

# ARMY PUBLIC SCHOOL NAGROTA

PO-KANDOLI NAGROTA (JAMMU)

(Website:www.apsnagrota.in)

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## **REQUEST FOR PROPOSAL (RFP) : INVITATION FOR BIDS FOR PRINTING OF SCHOOL MAGAZINES IN APS NAGROTA**

Particulars of the Buyer issuing the RFP : APS NAGROTA

### **Request for Proposal (RFP) No: APS/ACCTS/7888 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<br>NEAR USMAN DWAR, KHANPUR<br>PO- NAGROTA J&K - 181221 |
| (b) | Postal address for sending the Bids        | : | ARMY PUBLIC SCHOOL, NAGROTA<br>NEAR USMAN DWAR, KHANPUR<br>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            | : | <a href="mailto:apsnagrota@gmail.com">apsnagrota@gmail.com</a>                      |
| (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:-

- Registration of Firm/Agency/Company.
- 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. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) of **Rs. 15,000/-**. The EMD may be submitted in the form of Account Payee Draft, Fixed Deposit Receipt, Banker's Cheque of Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business. EMD of non selected firms will be returned within two weeks of acceptance of tender.
17. **Cost of Tender.** Tender Enquiry can be downloaded from website of school free of cost.
18. **Bid Submission.** Bids will be submitted by bidders offline. No conditional bid shall be allowed/accepted.
19. **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)	Printing of school magazine	1520	AS MENTIONED IN ANNEX - I

20. **Bid Format.** The bid format is attached as Annexure – I Rate quoted will be inclusive of GST.
21. **Payment Terms.** The payment to the contractor will be made only after completion of work and acceptance by board of officers. Final payment will be released after the date of completion of work.
22. **Delivery period.** Work to be completed within 04 weeks (01 month) from date of acceptance. Please note that supply order can be cancelled unilaterally by the Buyer (APS) in case services mentioned at Para 19 are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.
23. **Consignee Details** Army Public School Nagrota.

24. 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)

**Annexure I**

**TENDER APS NAGROTA DOCUMENT**  
**PRINTING OF SCHOOL MAGAZINES**

**Details of Printing of School Magazines: -**

(a)

Ser No.	Description of Work	A/U	Qty	Rate	Amount (including GST)	Remarks
1	130 GSM Art Paper-100 colour pages, Title=4 Pages on 300 GSM Art card & Glossy lamination, Perfect Binding, Including Printing and Transportation	Nos	1520			

(Bidder)

Signature\_\_\_\_\_

Name \_\_\_\_\_

Date Time\_\_\_\_\_