushion and good quality leather finish rexine. PU Handle and chair arm frame fitted from both side. Colour-powder coated. Seat size 17" L X 16" B, Back Size 17" L X 10.5" B Height of Chair 18.5(with 2" Cushion)</i>
7	<i>Steel RackSize 36" H X 36"B X 15" Deep Shelf made up to 20 Gauge CRCA Sheet Size 36" X15" and Slotted Angle of 2 mm fitted with 6 Shelf.</i>
7	<i>Office Table: 5'X2.5'X2.5'Made up of 25mm round tubular pipe of 16 gauge bended in 6" dia-U Shape in 90 degree in bottom and upper part of frame section made of 20 gauge CRC Sheet Size of Section A-50mm, B-35mm, C-25mm, Size of Frame -56"L x 22"B x 28.25"H, Size of Top- 60"x30" made up of 19 mm BWP Grade ply board with one side two drawer and one cupboard and other side three drawer with foot rest in middle pasted with 1 mm sunmica all over. Top thickness 30 mm with Godrej Locks</i>
9	<i>Glass door almirah /book shelf: Shall be size 916 mm (W) X486 mm(D) X 1981mm(H). It shall have welded construction made of 1 mm thick CRCA for back, Shelf &amp; 1 mm thick CRCA for all other components and shall have steel hinged door. It shall have four full shelves. The finish shall be Epoxy Polyester Powder coated and having anti rust treatment to the thickness of 50 microns (+/-10). All steel structure components shall be processed and made from virgin material.doors having four window fitted with 5mm plain glass.</i>
10	<i>Folding table size :4'x2': made up of 19 mm ply board paisted with sunmica under structure made up of 25mm round pipe</i>
11	<i>Tablet Chair: Made up of 14 gauge X 25 mm round pipe, Seat and back Made up of ply, cushion and good quality leather finish rexine.PU Handle .Colour-powder coated. Seat size 17" L X 16" B, Back Size 17" L X 16" B Height of Chair 18.5(with 2" Cushion)and 2'x1' writing board in front</i>
12	<i>Synthetic Fibre Stackablechairs Durian/Neelkamal/Supreme</i>
13	<i>Normal Classroom Furniture (Desk + Chair) student desk bench. Compliance to DGS&amp;D Drawing - YES DGS&amp;D drawing No DQA/GE/RC-208/Schedule 19 (DRG 1,2,3,4,5,6,7,8,9,10) - YES Read DGS&amp;D Drawing and fully understood - YES,Length of Desk Top - 900 mm,Seating</i>

14	<p><i>Sofa set (3 seater)</i>  <i>Seat Width - 520 mm</i>  <i>Seat Depth - 560 mm</i>  <i>Backrest Width - 520 mm</i>  <i>Seat Thickness - 75 mm</i>  <i>Material of Seat cover - Leather Cloth</i></p>
15	<p>Centre Table  Width - 600 mm  Height - 365 mm  Material of Top - Particle Board of Grade E1 (Environmental Friendly) covered with melamine  Table Top edge banded with PVC tape of 2.0 mm – YES</p>
16	<p>Waiting Room Chairs Set (3 Seater, Steel Material)  Conforming to International Standard for Public Seating (*BIFMA X5.4 or equivalent) - Yes  Style - With arms and Backrest  Seating Capacity - 3 Nos  Overall Length - 1820 mm  Material of Main Frame - Stainless Steel</p>
17	Library Table (7' X 4')
18	Bathroom Mirrors (2' X 3')
19	<p>Cloth Drying Stand, Color Grey  Product Dimensions minimum 100cm Long x 60 cm wide x 125 cm high, 4 levels , 8 cloths drying rods at every level  Primary material Powder Coated Mild Steel</p>
20	Teacher Platform (10' X 6') for Classrooms 1' high
	<p>18 DOOR INDUSTRIAL LOCKER for Workshop  ISI marked - Yes  Size { H (without pedestal) X W X D} - 1855 X 910 X 480 mm x mm x mm  Material - M.S sheet conforming to commercial quality CR- 1,Grade 340 of IS 513:2008 (reaffirmed 2013)(Fifth Revision)Amdt. no.1  Stiffened Pedestal height - 125 (± 5) mm  Size { H (without Pedestal) X W X D} 1855 X 910 X 480 mm x mm x mm  No. Of Compartments 6 Nos., Material M.S sheet conforming to commercial quality CR- 1,Grade 340 of IS 513:2008 (reaffirmed 2013)(Fifth Revision)Amdt. no.1  Sheet Thickness Of Door 0.8 mm, Sheet Thickness Of Body,back Shelves And Pedestal 0.8 mm  Handle Electroplated Mild steel handle, Weight Of Unpacked Almirah 70 Kgs.  Name Tag Holders Yes, Locks Internal locking  Paint Stove enameled, Colour Grey , Packing: Five ply corrugated board and strapped with 12 mm HDPE straps.</p>

## General terms & Conditions:

### 1. Definitions

- "Buyer" means PREJHA Foundation
- "Bidder" means suppliers or contractors who have participated in tender
- "The Vendor" means the supplier or contractor or service provider to whom the Order is addressed.
- "The Purchase Order" means terms and conditions signed between Buyer and the Vendor governing the subject matter of this Order
- "The Goods / Services" means the goods or services to be supplied under the Order.

### 2. Amendment of RFP

At any time before the submission of Proposals, PREJHA Foundation may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the <https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action> and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals, PREJHA Foundation may, if the amendment is substantial, extend the deadline for the submission of Proposals.

### 3. Bidding

**(to be solely done through portal)**

<https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action>

- a. Offer to be submitted only on e-procurement portal. Hard copy of offer is **not required** to be submitted to PREJHA Foundation. Any offer received in Hard copy shall **not be accepted** and will stand disqualified
- b. Mode of Submission of offer: Being e-tender, offer will be solely submitted online through e-tender portal: <https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action> through following Application Service Providers (ASPs) appointed by PREJHA:

M/s Mjunction Services Limited, 6thFloor, Tata Centre.43 J N Road,  
Kolkata – 700 071,

**Contact Person: Helpdesk Officer** Sumant Kumar Choudhary  
9163348104, [sumant.choudary@mjunction.in](mailto:sumant.choudary@mjunction.in)

- c. Bidders may obtain further information regarding this tender from the office of PREJHA, Kalyan Gurukul, Kumarbagh Road, Arsande, Kanke, Ranchi – 834006 from 10:00 hours to 17:00 hours on all working days till the date of bidding is open.

Contact Person: Abhinav Prakash, Project Sevak, PREJHA  
Contact No.: 7041866069  
Email-ID: [abhinav.p@parfi.org](mailto:abhinav.p@parfi.org)

- d. Bidders are expected to adequately apprise themselves regarding the procedure and provisions available on the e-procurement portal **operated/ maintained** by M/S. Mjunction services limited. Buyer shall not be responsible for any issues related to timely or proper uploading/submission of the bid.

#### ***4. Validity of Proposal***

Bidders' proposals must remain **valid for a period of min** 180 days after the submission of proposal. Should the need arise, PREJHA Foundation may request Bidders to extend the validity period of their proposals. If a bidder is selected as vendor, his proposal will remain same for whole of the delivery schedule.

#### ***5. Submission of proposal***

The Proposal as well as all related correspondence exchanged by the bidders and PREJHA Foundation, shall be only through the portal of mjunction and electronic means.

The offer shall be submitted as per the instructions of tender document and as detailed in this RFP. Price shall be furnished in the relevant price schedule only. In case of any clarification, bidder may contact the concerned contact persons at m junction Services or PREJHA as listed above.

#### ***6. Latest updates***

Latest updates on the critical dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc. to Tender Specifications will be hosted on PREJHA-mjunction webpage. Bidders to keep themselves updated with all such information. Bidders may please visit <https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action> for document submission.

#### ***7. Technical Bid (incl. Pre-Qualification Criteria) to be filled and submitted in form tech2***

#### ***8. Financial Proposal***

Only those bidders who qualify to second stage after clearing the cut-off would be deemed as 'provisionally empanelled' and would be eligible for second stage of financial bidding. Technically qualified bidders will be intimated by e-mail/phone & should put their Financial bid in the system during the 2<sup>nd</sup> stage of the process.

#### ***9. Award of Contract***

- a. The technical bid (incl. pre-qualification criteria) will be verified by PREJHA Foundation. **Prejha Foundation will allow upload of financial bid as per the template with Bill of Quantities which can be downloaded after successful acceptance of the technical Bid and approval.** The Procurement System will determine the lowest financial bid among the technically qualified bidders in the 2<sup>nd</sup> stage
- b. PREJHA Foundation shall award the Contract to the selected bidder by issue of Letter of Award

(LOA)for the estimated order value along with terms & Conditions governing the Award and notify the same to the bidder through email. The selected bidder shall submit security deposit of 5% of the estimated order value in the form of either a bank guarantee from a scheduled bank or a DD drawn on any scheduled bank in favour of “PanIIT Alumni Reach for Jharkhand Foundation” payable at par in Ranchi.

- c. The selected bidder is expected to commence the assignment on the date and at the location specified in the LOA/ Contract.
- d. If the selected bidder does not sign the Contract within the stipulated period, the LOA may be cancelled, and the next lowest bidder will be considered for award of Contract.
- e. If at any stage in the bidding process including after bid opening or Issuance of Purchase orders pertaining to this RFP, PREJHA believe that the Bidders do not meet the requisite Technical criteria set out in the Bid Document or delivery schedule or that the rate quoted exceeds its own estimates for the supply value, PREJHA reserves the right to cancel the tender without incurring any obligation or liability towards the tenderers.
- f. Purchase Orders & Delivery details over the validity of this RFP, purchase orders with specified quantity & delivery details would be issued as per requirements
- g. PREJHA Foundation reserves the right to issue a part order of any ‘line item’ or sets of line items from BoQ totaling a value of above Rs.1 lakh in the bid to another empaneled vendor based on cost, time & quality considerations at its sole discretion. The transport cost in such cases will be on actual basis.
- h. Delivery time is the essence of this order and must be strictly adhered to. If the vendor fails to deliver the goods in time, the Buyer may, at its sole discretion:
  - i. Treat the order as cancelled at any time and recover any loss or damage from the vendor by invoking Security Deposit;
  - j. purchase the goods ordered or any part thereof from other sources on the vendor’s account, in which case, the Vendor shall be liable to pay the Buyer not only the difference between the price at which such goods have been purchased and the price calculated at the rate set out in this order, but also any other loss or damage the Buyer may suffer;

**10. Indicative Delivery Schedule**

- a. Goods to be delivered at our Gurukul as per the delivery schedule provided during the signing of contract. 1<sup>st</sup> lot should be delivered within 15 days of signing of contract while delivery for subsequent lots should be as per delivery schedule provided. There should not be a delay of more than 15 days in delivery of subsequent lots.
- b. Delivery locations will vary as per following

Sl. No	Delivery Location
1	Kalyan Gurukul Kusuma(Sahibganj)
2	Kalyan Gurukul Albert ekka (Gumla)
3	Kalyan Gurukul Kusuma (Sahibganj)
4	Kaushal College Rajnagar (Saraikela)
5	Kaushal College Udhawa (Sahibganj)
6	Kaushal College Itki (Ranchi)

### **11. Payment Terms**

- a. 100% within 60 days of delivery on submission of invoice & delivery challan for each unit. If the vendor delivers goods within 7 days of order confirmation, 100% payment will be done within 45 days.
- b. If a vendor fails to deliver the goods as per the delivery schedule. PREJHA foundation is entitled to delay payment by 2 days for each day delay in delivery. If such delay extends beyond 7 days, it could lead to possible forfeiture of security deposit.

### **12. Unloading**

- a. Unloading is in Vendor's scope.
- b. The risk of all materials till unloading at location will be in vendor's scope.

### **13. Quality of goods and services.**

The Vendor should warrant to PREJHA that:

- a. The Goods and Services would conform in all respects to the Order and to recognized Indian or equivalent standards and codes (where applicable) and be at the complete satisfaction of Buyer.
- b. The said good/services processed and delivered by the Vendor shall be made from good quality bought out components/materials, as acceptable to the Buyer and it should have standard/excellent workmanship and fit for their intended purpose.

### **14. Warranty/ Guarantee**

- a. The said goods/services delivered by the Vendor should be identical to the sample/specification given by the Vendor.
- b. Where the said goods/services delivered by the Vendor to the Buyer is according to sample as well as certain specification/description, if any, the said goods/services processed and delivered, shall match not only with the said sample, but also with the said specification/description.
- c. If deficiency is identified before or during the transfer of risk or during the Guarantee/warranty Period, the Vendor must at its own expense and at the discretion of the Buyer either repair the deficiency or provide re-performance of the Services or replacement of delivery. This provision also applies to delivery subject to inspection by sample test. The discretion of the Buyer shall be final.

### **15. Inspection**

- a. All materials supplied against the order should conform strictly to the specifications laid down by the Buyer, and should be new, merchantable quality, fit for their intended purpose and should be in line with "Quality Assurance Plan", if any, which must be approved in advance by the Buyer. All such materials will be subject to inspection and approval by the Buyer, either at the Vendor's premises and/or at the place of delivery indicated by the Buyer.

- b. The Buyer reserves the rights to inspect the material at any stage during manufacture or supply and reject the same if found defective or not in conformity with the specifications or not fit for their intended purpose without invalidating the remainder of the order, if so desired by the Buyer.
- c. All rejected material from the Buyer's site store shall be removed by the vendor at their own cost positively within 15 days from the date of rejection note / intimation issued by the Buyer to them. In case of any failure to remove the same by the vendor within the stipulated period, the Buyer shall have all rights to remove the rejected materials/goods from their premises and discard it. Any cost on this account would be debited to vendor's account.
- d. The Buyer under no circumstances will be liable or held accountable for any damage, loss, deterioration of the rejected materials/goods for discarding the material/goods, or for any value for it.

#### ***16. Damage or loss in transit***

- a. Subject to the terms of the Order, the Vendor undertakes at its own expense to replace goods lost or damaged in transit.
- b. The delivery will not be deemed to have taken place until replacement items are delivered to the satisfaction of the Buyer.

#### ***17. Ownership and risk***

Subject to the terms of the delivery and without prejudice to PREJHA Foundation's other rights under the Conditions of the Order:

- a. Ownership in the Goods shall pass to PREJHA on delivery and acceptance.
- b. Risk in the Goods shall pass to PREJHA on delivery, save where the Order includes installation, in which case risk shall not pass to PREJHA until completion of the installation work.

#### ***18. Fraud/Corruption***

PREJHA Foundation requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract.

PREJHA Foundation will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period, to be awarded a Contract, if at any time it determines that the bidder has in contravention to the undertaking given in the Bid document and/or contract, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract as enshrine in the undertaking in bidding document and contract

#### ***19. Conflicting relationships***

Bidder has an obligation to disclose as part of the bid document any situation of actual or potential conflict that impacts their capacity to serve the best interest of PREJHA Foundation, or that may

reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract

## **20. Jurisdiction.**

The disputes if any between the parties shall be subject to the exclusive jurisdiction of the courts in Ranchi alone.

## ***Frequently Asked Questions(FAQ)***

**1. Am I required to register in mjunction for bidding?**

Yes registration is mandatory along with unique PAN number for bidding.

**2. How do I register on the eprocurement**

**portal?** <https://eprocurement.mjunction.in/EPSV2Web/org/PREJHA/home.action>

Please download Bidders Manual from the page & follow the steps provided.

**3. How do I Bid for the tender?**

Please login to the portal using the credentials (Login Id & Pwd) generated during the registration process. Click on the 'Live Tenders' tab in the 'Widgets' section. Action button for each tender is provided in the extreme right against each live tender. You can view/bid for each Tender from there. In the Quality bid section, kindly read the instructions. Please choose ONLY one answer for each quality parameter and give detail of the same. You need to provide documentary evidence in the attachments tab of the detail provided

**4. I don't have the documentary evidence for the options I am selecting during the Bidding process. What should I do?**

Documentary evidence are a must for the options you are selecting. In case documentary evidence is not found during evaluation, PREJHA Foundation is entitled to review/modify the points. Any misrepresentation of facts, data, documents will lead to disqualification & permanent agency Black listing

**5. I am not able to clear the minimum cut-off as per the requirements. Should I Bid?**

PREJHA Foundation encourages you to apply in any case. Minimum cut-off for stage I can be reduced based on responses received as per PREJHA Foundation's discretion.



## **SECTION 3: Pre-Qualification & Technical Bid**

## PREQUALIFICATION

Sl. No	PQR Condition	Bidder Remarks (pls attach relevant document)
1	An Authorized dealer of OEM like Godrej/Wipro/Durian/featherlite or an ISO/BIFMA certified Manufacturer of Living & Office infrastructure	

## STANDARD FORMS FOR QUALITY BID

TECH FORMS	FORM NAME	Docs
TECH-1	Letter of proposal submission	Pls Scan & Attach
TECH-2	Quality Bid Submission over letter head	Pls Scan & Attach along with relevant doc

**Form Tech 1: Letter**

**(On Bidder's Letter-head)**  
**Letter of Proposal Submission**

To,  
Executive Director  
**PanIIT Alumni Reach For Jharkhand Foundation**  
**Kalyan Complex, Balihar Road, Morabadi,**  
**Ranchi - 834008, Jharkhand**

We, the undersigned, offer to become Living & Office Infrastructure Set-up Partner for PREJHA Foundation, in accordance with your Request for proposal dated 25-05-2018. We are hereby submitting our proposal for your kind attention.

We undertake the total responsibility for supply of the goods, if awarded to us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand that **PREJHA Foundation** is not bound to accept any proposal it receives.

We further state that we understand that PREJHA Foundation will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period, to be awarded a Contract, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing a Contract

Yours faithfully,

\*Authorized Signatory [*In full and Designation*]: Name and Title of Signatory:

Name of

Bidder:

Address:

**Form Tech 2: Scanned copy of Quality Bid on Letter head of the bidder duly signed by Authorized signatory**

**Letter of Quality Bid Submission**

To,  
 Executive Director  
**PanIIT Alumni Reach For Jharkhand Foundation**  
**Kalyan Complex, Balihar Road, Morabadi,**  
**Ranchi - 834008, Jharkhand**

**Please find below our Quality Bid. I have attached the necessary documents during the bid submission:**

<b>Criteria</b>	<b>Options</b>	<b>Detail</b>	<b>Tick(✓)</b>
1.1 Your turnover as per IT return filed in any of the past 3 years is	Less Than 2 Crores (0 Point)		
	2Crores or More (5 Points)		
1.2 You have received empanelment from GeM/any Govt department or ISO/ Industry certification or authorized dealership/affiliation for this category	Not Received (0 Point)		
	Received (10 Points)		
1.3 Ownership & Governance	Proprietorship/LLP (0 Point)		
	Company/Trust/Society (5 Point)		
1.4 Year of existence of your organization	Less than 5 Years(0 Point)		
	5 Years or more (5 Points)		
1.5 EPFO registered Employer	Not Registered (0 Point)		
	Registered EPFO employer (5 Points)		
2.1 You have serviced any of <i>(i)Government sector: Govt departments/agencies/PSU (ii) LISTED Private sector: Stock exchanged listed private sector companies or Abroad listed MNCs' Indian arm with a single order above 10 Lakhs</i>	Not Serviced (0 Point)		
	Serviced either only Govt Sector OR only Listed Private sector (10 Points)		
	Serviced BOTH Govt Sector AND only Listed Private sector (15 Points)		
2.2 Have you ever got any repeat order from the same <i>(i)Government sector: Govt departments/agencies/PSU (ii) LISTED Private sector: Stock exchanged listed private sector companies or Abroad listed MNCs' Indian arm over two consecutive financial years</i>	Not Serviced (0 Point)		
	Got Repeat orders From either govt sector OR listed Private sector (10 Points)		
	Got Repeat orders From Both govt sector AND listed Private sector (15 Points)		
2.3 Have you received any award recognition or letter (or email) of reference / appreciation from customers	Not Received (0 Point)		
	Received award OR Letter of appreciation/reference (5 Points)		
	Received BOTH award & Letter of appreciation (10 Points)		
3.1 Do you have installed facilities of manufacturing unit/warehouse/shop	Do not have facilities with cumulative total area 3000sqft or more. (0 Point)		

front/office/Nursery with cumulative total area of 3000 sqft or more	Have facilities with cumulative area of 3000sqft (15 Points)		
3.2 Fastest turn around time for any order with value of Rs.10 lakhs or more delivered by you in past 3 years	More than 30 days(0 Point)		
	16-30 days (10 Points)		
	15 days or less (15 Points)		

**PREJHA Foundation is entitled to verify submitted documents as per list attached and revise/accept total points as per the evaluation process.**

Yours faithfully,

**\*Authorized Signatory [In full and Designation]:**

**Name and Title of Signatory:**

**Name of Bidder:**

**Address:**

#### **Annexure A**

#### **List of Documents to be attached:**

<b>Sl. No</b>	<b>Criteria</b>	<b>Documentary evidence</b>
1.1	Your turnover as per IT return filed in any of the past 3 years is	IT Return of the year with said turnover
1.2	You have received empanelment from GeM/any Govt department or ISO/ Industry certification or authorized dealership/affiliation for this category	Copy of letter or certificate with organisation's name & category detail
1.3	Ownership & Governance	Copy of certificate for ownership & governance
1.4	Year of existence of your organization	Registration certificate/ First bank account statement
1.5	EPFO registered Employer	Copy of EPFO registration
2.1 b)	You have serviced <b>ANY</b> of (i)Government sector: Govt departments/agencies/PSU (ii) LISTED Private sector: Stock exchanged listed private sector companies or Abroad listed MNCs' Indian arm with a single order above 10 Lakhs	Purchase order copy of Rs 25 lakh from the buyer
2.1 c)	You have serviced <b>BOTH</b> of (i)Government sector: Govt departments/agencies/PSU (ii) LISTED Private sector: Stock exchanged listed private sector companies or Abroad listed MNCs' Indian arm with a single order above 10 Lakhs	Purchase order copy of Rs 25 Lakh from both Govt Sector Buyer & Listed Pvt Company (Join into 1 File)
2.2 b)	Have you ever got any repeat order from the same Government sector: Govt departments/agencies/PSU <b>OR</b> LISTED Private sector: Stock exchanged listed private sector companies or Abroad listed MNCs' Indian arm over two consecutive financial years	Purchase order from two consecutive year from one type of institutional buyer (Join into 1 File)
2.2 c)	Have you ever got any repeat order from the same Government sector: Govt departments/agencies/PSU <b>AND</b>	Two sets of purchase orders from two consecutive years one from each type

	<i>LISTED Private sector: Stock exchanged listed private sector companies or Abroad listed MNCs' Indian arm</i> over two consecutive financial years	of institutional buyers (Join into 1 File)
2.3 b)	Have you received any award recognition <b>OR</b> letter (or email) of reference / appreciation from customers	Copy of award certificate or letter
2.3 C)	Have you received any award recognition <b>AND</b> letter (or email) of reference / appreciation from customers	Copy of award certificate and letter (Join into 1 File)
3.1 b)	Do you have installed facilities of manufacturing unit/warehouse/shop front/office/Nursery with cumulative total area of 3000 sqft or more	Copy of rental agreements or ownership for 3000sqft area or more
3.2 b,c)	Fastest turn around time for any order with value of Rs.10 lakhs or more delivered by you in past 3 years	PO-GRN/Completion report/ Handover certificate showing turnaround time & value or Rs25 lakh or more