

## REQUEST FOR PROPOSAL (RFP)

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

Dear Sir,

- 1 Please reference advertisement published in local news paper Hindustan Times (Hindi Edition) dated \_\_\_ May 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 Jun 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 29 May 2023.
  - (b) Last date and time for receipt of tenders \_\_\_Jun 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 \_\_\_May 2023 and "Commercial Bid for RFP No. 1035/APS Dated \_\_\_May 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 Tender. 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 \_\_\_\_\_ 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 May 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. 6000/- (refundable)                              |                                     |         |
| 5.     | Terms and conditions accepted or not.                       |                                     |         |

Date : May 2023

Signature and authorized company seal

**COMMERCIAL BID**

| Sr No.  | Particulars   | SIZE           | QTY (Ream) | RATE / ITEM (₹) | APPROX TOTAL PRICE (₹) |
|---|---|----------------|------------|-----------------|------------------------|
| <b>PROCUREMENT OF PAPERS FOR SELF PRINTING OF QUESTION PAPERS</b> |   |                |            |                 |                        |
| 1   | CENTURY STAR PAPER REAM (QPS AND OTHER MISCELLANEOUS PRINTING)          | LEGAL          | 250        |                 |                        |
| 2   | CENTURY STAR PAPER REAM (QP,REPORT CARD & OTHER MISCELLANEOUS PRINTING) | A4             | 50         |                 |                        |
| <b>PROCUREMENT OF ANSWER BOOKS PRINTED BY VENDOR</b>              |   |                |            |                 |                        |
| 3   | 04 PAGES ANSWER SHEETS  | as per sample  | 10000      |                 |                        |
| 4   | 08 PAGES ANSWER BOOKS   | as per sample  | 13000      |                 |                        |
| 5   | 12 PAGES ANSWER BOOKS   | as per sample  | 28000      |                 |                        |
| 6   | 20 PAGES ANSWER BOOKS   | as per sample  | 5000       |                 |                        |
| <b>GENERAL STATIONARY REQUIREMENT</b>                             |   |                |            |                 |                        |
| 7   | RUBBER BAND PKT (LARGE SIZE RUBBER BANDS)                               |                | 5          |                 |                        |
| 8   | CELLO TAPE ROLL 01 INCH   | Full size roll | 6          |                 |                        |
| 9   | CELLO TAPE ROLL 02 INCH   | Full size roll | 3          |                 |                        |
| 10  | STAPLER KANGROO (HD-10D)  |                | 3          |                 |                        |
| 11  | STAPLER PIN (KANGROO) SMALL   | BOX            | 6          |                 |                        |
| 12  | INDEX FILE  |                | 3          |                 |                        |
| 13  | MARKER PEN INK (BLUE, BLACK, RED)                                       |                | 3          |                 |                        |
| 14  | WHITENER PEN (CORRECTION FLUID)   |                | 3          |                 |                        |
| 15  | FEVI GUM (PIDILITE) 200 ML  |                | 5          |                 |                        |
| 16  | FEVI STICK (15 GM)  | 15 GM          | 5          |                 |                        |
| 17  | PENCIL BOX (Domes)  |                | 3          |                 |                        |
| 18  | COTTON THREAD ROLL (EACH PKT 20 ROLL)                                   | PKT            | 3          |                 |                        |
| 19  | PLASTIC THREAD OR TWIN  |                | 3          |                 |                        |
| 20  | CAMEL/ FABER CASTLE STAMP PAD (BIGGER SIZE)                             |                | 1          |                 |                        |
| 21  | CAMEL/ FABER CASTLE , STAM PAD INK (ORIGINAL BLUE-2 AND GREEN-1)        |                | 3          |                 |                        |
| 22  | PAPER CUTTER/ KNIFE (BIGGER SIZE)                                       |                | 3          |                 |                        |
| 23  | U PIN (STEEL)   |                | 3          |                 |                        |
| 24  | PLASTIC FOLDER (HEAVY SIZED)  |                | 15         |                 |                        |
| 25  | PLASTIC FILE FOLDER (A4 SIZE)   |                | 2          |                 |                        |
| 26  | FLAG PROMT COLOURED (CONTAINING 24 SET IN ONE PKT)                      |                | 2          |                 |                        |
| 27  | STICKY PAD  |                | 2          |                 |                        |
| 28  | GRAPH PAPER   |                | 500        |                 |                        |
| 29  | COLORED CHALK   | BOX            | 5          |                 |                        |
| 30  | REGISTER 250 PAGES (GOOD QUALITY HARD BOUND)                            |                | 3          |                 |                        |

| <b>PROCUREMENT OF ANSWER BOOKS PRINTED BY VENDOR</b> |  |   |
|--|--|---|
| <b>S.NO.</b>   | <b>NAME OF THE ITEM</b>  | <b>SPECIFICATION</b>  |
| 1  | Answer books of various types (08, 12 & 20 pages) in the size of 22 (w) x 28 (L) cms along with front tiller cover printing in blue colour in the size of 09 x 24 cm with hole on left top corner. | Maplitho Paper of 'A' class mills in 60 GSM.  |
| 2  | Answer sheets of 4 pages in the size of 22x 28 cm along with front cover printing in blue colour in the size of 04 x 24 cm with a hole on left top corner.   | Maplitho Paper of 'A' class mills in 60 GSM.  |
| <b>GENERAL STATIONARY REQUIREMENT</b>                |  |   |
| 1  | As mentioned in the list   | All stationary product should be of brand mentioned or of reputed brand if not specified. |

**Note :- Articles will be as per sample being provided school on 60 GSM paper (A class mills).**

Date : `May 2022

Signature and authorized company seal