

## REQUEST FOR PROPOSAL (RFP)

### PRINTING & SUPPLY OF STATIONARY ITEMS ARMY PUBLIC SCHOOL BAREILLY

Dear Sir,

1. Please reference advertisement published in local news paper The Hindustan Bareilly edition (Hindi) dated \_\_\_\_ June 2024.
2. Tender are invited from vendors having GST No for printing & supply of stationary for 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 \_\_\_\_ **June 2024 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 \_\_\_\_ June 2024.
  - (b) Last date and time for receipt of tenders \_\_\_\_ June 2024, 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 \_\_\_\_ June 2024 and "Commercial Bid for RFP No. 1035/APS Dated \_\_\_\_ June 2024". The quotations are to be superscribed with your firm's name, address, and official seal and ink signed by an authorized representative of the Tendered. 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 tendered 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 10,000/- with a validity of 80 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 paid 100% amount of total value of contract shall be paid to the contractor on supply of 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 and the price quoted must remain valid for 6 months.

(b) The selected Vendor has to supply of items within \_\_\_\_ 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 supply of stationery items & Printing Answer Sheet to the school premises as per Appendix 'B' has to be done by the vendor at his own expenses.

(d) Proportionate deduction on account of variations in specifications and GSM of the paper shall be made from the Bill of the Firm and in case of paper being supplied to be inferior by more than 15% of the specification, the entire lot of that particular supply shall be rejected at the cost of the Firm and shall be replaced by the Tenderer at no extra cost.

(e) The school administration reserves the right to extend the time lines for delivery of Answer Books and decision taken by the Principal shall be binding on the firm.

(f) In the event of any Tenderer withdrawing after submitting the Tender without sufficient reasons acceptable to the Competent Authority; the Earnest Money/Security Deposit shall be forfeited

(g) Paper shall be arranged by Manufacturer of 60 GSM Maplitho of 'A' class mill with 85-90% brightness for the whole supply, paper from one/single Mill shall be used and the firm will submit an undertaking with the Bill that Maplitho Paper of one single Mill has been used in Printing and Manufacturing of Answer Books. The school may ask for documentary proof also.

(h) All disputes arising under this contract shall be referred to the sole arbitration of , APS Bareilly authorities.

(i) The tentative requirement of the Answer Books/ General Stationary is as given, which may increase or decrease a bit as per requirement.

(j) The paper to be used by the firm for the printing of material should be of Century, Ballarpur, JK & Star mills.

(k) 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 alongwith a sample to be provided to the school on \_\_\_ June 2024 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, if necessary at any stage.

18. Please acknowledge receipt.

Thanking you,

Yours faithfully

(Dr Sarita Sirohi)  
Principal

**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)	Particulars of Tenderer/Propr:- Name of Security Press/Manufacture/Firm with Mobile  No ..... ..... .....		
(b)	Has the firm ever debarred/Black listed by any organization .....  If 'Yes' the details thereof ..... .....		
(c)	Certificate of experience in supply of Printing Answer sheet & Stationery items		
(d)	Sample of Maplithopaper of 'A' Class Mills in 60 GSM (to be attached duly signed and stamped)		
(e)	Certificate of firm's registration for GST		
(f)	ITR for last two years		
(g)	DD of Rs 10,000/- refundable as EMD		
(h)	Certificate for acceptance of terms & conditions mentioned in RFP.		

**Consignees Details:**

**The Principal**

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

Date : June 2024

Signature of the Authorized Signatory Company's Seal

**COMMERCIAL BID**  
**PRINTING OF ANSWER SHEETS**

S.No.	Nomenclature	A/U	Qty reqd	Rate per Answer sheet	Amount
1	04 PAGES ANSWER SHEETS PRINTED	As per sample	12000		
2	06 PAGES ANSWER SHEETS PRINTED	As per sample	12000		
3	08 PAGES ANSWER SHEETS PRINTED	As per sample	26500		
4	12 PAGES ANSWER SHEETS PRINTED	As per sample	6500		
5	16 PAGES ANSWER SHEETS PRINTED	As per sample	10000		
				<b>Total</b>	
				<b>GST , If any</b>	
				<b>Grand Total</b>	

**Note:-**

Before printing the answer sheet it must to be provided sample for examine.

S.NO.	NAME OF THE ITEM	SPECIFICATION
1	Answer sheets of 12 & 16 pages in the size of 22 (w) x 27.5 (L) cms along with front till cover printing in blue colour in the size of 09 x 24 cm with a hole on top left corner for tag.	Maplitho Paper of 'A' class mills in 60 GSM with brightness 85- 90%
2	Answer sheets of 06 & 08 pages in the size of 22x 27.5 cm along with front cover printing in blue colour in the size of 06 x 24 cm with a hole on top left corner for tag.	Maplitho Paper of 'A' class mills in 60 GSM with brightness 85- 90%
3	Answer sheets of 04, pages in the size of 22x 27.5 cm along with front cover printing in blue colour in the size of 04 x 24 cm with a hole on top left corner for tag.	Maplitho Paper of 'A' class mills in 60 GSM with brightness 85- 90%

Date : June 2024

Signature and authorized company seal

**COMMERCIAL BID**  
**PURCHASE OF STATIONARY ITEMS**

S.No.	Nomenclature	A/U	Qty reqd	Rate	Amount
1	CENTURY STAR PAPER REAM (QPS AND OTHER MISCELLANEOUS PRINTING)	LEGAL(75g/m <sup>2</sup> )	450		
2	CENTURY STAR PAPER REAM (QP,REPORT CARD & OTHER MISCELLANEOUS PRINTING)	A4(75g/m <sup>2</sup> )	60		
3	RUBBER BAND PKT (LARGE SIZE RUBBER BANDS P)	As per sample	8		
4	CELLO TAPE ROLL 01 INCH	Full size roll As per sample	10		
5	CELLO TAPE ROLL 02 INCH	Full size roll As per sample	10		
6	STAPLER KANGROO (HD-10D)	Nos	6		
7	STAPLER PIN BOX (KANGROO)	BOXESX1000 STAPLES	6		
8	INDEX FILE (BRANDED)	Nos As per sample	5		
9	FEVI STICK (PIDILITE) 15 GM	Nos	15		
10	PENCIL BOX (DOMES)	Nos	3		
11	COTTON THREAD ROLL (EACH PKT 20 ROLL)	PKT As per sample	5		
12	PLASTIC THREAD OR TWIN	Nos As per sample	6		
13	PLASTIC FOLDER (HEAVY SIZED)	Nos As per sample	30		
14	FLAG PROMPT COLOURED (CONTAINING 24 SET IN ONE PKT)	Nos	5		
15	STICKY PAD (THICK SIZED)	Nos	5		
16	GRAPH PAPER	Nos	1000		
17	SPONGE DAMPNER	Nos	5		
18	COLORLED CHALK (SMALL BOX) (Each Containing 50 Nos Chalk)	As per sample	5		
19	FEVICOL (100ML)	Nos	5		
20	MARKER PEN (THIN WRITING x 4, THIK WRITING x 4)	BLUE, BLACK, RED & GREEN	8		
21	REGISTER 250 PAGES (GOOD QUALITY HARD BOUND)	Nos	6		
				<b>Total</b>	
				<b>GST , If any</b>	
				<b>Grand Total</b>	

Date : June 2024

Signature and authorized company seal

## CERTIFICATE

Certified that I accept all terms and conditions mentioned in this RFP for purchase of Stationary Items & Printing of Answer Sheets.

to APS Bareilly.

Date : June 2024

Signature of auth dealer with firm stamp