



# Army Institute of Technology

Dighi Hills, Pune – 411 015

## Tender Enquiry

email : [project@aitpune.edu.in](mailto:project@aitpune.edu.in),

Tele : 7249250184/185

Description	Tender Fee	EMD	Tender issue	Due date for submission
Replacement of Study Tables and Book Shelves in Abdul Kalam Hostel	1,000/- (DD)	30,000/- (DD)	28 Aug 25 to 09 Sep 25	17 Sep 25

**Note:** Contractors who have registered with AIT can obtain tender documents from Project Office, AIT

**REQUEST FOR PROPOSAL (RFP)**  
**(ARMY INSTITUTE OF TECHNOLOGY (AIT), PUNE)**

**Invitation of Bids for**  
**REPLACEMENT OF STUDY TABLE AND BOOKSHELF IN ABDUL KALAM HOSTEL**

**Request for Proposal (RFP) No 133/2025-26 dated 28 Aug 2025**

1. Bids in sealed cover are invited for supply of services listed in Part III of this RFP. Please superscribe the above mentioned Title, RFP number of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –

- |  |   |
|--|---|
| (a) Bids/queries to be addressed to            | : Project Office, Army Institute of Technology, Dighi, Alandi Road Pune – 411015. |
| (b) Postal address for sending the Bids        | : Project Office, Army Institute of Technology, Dighi, Alandi Road Pune – 411015. |
| (c) Name/designation of the contact personnel  | : Prof Rushikesh H Patil (Project Officer)  |
| (d) Telephone numbers of the contact personnel | : 7249250184/ 7249250185 Extn 2106  |
| (e) e-mail id of contact personnel             | : <a href="mailto:project@aitpune.edu.in">project@aitpune.edu.in</a>              |

3. This RFP is being issued with no financial commitment and the AIT reserves the right to change or vary any part thereof at any stage. AIT also reserves the right to withdraw the RFP, should it become necessary at any stage.

**PART I - GENERAL INSTRUCTION**

4. Last date and time for depositing the Bids: Last date and time for depositing the Bids is **17 Sep 2025** on or before **5:30 pm**. The sealed Bids (both technical and Commercial, in case two bids are called for) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

5. Manner of depositing the Bids: Sealed Bids should be either dropped in the Tender Box marked as TENDER BOX or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

6. Time and date for opening of Bids. Opening of Technical Bids at 10:30 pm on 18 Sep 2025 and Commercial Bids at 2:30 pm on 19 Sep 2025. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by AIT.



7. Location of the Tender Box: Tender Box is placed at Reception Counter of AIT. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
8. Two-Bid system: Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the AIT.
9. Forwarding of Bids – Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like PAN number, GST number and complete postal & e-mail address of their office.
10. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the AIT prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
11. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the AIT may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
12. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
13. Validity of Bids: The Bids should remain valid till three months from the last date of submission of the Bids.
14. Tender Fee:- Bidders are required to submit Tender Fee for amount of Cost of Tender 1000/- along with their bids. The Tender Fee may be submitted in the form of an Account Payee Demand Draft in favour of Army Institute of Technology.
15. Earnest Money Deposit:- Bidders are required to submit Rs – 30,000/- (Thirty thousand Thousands only) as Earnest Money Deposit (EMD) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft in favor of Army Institute of Technology. EMD is to remain valid for a period of Sixty days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. EMD is exempted for firms producing MSME, Udyam Adhar or equivalent Govt certificates.



**Part II – Essential Details of Services/Services required**

16. Schedule of Requirements – List of services / services required is as follows: -

**REPLACEMENT OF STUDY TABLE AND BOOKSHELF IN ABDUL KALAM  
HOSTEL**

17. Technical Details:

Ser No	Description of Items	Unit	Qty	Compliance		Remarks
				Yes	No	
1	<p>M/L charges for Book Shelf come Study Table (Size of Book Shelf - 2'11" W x 6'8" H) with 19mm Ply both side laminate finish with 2 shutter &amp; 01 drawer finish including existing book shelf removing and new book shelf fixing</p> <p>Make :</p> <ul style="list-style-type: none"> <li>• Plywood - Full Gurjan, Boiling Water Proof (BWP), Termite proof, Light Red colour Bhusa,</li> <li>• Laminate - Royal Touch,</li> <li>• Fevicol - Marine</li> <li>• Handle &amp; Hinges - Hettich or equivalent</li> </ul>	Nos	50			

18. Two-Bid System - Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. The Bidders are advised to submit the compliance statement in the following format along with Technical Bid.

Para of RFP specifications service-wise	Specification of service offered	Compliance to RFP specification – whether Yes / No	In case of noncompliance, deviation from RFP to be specified in unambiguous terms
21			

19. Completion Period – Completion Period for services would be within 04 weeks from the effective date of contract. Please note that Contract can be cancelled unilaterally by the AIT in case services not received within the contracted period. Extension of contracted delivery period will be at the sole discretion of the AIT, with applicability of LD clause.

20. Consignee Details.

Project Officer - Army Institute of Technology,  
Dighi, Alandi Road  
Pune – 411 015  
Tele : 7249250184/ 7249250185 Extn 2106



### **Part III – Standard Conditions of RFP**

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Service provider in the Contract) as selected by the AIT. Failure to do so may result in rejection of the Bid submitted by the Bidder.

21. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
22. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. In all these matters the decision of the Director, AIT shall be final and binding. Legal case to be filed in Pune Jurisdiction only.
23. **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 1.0% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.
24. **Termination of Contract:** The AIT shall have the right to terminate this Contract in part or full in any of the following cases :
  - (a) The delivery of the service is delayed for causes not attributable to Force Majeure for more than (04 weeks) after the scheduled date of delivery.
  - (b) The Service provider is declared bankrupt or becomes insolvent.
  - (c) The delivery of service is delayed due to causes of Force Majeure by more than (04 Weeks) provided Force Majeure clause is included in contract.
  - (d) The AIT has noticed that the Service provider has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
  - (e) As per decision of the Arbitration Tribunal.
  - (f) AIT and Service provider can terminate the contract by giving one month notice without any reason.
25. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
26. **Taxes and Duties**
  - (a) General



- (i) Bidder must specify duties and taxes as applicable in his bid. Not mentioning the same will be considered an invalid bid.
- (ii) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained after the opening of tenders.
- (iii) If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.
- (iv) If a Bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the service in question for the purpose of comparing their prices with other Bidders.
- (v) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the AIT by the Service provider. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Service provider.



#### Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Service provider in the Contract) as selected by the AIT. Failure to do so may result in rejection of Bid submitted by the Bidder.

27. **Repeat Order Clause** – The contract may have a Repeat Order Clause, wherein the Buyer can order upto 100% quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Buyer to place the Repeat order or not.

28. **Performance Guarantee**: - The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 5% of the contract value within 07 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty.

29. **Payment Terms for Service providers** –

(a) 60% payment of material will be released only after delivery of material at site and on production of invoice of the material procured.

(b) Balance payment will be made after final checking by Board of Officers.

30. **Force Majeure clause.**

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of service under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to



the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the service received.

31. Warranty/Defect Liability Period -

(a) The Contractor will provide free maintenance for a minimum period of one year under Defect Liable Period. The contractor has to ensure initiation for rectification in a reasonable period within three days of the defect being intimated. Defect to be completed in a reasonable period as per the Engineering practice. The Customer may invoke the bank guarantee in case contractor fails to ensure rectification of defects within the reasonable period of the defect being intimated.

(b) In order to ensure the quality during this period, contractor shall provide maintenance support the following: -

i. Contractor will ensure that the quality will continue exactly the same manner as at the time of acceptance.

ii. Contractor will carry out preventive maintenance once in every 3 months during Defect Liability Period.

32. Conditions during Warranty/ Defect Liability Period. The contractor should fulfil the following conditions during the warranty :-

(a) Any complaint regarding work thereof should be rectified reasonable period as per the Engineering practice.

(b) If the correction process delayed beyond the reasonable period, penalty at the rate of Rs 500/- (Rs Five hundred only) per day will be charged or recovered out of the Bank Guarantee held towards the warranty. In case of any major damage for more than the reasonable period, Customer has the option to get it repaired from any suitable agency at the risk and cost to be borne by the contractor, which will be deducted from the Bank Guarantee due to contractor.



### **Part V – Evaluation Criteria & Price Bid issues**

33. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.

(b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the AIT with reference to the technical characteristics of the equipment as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

(c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 54 below. The consideration of taxes and duties in evaluation process will be as follows:

i. In cases where only indigenous Bidders are competing, all taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the AIT would be the deciding factor for ranking of Bids.

ii. In cases where both foreign and indigenous Bidders are competing, following criteria would be followed –

(aa) The Bidders are required to spell out the rates of GST, Customs duty etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of GST/Customs duty is intended as extra, over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entailed after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of Customs duty / Excise Duty / VAT duty upto any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of Customs duty / Excise Duty / VAT, it should be brought out clearly. Stipulations like, excise duty was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that excise duty will not be charged by him even if the same becomes applicable later on. In respect of the Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of excise duty which is normally applicable on the service in question for



the purpose of comparing their prices with other Bidders. The same logic applies to Customs duty and VAT also.

(ab) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(ac) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the AIT. The AIT will have the right to award contracts to different Bidders for being lowest in particular services. The AIT also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

(ad) Any other criteria as applicable to suit a particular case.

34. Price Bid Format: Bid should contains the following –

(a) Basic cost of the Services:

Sr. No	Services
A	<b>Replacement of Study Tables and Book Shelf in Abdul Kalam Hostel.</b> <b>Details as per Appendix.</b>
Total of Basic Cost	
GST (%)	
Total Cost (All Incl)	
Total Cost (All Incl) in Words	

Note –

Determination of L1 vendor will be done based on Total Cost (Incl of All).

AIT/0810/133/2025-26/Proj

Dated : 28 Aug 2025



(MK Prasad)  
Col (Retd)  
Director



**APPENDIX****REPLACEMENT OF STUDY TABLE AND BOOKSHELF IN ABDUL KALAM HOSTEL**

Ser No	Description of Items	Unit	Qty	Rate	Amount
1	M/L charges for Book Shelf come Study Table (Size of Book Shelf - 2'11" W x 6'8" H) with 19mm Ply both side laminate finish with 2 shutter & 01 drawer finish including existing book shelf removing and new book shelf fixing  Make : <ul style="list-style-type: none"><li>• Plywood - Full Gurjan, Boiling Water Proof (BWP), Termite proof, Light Red colour Bhusa,</li><li>• Laminate - Royal Touch,</li><li>• Fevicol - Marine</li><li>• Handle &amp; Hinges - Hettich or equivalent</li></ul>	Nos	50		