

ARMY PUBLIC SCHOOL NAGROTA
PO-KANDOLI NAGROTA (JAMMU)
(Website:www.apsnagrota.in)
E-mail id: apsnagrota@gmail.com Phone no. 0191-2956469

REQUEST FOR PROPOSAL (RFP) : INVITATION FOR BIDS FOR SUPPLY OF ANNUAL STATIONERY ITEMS AT APS NAGROTA

Particulars of the Buyer issuing the RFP : APS NAGROTA

Request for Proposal (RFP) No: APS/ACCTS/7887 dated 16 Mar 2024

1. Bids are invited for supply of items listed in Para 19 of this RFP. Please subscribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below:-

- (a) Bids/queries to be addressed to : ARMY PUBLIC SCHOOL, NAGROTA
NEAR USMAN DWAR, KHANPUR
PO- NAGROTA J&K - 181221
- (b) Postal address for sending the Bids : ARMY PUBLIC SCHOOL, NAGROTA
NEAR USMAN DWAR, KHANPUR
PO- NAGROTA J&K – 181221
- (c) Name/designation of the contact personnel : Principal, Army Public School, Nagrota
- (d) Telephone numbers of the contact personnel : 0191-2956469
- (e) E-mail ids of contact personnel : apsnagrota@gmail.com
- (f) Fax number : -

3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

4. **Eligibility Criteria for Vendors.** Vendor fulfilling the following criteria are eligible to submit the tender:-

- (a) Registration of Firm/Agency/Company.
- (b) Attested copy of PAN and GST Registration.

5. **Last date and time for submitting the Bids : 31 Mar 2024 (1100 hrs).** The sealed Bids should be deposited in the Box placed at main gate of the School by the due date and time. The responsibility to ensure this lies with the Bidder.

6. **Manner of Depositing the Bids (Two envelope Single Bid).** Bids should be submitted in two envelopes marked as Technical bid and Financial Bid and should be submitted by the due date and time. **Late tenders will not be considered.** No responsibility will be taken for delay for non-receipt of Bid documents. **Successful bidders in technical bid will be screened for the financial bid.**

(a) **Cover - I.** The photocopies of following documents will be enclosed in "Cover – I" prior to bid submission closing:-

- (i) Copy of GST Registration certificate and PAN card (Self attested).
- (ii) Copy of Bank details (Self attested).
- (iii) Copy of Tender conditions acceptance letter from the bidder.
- (iv) Copy of Aadhar Card (Self attested)

(b) **Cover - II.** Commercial bid in the form of "BOQ" (Bill of Quantities) which will be submitted as financial bid.

7. **Time and Date for Opening of Bids :- 31 Mar 2024 (1200hrs).** If due to any exigency, the due date for opening of the Bids is Declared a closed holiday, the Bids will be opened on the next Working day at the same time or on any other day/time, as Intimated by the Buyer.

8. **Location of the Tender Procurement Committee** : Army Public School, Nagrota

9. **Place of Opening of the Bids** : Army Public School, Nagrota

The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

10. **Forwarding of Bids.** Bidders should submit details like Registration of Firm/Company/Agency, GST registration No, VAT/CST number, Bank address with ESI and EPF Registration/ Account if applicable, etc and complete postal & e-mail address of their office.

11. **Clarification Regarding Contents of the RFP.** Any clarification regarding the content of bidding documents shall be clarified during pre-bid meeting at APS Nagrota, on 18 Mar 2024 at 1100hrs.

12. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice should not be later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

13. **Clarification Regarding Contents of the Bids.** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing email and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

14. **Rejection of Bids.** Conditional tender/bid will not be accepted and will be rejected.

15. **Validity of Bids.** The Bids should remain valid till **45 days** from the last date of submission of the Bids.

16. **Cost of Tender.** Tender Enquiry can be downloaded from website of school free of cost.

17. **Bid Submission.** Bids will be submitted by bidders offline. No conditional bid shall be allowed/accepted.

18. **Schedule of Requirements.** The tender shall provide the following work in Army Public School Nagrota for the FY 2023-24:-

Ser No	Name	Qty	Requirement
(a)	Annual Stationery Items		AS MENTIONED IN ANNEX - I

19. **Bid Format.** The bid format is attached as Annexure – I Rate quoted will be inclusive of GST.

20. **Firm Details:** The vendors are requested to submit the form duly filled during submission of bids.

1. FIRM PARTICULARS

(a) Name of Individual/Firm/Company:

(b) **Tendered For:** _____

(c) **Category**

(d) Address : Head Office

Telephone No _____ Fax No _____

Mobile No _____ Email Address _____

(e) Branch Office Address:

Telephone No _____ Fax No _____

Mobile No _____ Email Address _____

2. Details of firm :-

(a) **COMMERCIAL INFORMATION**

(i) PERMANENT ACCOUNT NO :

(ii) GST REGN NUMBER :

(iii) TIN NUMBER :

(b) The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer –EFT/RTGS) is to be submitted.

(i) Name of the Company/Firm

(ii) Name of Bank

(iii) Name of Bank Branch

(iv) City/Place

(v) Account Number

(vi) Account type

(vii) IFSC code of the Bank Branch

(viii) MICR Code of the Bank Branch

(ix) Details of other Bankers (for reference purpose only)

IT IS CERTIFIED THAT THE ABOVE INFORMATION FURNISHED IS TRUE TO THE BEST OF MY KNOWLEDGE.

NAME OF THE AUTHORIZED SIGNATORY

SIGNATURE DATE :

(Signature of authority for Seller)

TENDER FOR SUPPLY OF ANNUAL STATIONERY ITEMS AT APS NAGROTA

S.NO	Name of the Items	Qty Reqd	Rate	Amt	Remarks
1	A 4 SIZE RIM (JK)70 GSM	300			
2	LEGAL SIZE RIM (JK) 70 GSM	15			
3	A 4 SIZE RIM (100 GSM JK) 500 Sheet	05			
4	300 GSM SHEETS FOR CERTIFICATE (A-4)	2000 Nos			
5	A 4 SIZE SHEET 180 GSM	3500 Nos			
6	CARRY BAG (50 MICRON) 5 KG	10 Pkt			
7	RUBBER BAND (BIG SIZE) 500 Grms	10 Pkt			
8	PERMANENT MARKER (REYNOLD)	03 Pkt			
9	MARKER INK PERMANENT (CAMILIN)	01 Pkt			
10	WHITE BOARD MARKER (BLACK) (REYNOLD)	15 Pkt			
11	MARKER INK OF WHITE BAORD (BLACK) (CAMILIN)	04 Pkt			
12	STAPLER LARGE (KANGROO)	6 Nos			
13	STAPLERS PIN SMALL (KANGROO)	12 BOX			
14	STAPLERS PIN LARGE (KANGROO)	5 Box			
15	FILE TAG WHITE	200 PC			
16	FILE COVER C COLOURED	30 Pc			
17	THREAD 12 X 1 BOX	10 BOX			
18	MAPS (INDIA POL)	} INDIAN BOOK DEPOT			
19	MAPS (INDIA PHY)		18 SET		
20	MAPS (WORLD POL)		18 SET		
21	PAPER PIN	3 PKT			
22	THUM PIN (BIG)	50 PKT			
23	SHARPENER (NATRAJ)	6 PKT			
24	PENCIL (NATRAJ)	10 PKT			
25	ERASER (NATRAJ)	5 Pkt			

(Bidder)

Signature_____

Name _____

Date Time_____

S.NO	Name of the Items	Qty Reqd	Rate	Amt	Remarks
26	BALL PEN RED (REYNOLD	6 PKT			
27	BALL PEN BLUE (REYNOLD	6 PKT			
28	BALL PEN BLACK (REYNOLD	6 PKT			
29	BLUE PILOT PEN (LUXAR V-5)	20 Nos			
30	GREEN PILOT PEN (LUXAR V-5)	12 Nos			
31	PEN STAND HOLDER	5 Nos			
32	FEVI STICK (ODDY) 15 G 1 X 20 PKT	10 PKT			
33	BROWN TAPE 2" (65 MTR) (WONDER)	12 NOS			
34	CELLO TAPE 2" (65 MTR) (WONDER)	30 NOS			
35	CELLO TAPE 1" (65 MTR) (WONDER)	30 NOS			
36	CELLO TAPE ½" (ODDY 1 X12 PKT)	3 PKT			
37	FLAG STICKER (ODDY)	30 Pkt			
38	SELF STICK SLIPS (ODDY 3" X 3")	3 pkt			
39	CDS (SONY) 1 X 50	1 pkt			
40	PUNCHER (KANGAROO) DOUBLE HOLE	2 Nos			
41	YELLOW ENVELOPS (16 " X 12") (MOON LIGHT)	3 Pkt			
42	YELLOW ENVELOPS (12" X 10") (MOON LIGHT)	3 Pkt			
43	WHITE ENVELOPS (12 " X 10") (MOON LIGHT)	1 Pkt			
44	WHITE ENVELOPS (11 " X 5") (MOON LIGHT)	3 BOX			
45	HIGHLIGHTER (FLAIR) 5 X 1 PKT	5 Pkt			
46	FEVICOL TUBE (200G)	15 Nos			
47	FEVICOL TUBE (20G)	15 Nos			
48	WHITENER (FLAIR)	20 Nos			
49	CHARTS BLACK 1 X 100	1 PKT			
50	CHARTS BLUE 1 X 144	1 PKT			

(Bidder)

Signature_____

Name _____

Date Time _____

S.NO	Name of the Items	Qty Reqd	Rate	Amt	Remarks
51	CHARTS WHITE 1 X 144	1 PKT			
52	CHARTS PINK 1 X 144	1 PKT			
53	TALC SHEET (50 MTR ROLL) (NARANG)	15 Rolls			
54	SCISSOR SMALL (KANGAROO) 1 X 10	1 BOX			
55	SCISSOR BIG (KANGAROO)	2 Nos			
56	RED CELLO TAPE ½ " (NICHIBIN)	6 PC			
57	BLUE CELLO TAPE ½ "(NICHIBIN)	6 PC			
58	GREEN CELLO TAPE ½ "(NICHIBIN)	6 PC			
59	CUTTER (PREMIER) BIG	15 Nos			
60	STAMP PAD SMALL (PREMIER)	5 Nos			
61	STAMP INK	3 Nos			
62	RULER IRON (HARD)	4 PC			
63	LONG REGISTER (GOURAV 200 PAGE) APPROX	12 Nos			
64	LONG REGISTER WITH HARD COVER (CLASS MATE) 360 PAGE APPROX	10 Nos			
65	NOTE BOOK (CLASS MATE) 170 PAGE APPROX	200 Nos			
66	ACRYLIC COLOR (10 SHADE) CAMILIN	8 Pkt			
67	QUELLING STRIPS GREEN	4 Pkt			
68	QUELLING STRIPS PINK	4 Pkt			
69	QUELLING STRIPS BLACK	4 Pkt			
70	CD MARKER PEN BLUE (LUXAR)	1 Pkt			
71	CD MARKER PEN BLACK (LUXAR)	1 Pkt			
72	CHALKS COLOR (DUST LESS KORES 60X1 BOX)	1 Box			
73	DUSTER (WOODEN BASE WITH WHITE TOP 1X 10 BOX)	100 Box			
74	Double Tape (ODDY) 1"	2 Pkt			
	Total				

(Bidder)

Signature_____

Name _____

Date Time _____