

REQUEST FOR PROPOSAL (RFP)

INSTRUCTIONS FOR PRINTING/SUPPLY OF STATIONERY ITEMS/FORMS ARMY PUBLIC SCHOOL BAREILLY

Dear Sir,

- 1 Please reference advertisement published in local news paper Hindustan Times (Hindi Edition) dated 10 Mar 2022.
2. Tender are invited from vendors having GST No for printing/supply of stationery items for Army Public School, Bareilly in accordance to the sample/list of items to be supplied is attached as Appendix 'B'. Sealed tenders are invited to be dropped in the sealed tender box on or before **21 Mar 2022 till 1200hrs**. The sealed tender will be opened by a board of officers on date and time to be intimated later.
3. General Information about the tender:-
 - (a) Tender reference No 1035/APS dated 10 Mar 2022.
 - (b) Last date and time for receipt of tenders 21 Mar 2022, 1200 hrs
 - (c) Time and date for opening of tenders will be intimated later.
 - (d) Place of opening of tenders – Senior Wing, Army Public School, Bareilly Cantt.
 - (e) Address for Communication- Senior Wing, Army Public School, Bareilly Cantt- 243001.
4. The tender shall be submitted **in single stage two - bid system**, of the Technical and Commercial bids.
5. Quotation shall remain valid up to 30 days from the date of opening of tender. (**Note: Bid Validity period may be increased/decreased on a case to case basis with the approval of CFA**).

Submission/Opening of Tenders

6. PLEASE QUOTE OUR RFP NO AND DATE OF TENDER OPENING ON SEALED COVER. FAILURE TO DO SO WILL RENDER YOUR OFFER INVALID.
7. The Technical and Commercial bids are to be submitted in two separate sealed envelopes, duly marked as "Technical Bid as per Appx 'A' for RFP No.1035/APS dated 10 Mar 2022 and "Commercial Bid for RFP No. 1035/APS Dated 10 Mar 2022". The quotation are to be super-scribed with your firm's name, address, and official seal and ink signed by an authorized representative of the Tenderer. Sealed Bids addressed to Principal, Army Public School, Bareilly Cantt should be dropped in tender box located at Army Public School, Bareilly Cantt (Senior Wing), or to be sent by registered post so as to reach this office by due date and time. No responsibility will be taken for postal delay or non-delivery/non-receipt of tender documents. Tenders sent by fax would not be considered.
8. Sealed quotations will be opened by a committee on due date and time. Your authorized representative from the Company can attend the tender opening.

9. To avoid any complications with regard to Late Receipt/Non-receipt of Tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach this office before due date. Late quotes will be rejected out rightly.

10. Commercial offers will be opened only of those firms, who's Technical Offers have been found suitable after technical evaluation. Further negotiations will be made with the selected bidder (L1) as determined by the committee. The date, time and venue fixed for this purpose will be intimated separately.

11. **Earnest Money Deposit.** The bidders are required to deposit an EMD of Rs 6000/- with a validity of 90 days in the form of an Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque or Bank Guarantee from any of the public or a private sector bank authorized to conduct government business.

12. **Liquidated Damages:** In the event of the seller' s failure to submit the Bonds/ Guarantees and documents, supply the stores/ goods 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 agree liquidated damages to the sum of Rs. 0.5% of the contract price of the delayed/ undelivered stores/services mentioned above for every week of delay or part of a week, subject to maximum value of liquidated damages being not higher than 10% of the value of delayed stores/ services.

13. **Payment Terms.** The Payment Terms for the Contract Price shall be 100% amount of total value of contract paid to the vendor on supply of stationery items after approval by inspection and checking committee on receipt of bills duly supported with all documents through cheque. Bills must clearly indicate GST registration No and detailed break-up of GST, failing which the payment will not be released.

14. **TERMS AND CONDITIONS**

(a) The contract will be given to the selected Vendor/Printer and the price quoted must remain valid for 6 months.

(b) The selected vendor has to supply the stationery items within 10 days from the date of Supply Order. This is a rate contract for a period of 180 days from the date of commencement of the contract.

(c) The school authorities have right to terminate the contract in case of unsatisfactory quality and quantity, or any other dispute and no claim whatsoever the contractor shall be admissible on this account.

(d) The vendor will obey and observe the instructions issued by Principal, Army Public School, Bareilly purchase Committee or Competent Authority.

(e) The supply of stationery items to the school premises as per Appendix 'B' has to be done by the vendor at his own expenses.

(g) The sample of stationery items as per the list attached at Appendix 'B' will be brought by the vendor at the time of dropping of tender/ quotation. The supply of stationery items will be carried out in the school after verification its quantity and quality.

(h) It must be noted that only Bareilly Court have jurisdiction to entertain any proceedings related to this contract whether during pendency or after expiry/termination.

Pre-Bid Conference

15. All clarifications are to be resolved in the Pre-Bid Conference as most of the items are to be printed based on samples available with the school on **19 Mar 2022** at Principal Office, Army Public School, Bareilly, prior submission of bids. No revision of Commercial Bid would normally be permitted after opening of the Technical Bid.

Commercial Bid

16. The Commercial bid is to be submitted strictly in accordance with **Appendix 'B'** to this tender enquiry. The Commercial bid once opened, will not be subjected to unilateral revision by the firm, unless the firm is called for price negotiations specifically and asked to justify the rates.

Conditions under which this RFP is issued.

17. This RFP is being issued with no financial commitment and school reserves the right to change or vary any part thereof at any stage. The school reserves the right to reject any or all of the offers without assigning any reason whatsoever. The school also reserves the right to withdraw the RFP should it be so necessary at any stage.

18. Please acknowledge receipt.

Thanking you,

Yours faithfully

(NK Mathur)
Offg Principal

Appx 'A'
(Refers to Para 4 of Tender Form)

TECHNICAL BID

SUPPLY OF STATIONERY

The following documents and specification will also be submitted with Technical Bid :-

Ser No	Documents/Features of items	Documents Produced by Vendor Yes/No	Remarks
1.	Certificate of experience in supply of stationery items		
2.	Certificate of firm's registration for GST, excise and TIN.		
3.	ITCC for last two years		
4.	List of establishments/organization where your firm is executing supply along with a zerox copy of work order/certificate of satisfactory performance.		
5.	Profile of company		
6.	EMD of Rs. 6000/- (refundable)		
7.	Terms and conditions accepted or not.		

Date : Mar 2022

Signature and authorized company seal

COMMERCIAL BID

Ser No	Nomenclaturwe	A/U	Qty reqd	Rate	Amount
<u>Adm</u>					
1	Admission forms	Pad	15		
2.	Registration Form	Pad	10		
3.	Prospectus	Nos	1000		
4.	Fees Book(Offrs, JCOs, OR & Civilian)	Nos	5000		
5.	Transfer Certificate	Pad	20		
6.	Staff Leave Register	Nos	04		
7.	Computerized made Identity Card for regular employees	Nos	100		
8.	Computerized made Identity Card for three years contractual employees	Nos	100		
9.	Service Books	Nos	50		
10	Despatch Register (Outgoing)	Nos	02		
11.	School File Cover	Nos	2000		
12.	Students File Cover	Nos	1000		
<u>Academic</u>					
13.	Teacher Diary	Nos	120		
14.	Student Attendance Regtister	Nos	90		
15.	Statement of marks , Anecdotal Record & Parents feed Back register	Nos	90		
16.	Departmental Meeting Register	Nos	90		
17.	Mark Register	Nos	20		
18.	Substitution for Teachers on Leave	Pads	10		
	Total				
	GST if any				
	G Total				

Date : `Mar 2022

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Ser No	Name of Items	A/U	Qty reqd	Rate	Total
1	Pilot Pen V5 Hitech (Green-05, Blue- 20, Red- 10)	Nos	20		
2	Chart Paper (White, Pink, Sky Blue & Black)	Nos	20		
3	Cello Tape 2" (Good Quality)	Rolls	10		
4	Cello Tape 0.5" (Good Quality)	Rolls	10		
5	Whitener (Pen Type)	Nos	20		
6	Paper Clips Bell (35mm)	Pkts	10		
7	White Board Marker (Black) (Camlin)	Pkts	2		
8	Flag Prompt Coloured (Containing 24 Set in one Pkt)	Pkts	5		
9	Coloured Tape (0.5") (Green, Blue, Pink, Silver & Golden)	Nos	20		
10	Fevicol Squeezy Tubes (22.5 gms)	Nos	20		
11	Stamp Pad (Fabre Castle) Mini	Nos	3		
12	CD Marker (Permanent Marker)	Nos	5		
13	Ball Pen (Blue- 30, Red- 05, Black- 05)	Nos	25		
14	Pencil Natraj	Pkts	20		
15	Rubber Natraj	Pkts	3		
16	Paper Pin Super Bell	Pkts	5		
17	Hi Lighter Camel different Colours (10 Nos)	Pkts	1		
18	Calculators (Big)	Nos	3		
19	Brown Sheet Good Quality	Sheets	200		
20	Fevi Stick Super (15 gm)	Nos	10		
21	Tags Good Quality	Bundles	5		
22	Plastic File Folder A4 Size (Milky files Quality) (Kobra File A4)	Nos	15		
23	Index File Folder	Nos	4		
24	Sketch Pen (Black) Luxor	Pkts	2		
25	Pad Ink	Bottle	4		
26	Stapler -10 (Kangaro) Large	Nos	07		
27	Stapler -10 (Kangaro) Small	Nos	10		
28	A4 Size Photostat paper (A4 75g/m2 Century star)	Ream	150		
29	Legal Size Photostate paper	Ream	20		
30	Binder Small	Nos	50		
31	Binder Large	Nos	30		
32.	Student Security Register 500 pages	Nos	02		
	Total				
	GST if any				
	G Total				

Date : `Mar 2022

Signature and authorized company seal

