



Regional Institute of English, South India
Inanabharathi Campus, Bengaluru – 560 056

No. CW1/RIE/CANTEEN/C1/6/2010-11/

Dated: 08.07.2010

TENDER NOTIFICATION

Tenders are invited under two cover system, from the kitchen equipment manufactures / dealers mentioned below in the office of Regional Institute of English (RIE) shown in paragraph 1.1 of the request for Proposal (RFP) appended to this notification. The bidder is also required to provide kitchen equipment and make it operational as per the requirement of the Institute.

Sl.No.	Description	Numbers
1	Supply and setting up of the kitchen equipments	01

The prescribed tender forms and the Request for Proposal (RFP) containing terms and conditions, and all other relevant details of tender may be obtained from the Director at the above given address or can be downloaded from the website <http://www.riesi.co.in> Such forms should be accompanied by a DD for Rs. 500/- (non refundable).

The bidder should satisfy all the terms and conditions laid down in the RFP in relation to provide kitchen equipments.

The first sealed cover in respect of the technical bid should contain:

1. The Technical / Pre-qualification bid with all the required details in the prescribed format (Annexure – 1) appended to the RFP.
2. Documents required in terms of the stipulations contained in clauses terms and conditions of the RFP and proof in support of the claims therein.
3. Particulars of VAT Registration.
4. VAT Clearance Certificate.
5. PAN details under the Indian Income Tax Act, 1961.
6. Copies of audited Balance Sheets and IT returns that clearly show and confirm the figures.
7. Details of annual sales turnover for the past three years.
8. Proof to show that the bidder has its own office in Karnataka and has been operating for last 5 years in the State of Karnataka.
9. Names and addresses of at least 3 organizations in Karnataka have been provided by the bidder during the past 2 years, particulars of the service provided to be furnished.
10. **EMD of Rs.30,000/- (Rupees thirty thousand only)** in the form of DD in favour of Director, RIESI, Bengaluru payable in Bengaluru (to be enclosed along with the technical / pre-qualification bid document)

The first sealed cover should be super scribed with the words “Technical / Pre-qualification bid” in the prescribed format appended to this RFP i.e. Annexure – 1.

The Second sealed cover should contain financial bid in the prescribed format appended to the RFP i.e. Annexure – 2 and should be super scribed with the words “Financial bid for supply and setting up of the kitchen equipments to the office of RIE”.

The sealed covers containing technical / pre-qualification bid and the financial bid should be enclosed in another sealed cover super scribed with the words “Tender for Supply and setting up of the kitchen equipments in the Institute’s Canteen” and should be addressed to the Director, Regional Institute of English, South India, Jnanabharathi Campus, Bengaluru – 560 056. The bids should be unconditional. Conditional bids will be summarily rejected. The financial bid covers of only those bidders who satisfy the technical / pre-qualification requirements upon evaluation of the pre-qualification bid will be opened.

The last date for submission of tender is **26.7.2010 at 2.00 p.m.** The sealed cover containing both the “Technical / Pre-qualification bid” and the “Financial bid” covers should be delivered to the RIESI, Bengaluru. Tenders received after **2.00 p.m. on 26.7.2010** will be rejected.

Pre-bid meeting will be held on **21.7.2010 at 3.00 p.m.**

The technical / pre-qualification bids will be opened on **26.7.2010 at 4.00 p.m.** in the presence of available bidders (no written intimation to this effect will be given to individual bidder). The successful bidder will be intimated about the date of opening of financial bid separately.

Director
Regional Institute of English
Bengaluru

Dated: 08.07.2010

**OFFICE OF THE DIRECTOR
REGIONAL INSTITUTE OF ENGLISH, SOUTH INDIA
JNANABHARATI CAMPUS
BENGALURU – 560 056**

REQUEST FOR PROPOSAL (RFP)

For

Supply and setting up of the kitchen equipments

**Office of the Director, Regional Institute of English, South India,
Jnanabharathi Campus, Bengaluru – 560 056**

Phone No. 080-23218452, 23213243

Fax: 080 – 23211732

Email - elt@riesi.co.in

Website: www.riesi.co.in

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ABBREVIATION USED

RIE	:	Regional Institute of English
HQ	:	Head Quarters
BG	:	Bank Guarantee
VAT	:	Value Added Tax
TIN	:	Tax Payers Identification Number
TEC	:	Technical Evaluation Committee
PBG	:	Performance Bank Guarantee
EMD	:	Earnest Money Deposit

DISCLAIMER

The information contained in this tender document are subsequently provided to bidder(s) whether verbally or in documentary form by or on behalf of the Regional Institute of English (RIE), is provided to the bidder(s) on terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the bidder(s) with information to assist the formulation of their proposals. This tender document does not purport to contain all the information that each bidder may require. The tender document may not be appropriate for all persons, and it is not possible for RIE to consider the investment objectives, financial situations and particular needs of each bidder who reads or uses this tender document. Each bidder should conduct his / her own visit and analysis and should check accuracy, reliability and completeness of the information contained in this tender document and wherever necessary, obtain independent advice from appropriate sources. RIE makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as the accuracy, reliability or completeness of the tender document.

RIE may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information contained in this tender document.

1. SCOPE OF WORK

- 1.1 The scope of work required to be carried out by the bidder should cover and include the following: Supply and setting up of the kitchen equipments at the new canteen of Regional Institute of English, South India, Jnanabharathi Campus, Bengaluru – 560 056

Table – 1

Sl.No.	Name of the Office	Description	Numbers
1	2	3	4
01	Regional Institute of English, South India, Bengaluru	Supply and setting up of Equipments for Institute's Canteen	01

- 1.2 The requirement of number of workers is given in the column 3 of the table – 1 of paragraph 1.1. of this RFP.

2. TERMS AND CONDITIONS

- 2.1 The successful bidder shall enter into an agreement with RIE within seven days of intimation of acceptance of this bid.
- 2.2 RIE will allow free entry and access to the authorized personnel of the successful bidder to carry out the works specified in this RFP during the working hours in the office.
- 2.3 The bidder should be a registered dealer under the KVAT Act, 1003 or under the General Sales Tax Act of any State and proof of the same should be submitted along with the tender document.
- 2.4 The bidder should submit a tax clearance certificate issued by the Sales Tax/Value Added Tax authority concerned covering the period up to the date of publication of the tender.
- 2.5 The bidder should submit proof of Permanent Account Number (PAN) assigned by the Income Tax Department.
- 2.6 RIE reserves the right to make minor changes in the scope of work specified in para 1 above by intimation to all bidders.
- 2.7 The successful bidder shall not sublet or assign or franchise the responsibility to any other agency either in whole or in part.
- 2.8 The successful bidder should be solely responsible for all acts of omission and commission occasioned by this personnel in carrying out the terms of the tender.
- 2.9 The bidder should have minimum 5 years experience in the field of Supply and setting up of Kitchen Equipments.
- 2.10 The tenderer should enclose all necessary documentary evidences in support of his qualification to the tender.

- 2.11 The decision of RIE in the evaluation of the technical / pre-qualification bids and financial bids shall be final.
- 2.12 The bid should be unconditional and conditional bids will be summarily rejected.
- 2.13 Security Deposit: the bidder should furnish to the RIE by way of performance security an amount equivalent to 10 % per year of the bid value in the form of a guarantee or any Nationalized Bank which shall remain in force till the expiry of the service.
- 2.14 The successful bidder should enter into an agreement with RIE within 7 days of the receipt of the award of the contract based on the terms and conditions contained in this RFP document.
- 2.15 The bidder should comply with such directions as to RIE may issue from time to time for successful completion of the work as per the agreement entered into.
- 2.16 The RIE may terminate the agreement in the event of breach of any of the terms of the agreement or the tender by the bidder, with a prior notice of 10 days.
- 2.17 If, after the agreement has been entered into, it is proved that any of the information furnished by the bidder in the tender is false or that the bidder secured the contract through misrepresentation of facts in whatsoever manner, the agreement is liable to be terminated forthwith and security deposit (as in clause 2.18) shall be forfeited by the RIE. The decision of the RIE in this regard shall be final.
- 2.18 Changes if any in this RFP will be updated on the website from time to time, but not beyond 21.7.2010.
- 2.19 All decisions of the RIE will be final.
- 2.20 If the proof for qualification criteria is not satisfactory, department may investigate further. The decision of the RIE on accepting the proof will be final.

3. RESOLUTION OF DISPUTES & NOTICES

- 3.1 The bidder and the RIE shall make every effort to resolve through amicable negotiations, any disagreement or dispute arising under or in connection with the agreement.
- 3.2 All arbitration proceedings shall be held at Bengaluru.
- 3.3 Any notice to be given by one party to the other shall be sent by way of a letter or alternatively through telegram or fax and confirmed in writing.

4. SUBMISSION OF TENDERS

- 4.1 The bidder should enclose a demand draft for Rs. 30,000/- (Rupees Thirty thousand only) to the tender document as earnest money deposit (EMD), drawn on any scheduled bank favouring "The Director, RIESI, Bengaluru", payable at Bengaluru. The demand draft should be enclosed in the cover containing the technical /pre-qualification bid.
- 4.2 The EMD of the successful bidder will be returned only after finalization of the tender process.
- 4.3 RIE reserves the right to reject all or any of the tenders.

- 4.4 The formats for the technical / pre-qualification bid and financial bid shall be as shown in the Annexure-1 and Annexure – 2 to this RFP. Conditional tenders will not be accepted. Tenders received beyond the date and time specified in the tender notification will be summarily rejected.

5. EVALUATION OF THE BIDS

The tenders shall be evaluated by a tender evaluation committee (TEC) constituted by the Director, RIESI, Bengaluru by an order.

- i) Evaluation of pre-qualification bids:

For evaluation of the pre-qualification bids, RIE will take into account the following factors and based on such evaluation the technically qualified bidders will be short-listed.

- a) Compliance to terms and conditions stipulated in the RFP duly supported by certified documentary evidences called for therein.
- b) Submission of duly signed compliance statement.
- c) Review of written reply, if any, submitted by the bidder in response to any clarification sought by RIE.

- ii) Evaluation of Financial Bids:

For the evaluation of the financial bids, RIE will take into account the following factors:

- a) Status of compliance of terms and conditions of RFP
- b) Submission of Financial Bid strictly in the format specified in Annexure – 2 of this RFP. Any change in the format specified or inclusion or addition of any extraneous conditions and suggestions in the financial bid or attaching any addendum or Annexure to the financial bid may result in rejection of the bid.

6. BID VALIDITY PERIOD

Bids (both pre-qualification as well as financial bid) should be valid for a period of 6 months from the last date fixed for submission of bids. Bids submitted with validity period less than 6 months will be treated as non-responsive and will be rejected.

7. DETERMINATION OF L1 BIDDER AND AWARDING OF CONTRACT:

- i) On completion of evaluation process of financial bids and based on any other clarification submitted by the bidder in response to RIE's query, if any, the contract will be awarded to the bidder, who has quoted the lowest price, namely L1 bidder.
- ii) As there will be no scope for negotiation on the price, the bidders in their own interest should quote the most competitive prices. RIE reserves the right to reject L1 bid if the same is found unreasonable or is not as per the technical requirement mentioned in this document and in such a case the next lowest bidder namely L2 will be considered. If for any reason, the work order issued to the L1 bidder does not get executed or the L1 bidder backs out, RIE is at liberty to consider the next lowest bidder namely L2. Consequently, the defaulting L1 bidder will be blacklisted and debarred from participating in any of the future tender processes of ED for a period of 2 years from the date of work order, in addition to forfeiture of EMD.

8. CLARIFICATIONS

During evaluation of the bids (both pre-qualification and financial), RIE may, at discretion, seek clarification from the bidders on the bids or the bidders themselves may seek clarifications from RIE on certain issues contained in this RFP. The request for clarification and the response should be in writing and bidders should note that no change in the prices shall be sought, offered or permitted after submission of the bids.

9. ERRORS AND THEIR RECTIFICATION

Arithmetical errors will be rectified on the following basis:

If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, if and where required, the obtained by multiplying the unit price shall be corrected accordingly. If the bidder does not accept correction of the errors, such bid will be rejected. If there is a discrepancy between figures mentioned in words and figures, the amount mentioned in words shall prevail.

10. CONTACTING RIE

Any effort by a bidder to influence RIE in its decisions on bid evaluation, bid comparison or contract award will result in the rejection of bid or such bidder.

11. RIE's RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

Notwithstanding anything contained in any of the clauses contained in this RFP, RIE reserves the right to accept or reject any or all the bids and to annul the whole bidding process at any time prior to awarding 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 the action by RIE.

12. NOTIFICATION OF AWARD OF CONTRACT

The notification of award of contract in the form of letter by RIE and acceptance thereof by the bidder with in a period of three days from the date of receipt will constitute the formation of the contract.

13. PERFORMANCE BANK GUARANTEE

- i. The successful bidder should, at his / her own expense deposit with the RIE, within 10 working days from the date of award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a nationalized bank payable on demand, for the due performance and fulfillment of the contract by the bidder.
- ii. The Performance Guarantee shall be denominated in the Indian Rupees and shall be by Bank Guarantee.
- iii. The Performance Bank Guarantee will be for an amount of 10% of the total cost. All charges whatsoever such as premium; commission etc. with respect to obtaining the Performance Bank Guarantee shall be borne by the bidder.
- iv. The Performance Bank Guarantee shall be till the expiry of warranty period from the date of awarding the contract.

- v. The Performance Bank Guarantee shall be discharged / returned by RIE upon being satisfied that there has been due performance of the obligations of the bidder under the contract, however, no interest shall be payable on the Performance Bank Guarantee.
- vi. In the event of the bidder being unable to service the contract for whatever reason, RIE shall revoke the PBG; RIE shall notify the bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the bidder is in default.
- vii. RIE shall also be entitled to make recoveries from the bills of the bidder, PBG or any other payment due, in case of any error/omission on bidder's part.

14. TERMS OF PAYMENT

Payment will be released after the completion of both works (A & B) and declaration of satisfactory certificate by the authorities / committee of the quality and safety.

DIRECTOR
RIESI, BENGALURU

ANNEXURE – 1

TECHNICAL / PRE-QUALIFICATION BID

From

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To

The Director
Regional Institute of English, South India
Jnanabharati Campus
Bengaluru – 560 056

Sir,

Sub: Submission of technical / pre-qualification bid for supply and setting up of Kitchen equipments in the Institute's Canteen proposal to the tender notification.

In response to the above tender notification, having studied and understood all the terms and conditions of the said tender notification and the RFP thereof, in regard to provide Group-III service I/We submit the Technical / Pre-qualification bid as follows:

Table – A

GENERAL INFORMATION ABOUT THE BIDDER

1.	Name of the Company / Firm	
2.	Address (of both H.O and Branch Office)	
3.	Telephone Number(s)	Phone: Fax :
4.	E-mail	
5.	Website	
6.	Legal Status	Public Ltd. Co. Private Ltd. Co. Partnership firm / Proprietary concern

7.	Date of Establishment / incorporation	
8.	Quality certifications attained by the firm	
9.	Details of the contact person of the bidder for future correspondence <ul style="list-style-type: none"> • Name • E-mail • Phone/Mobile 	
10.	Particulars of dealership authorization in case of bidders is not the original equipment manufacturers (enclose the dealership letter of authorization)	
11.	Particular of annual turnover of the dealer in the last three financial years as per audited accounts	2007-2008 2008-2009 2009-2010
12.	Particulars of annual turnover in the last three financial years	2007-2008 2008-2009 2009-2010
13.	EMD details	Name of the Bank : Rs. EMD valid up to:

Documents attached:

1. 2 to 10 of the tender notification No:
2. Copies of audited Balance Sheets and IT returns that clearly show and confirm the figures.
3. Sufficient evidence to support information provided in the above table.

Date :

Place :

Signature of the Bidder

ANNEXURE – 2

FINANCIAL BID

From

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To
The Director
Regional Institute of English, South India
Jnanabharati Campus
Bengaluru – 560 056

Sir,

Sub: Submission of financial bid for supply and setting up of Kitchen equipments in the Institute's Canteen for proposal to the tender notification.

Ref: Tender notification no.

In response to the above tender notification, having studied and understood all terms and conditions of the said tender notification and the RFP thereof, in regard supply and setting up of Kitchen equipments in the Institute's Canteen. I/We submit the financial bid as follows:

Supply and setting up of Kitchen equipments in the Institute's Canteen

WORK – A

SI No	Particular	Description of items	Quantity	Total Value Amount in Rupees (Including all Taxes)	
				Figures	Words
1.	SS Double Burner Stove	Size 45"X24"X30" Made out of 16 SWG 304 grade Sheet.	1		
2.	SS Single Burner Stove	Size 22"X22"X30" Made out of 16 SWG 304 grade Sheet	1		

3.	Work Table	Size -3"X24"X32" Made out of 16 gauge SWG top, 18 SWG Bottom shelf with 202 SS pipe stand	2		
4.	Chapathi Stand	With Buffer Plate Overall Dimension Size – 52"X27" M S Plate 1"thickness SS leg of 1.5" Pipe	1		
5.	17 KW Steam Generator Work With LPG with SS Sheet	Made out of 6mm M S Plate and Tata 'C' Class pipe out side SS Glass wool insulation	1		
6.	96 Idly Box	Made out of 16 SWG 304 Grade Sheet	1		
7.	10KG Rice Vessel	Made out of 16 SWG 304 Grade 2" round pipe SS 202 pipe stand	2		
8.	5 K G Rice Vessel pipe Stand	Made out of 16 SWG 304 Grade 2" round pipe SS 202	1		
9.	6 Hole Hot Case (Near Service Counter)	Made out of 16 SWG 304 grade 1 1/2" round SS 202 pipe stand with 6 nos vessels of 18 gauge 10 litres capacity	1		
10.	LPG Pipe Line	Tata 'C' class pipe	L/S		
11.	Steam Pipe line 3/4' GI pipe	and SS Ball valve with rope insulation (not gladding)	L/S		
12.	If any commissioning Charges	-	-		
	Total				

Date :

Place :

Signature of the Bidder

ANNEXURE – 2**FINANCIAL BID**

Supply and setting up of Kitchen equipments in the Institute's Canteen
(Electrical Exhaust System) -

WORK – B

SI No	Particular	Description of items	Quantity	Total Value Amount in Rupees (Including all Taxes)	
				Figures	Words
1.	3 H P Blower with 3 Phase Motor	(Kirloskar Motor) with centrifugall air blower	1		
2.	SS Hood with SS Filter	Size -4'X30''X24'' Made out of 20/24 SWG 202 sheet Grease filter.	1		
3.	SS Hood with SS Filter	Made out of 20/24 SEG 202 sheet Grease filter	1		
4.	SS Hood with SS Filter	Size – 5' X 30 "X24" 20/24 SWG 202 sheet Grease filter.	1		
5.	G I Ducting	Approx With MS Frames made out of 24 gauge Size 1''X1''	30ft		
6.	Erection charges		L / S		
Total					

Date :

Place :
Bidder

Signature of the