

REQUEST FOR PROPOSAL (RFP)

SUPPLY OF STATIONERY ITEMS FOR ESTABLISHMENT OF INCLUSIVE EDUCATION RESOURCE ROOM AT PRIMARY WING, ARMY PUBLIC SCHOOL BAREILLY

Dear Sir,

1. Please reference advertisement published in local news paper Amar Ujala dated **13 Jul 2021**.
2. Tender are invited from vendors having GST No for **Supply of Stationery items for establishment of Inclusive Education Resource Room at Primary Wing of Army Public School, Bareilly** in accordance to the specification is attached as Appendix 'B'. Sealed tenders are invited to be dropped in the sealed tender box on or before **24 Jul 2021 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 **19 Jul 2021**.
 - (b) Last date and time for receipt of tenders **24 Jul 2021, 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 **19 Jul 2021** and "Commercial Bid for RFP No. 1035/APS Dated **19 Jul 2021**". The quotations 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 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 5,000/-** with a validity of 180 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. **Requirement of Installation/Commissioning.**

(a) Delivery of items shall be completed within 03 (Three) weeks from the date Supply order at Army Public School, Bareilly. On completion of delivery, APS Bareilly will issue a certificate.

(b) Installation including acceptance testing shall be completed within 03 (Three) Weeks from the date of delivery at Army Public School, Bareilly. On completion of installation including acceptance and testing. Army Public School, Bareilly will issue a certificate.

13. **Delivery Period.** Delivery period for supply of items would be as given in paragraph 12 above. Please note that contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

14. **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.

SPECIAL CONDITIONS

15. **Performance Bank 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 for a sum of equal to **10%** of the contract value **within 30 days** beyond the date of warranty. The specimen of PBG is att at **Appx.**

16. **Payment Terms.** The Payment Terms for the Contract Price shall be paid 100% amount of total value of contract shall be paid to the contractor on **Supply of Stationery items for establishment of Inclusive Education Resource Room** 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.

17. **Repeat Order Clause.** School may place a repeat order for same items at the same cost within six months time period from the date of supply order.

18. **Acceptance Testing.** All items will be subjected to detailed acceptance testing procedure by a Board of Officers as per scope of work for the project. The details of the procedure will be worked out jointly by the vendor and the users. The specification of the items should be conformity with the details provided by the vendor and as per the given specifications. Any additional equipment needed for acceptance testing would be provided by the Vendor at his own cost. In case any item is found not as laid down specifications and the consignment rejected, the vendor shall remove the items from user premises at his cost. The user would issue an acceptance certificate on successful completion of acceptance testing.

19. **Mode of Payment.** One Time after checked by a Board for specification and smooth functioning of equipments through cheques

20. **Advance Payments.** No advance payment(s) will be made.

21. **Quality.** The quality of the stores delivered according to the present Contract shall correspond to the technical conditions and standards valid for the deliveries of the same stores for in Seller's country or specifications enumerated as per TE and shall also include therein modification to the stores suggested by the Buyer. Such modifications will be mutually agreed to. The Seller confirms that the stores to be supplied under this Contract shall be new i.e. not manufactured before (Year of Contract), and shall incorporate all the latest improvements and modifications thereto and modified equipment. The Seller shall supply an inter changeability certificate along with the changed part numbers wherein it should be mentioned that items would provide as much life as the original items. The vendor should also committed to provide higher version of the product offered in case the offered product becomes obsolete or newer version is available without any change in the terms and conditions and prices quoted.

22. **Inspection Authority.** The inspection will be carried out by a Board of Officers on behalf of the buyer. The mode of inspection will be joint inspection.

23. **TERMS AND CONDITIONS**

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

(b) The selected Vendor has to **Supply the Stationery items within three weeks** from the date of Work 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 specification of work station 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 items for **Stationery items** will be carried out in the school after verification its quantity and quality.

(f) 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

24. All clarifications are to be resolved in the Pre-Bid Conference to be held in the school on **22 Jul 2021** 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

25. 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.

26. 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, if necessary at any stage.

27. Please acknowledge receipt.

Thanking you,

Yours faithfully

(Aparna Tripathi)
Capt (Retd)
Principal

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TECHNICAL BID

While dropping the quotation in quotation box/forward the sealed quotation, the following points to be taken care of :-

Ser No	Documents/Features of items	Documents produced by Vendor Yes/No	Remarks
(a)	Certificate of experience in Supply of Stationery items for establishment of Inclusive Education Resource Room.		
(b)	Certificate of firm's registration for GST, excise and TIN.		
(c)	ITCC for last two years		
(d)	List of establishment/ organization where your firm is executing supply alongwith a zerox copy of work order/certificate of satisfactory performance.		
(e)	Profile of company		
(f)	DD of Rs 5,000/- refundable as EMD		
(g)	Certificate for acceptance of terms & conditions mentioned in RFP.		

Consignees Details:

The Principal

Army Public School, Birdwood Lines,
Bareilly Cantt - Pin -243001.

Date : Jul 2021

Signature of the Authorized Signatory Company's Seal

**SUPPLY OF STATIONERY ITEMS FOR ESTABLISHMENT OF INCLUSIVE EDUCATION
RESOURCE ROOM AT PRIMARY WING, ARMY PUBLIC SCHOOL BAREILLY**

COMMERCIAL BID

Ser No	Nomenclature	A/U	Qty	Rate	Amount	Remarks
1.	Supply the following Stationery items for establishment of Inclusive Education Resource Room at Primary wing, Army School Bareilly :-					
	(a) Books with large prints	Pcs	20			
	(i) Rhyme books	Pcs	15			
	(ii) Story books- with pictures	Pcs	15			
	(iii) Comics – colourful	Pcs	10			
	(iv) Comics – colourful	Pcs	10			
	(v) Colourful pictures/ charts/ posters/ wheel charts	Pcs	10			
	(vi) Spelling Success books	Pcs	05			
	(b) Worksheets – Customised work sheets, worksheets from internet-printed/ photocopied	Set	20			
	(c) STATIONERY materials – Chart papers, crayons, colours, paint					
	(i) Chart Papers	Nos	20			
	(ii) Crayons sets	Nos	05			
	(iii) Colour sets	Nos	05			
	(iv) Paint set	Nos	05			
	(d) White Boards	Nos	01			
	(e) Black Board	Nos	01			
	Total					

Date : Jul 2021

Signature and authorized company seal