

## REQUEST FOR PROPOSAL (RFP)

### INSTRUCTIONS FOR PRINTING AND SUPPLY OF STATIONERY ITEMS ARMY PUBLIC SCHOOL BAREILLY

Dear Sir,

- 1 Please reference advertisement published in local news paper Amar Ujala dated 20 Mar 2021.
2. Tender are invited from vendors having GST No for printing and supply of stationery items for Army Public School, Bareilly in accordance to the samples, items to be printed is attached as Appendix 'B'. Sealed tenders are invited to be dropped in the sealed tender box on or before **20 Mar 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 05 Mar 2021.
  - (b) Last date and time for receipt of tenders 20 Mar 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 05 Mar 2021" and "Commercial Bid for RFP No. 1035/APS Dated 05 Mar 2021". 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 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 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/Printer has to print and supply the stationery items within 20 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/Printer 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/Printer at his own expenses.

(g) The samples 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 Mar 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**

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

(Aparna Tripathi)  
Capt (Retd)  
Principal

**TECHNICAL BID**

**PRINTING OF STATIONERY ITEMS**

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.	QR Compliance statement		
2.	EMD fpr Rs. 15,000/- (refundable)		
3.	ITCC for last two years		
4.	Certificate for technical literature of original manufacturer of equipment (OEM)		
5.	Copy of enlistment letter from Defence Formation/Central/State Govt		
6.	Quality Certificate		
7.	Photo copy of PAN Card of the firm/owner of the firm duly attested.		
8.	Proof of address ( Tele/Elect bill )		

**COMMERCIAL BID**

Ser No	Nomenclature	Unit	Qty	Rate/Unit	Amount
1.	Admission forms	Pad	10		
2.	Transfer Certificate	Pad	10		
3.	Staff Attendance Register	Nos	06		
4.	Students Attendance Register	Nos	80		
5.	Student's Diary	Nos	3500		
6.	Lesson Plan	Nos	120		
7.	Student's Identity Cards Digital	Nos	3500		
8.	Exam Answer Sheets				
	(i) Exam copy 4 pages	Nos	21000		
	(ii) Exam copy 6 pages	Nos	8000		
	(iii) Exam copy 8 pages	Nos	14000		
	(iv) Exam copy 12 pages	Nos	20000		
	(v) Exam copy 20 pages	Nos	21700		
9..	Anecdotal Register	Nos	78		
	<b>Total cost including GST</b>				

Date : Mar 2021

Signature and authorized company seal

