

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 16 Mar 2023.
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 **31 Mar 2023 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 16 Mar 2023.
 - (b) Last date and time for receipt of tenders 31 Mar 2023, 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 16 Mar 2023 and "Commercial Bid for RFP No. 1035/APS Dated 16 Mar 2023". 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 15,000/- 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 for papers and printing and 1 year for other stationery items 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 **29 Mar 2023** 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

(Dr Sarita Sirohi)
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.	EMD of Rs. 15,000/- (refundable)		
5.	Terms and conditions accepted or not.		

Date : Mar 2023

Signature and authorized company seal

COMMERCIAL BID

Ser No	Nomenclature	A/U	Qty	Rate	Amount
<u>Adm & Academic</u>					
1	Student attendance register 40 pages both side	Nos	90		
2.	Classroom daily diary 140 pages both side	Nos	90		
3.	Students diary 180 pages both side	Nos	3350		
4.	Teachers diary 220 pages both side	Nos	120		
5.	Marks register 60 pages both side	Nos	90		
6.	Anecdotal record register 120 pages both side	Nos	90		
7.	DO Pad (APS Bareilly) 100 pages	Pad	05		
8.	Class out pass	Nos	160		
9.	Badges for class monitor	Nos	160		
10.	Lesson plan register 300 pages both side	Nos	120		
	Total				
	GST if any				
	G Total				

Note :- Printing of documents would be based on samples provided by the school authorities.

Date : `Mar 2023

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STATIONERY ITEMS

Ser No	Name of Items	A/U	Qty	Rate	Amount
1	Pilot Pen V5 Hitech (Green-05, Blue- 20, Red-05)	Nos	30		
2	Ball Pen Blue	Nos	25		
3	Chart Paper (White, Pink, Sky Blue & Black)	Nos	300		
4	Cello Tape 2" (Good Quality)	Rolls	10		
5	Cello Tape 1" (Good Quality)	Rolls	10		
6	Cello Tape 0.5" (Good Quality)	Rolls	10		
7	Whitener (Pen Type)	Nos	20		
8	Paper Clips Bell (35mm)	Pkts	10		
9	Envelope Large 14"x18' with Cotton Coated	Nos	60		
10	White Board Marker (Black) (Camlin) temporary	Pkts	50		
11	Plastic Thread Roll	Rolls	02		
12	Flag Prompt Coloured (Containing 24 Set in one Pkt)	Pkts	5		
13	Coloured Tape (0.5") (Green, Blue, Pink, Silver & Golden)	Nos	20		
14	Fevicol Squeeze Tubes (22.5 gms)	Nos	20		
15	Stamp Pad (Fabre Castle) Mini	Nos	5		
16	CD Marker (Permanent Marker)	Nos	5		
17	Talc Sheet (Standard) Big (Approx 6 Kg Weighted) Blue Shed	Rolls	6		
18	Sticky Pad (Oddy Re-Stick) Yellow 75 x 75 mm	Pads	10		
19	Pencil Natraj	Pkts	20		
20	Rubber Natraj	Pkts	4		
21	Paper Pin Super Bell	Pkts	10		
22	Envelope Large (14" x 11") (File Cover Size) with Cotton Coated	Nos	50		
23	Envelope Medium (A4) size with Cotton Coated	Nos	50		
24	Rubber Band Good Quality (Big Size)	Pkts	04		
25	Hi Lighter Camel different Colours (10 Nos)	Pkts	1		
26	Tap Dispenser	Nos	02		
27	Gum Bottle small with brush (Champion / Ashoka)	Nos	20		
28	Registers 250 Pages (Good Quality Hard Bond)	Nos	50		
29	Brown Sheet Good Quality	Sheets	500		
30	Fevi Stick Super (15 gm)	Nos	50		

31	Tags Good Quality	Bundles	5		
32	Sharpener Natraj	Pkts	2		
33	Carbon Paper (Kores) A4 Size	Pkts	01		
34	Ruled Paper Dasta	Rim	01		
35	Plastic File Folder A4 Size (Milky files Quality)	Nos	15		
36	Index File Folder	Nos	8		
37	Sketch Pen (Black) Luxor	Pkts	2		
38	Pad Ink	Bottle	5		
39	Stapler Pin -10 (Kangaro) Large	Pkt	10		
40	Stapler Pin -10 (Kangaro) Small	Pkt	10		
41	Due Date Slip (Library)	Pads	25		
42	Book Card (Library)	Nos	1000		
43	Students Card Slip (Library)	Nos	2000		
44	Students Card (Library)	Nos	2000		
45	Periodical Register (Library)	Nos	01		
46	A4 Size Photostat paper (Century)	Ream	150		
47	Legal Size Photostat paper(Century)	Ream	20		
48	Legal Size Photostat paper (Red) (Century)	Ream	05		
49	Legal Size Photostat paper (Sky blue) (Century)	Ream	05		
50	Stick slip	Nos	01		
51	Sutli	Kg	01		
52	Cotton Thread Balls	Bolls	05		
53	Binder Small	Nos	50		
54	Table Call Bell (Dettee)	Nos	04		
55	Paper weight	Nos	05		
56	Black clip	Nos	12		
57.	Poker	Nos	05		
58	Paper punch small	Nos	03		
59.	Permanent marker black	Nos	10		
60.	Deli Steel Blade Cutter	Nos	04		
61.	ELA Binder Clips large (41 mm)	Nos	12		
62.	Dustless chalk white 60 small boxes (Kores)	Pkg	25		
63.	Duster for class board cleaning	Nos	150		
	Total				
	Tax/GST if any				
	Grand total				

Date : `Mar 2023

Signature and authorized company seal