

**ARMY PUBLIC SCHOOL NAGROTA**  
PO-KANDOLI NAGROTA (JAMMU)  
(Website:www.apsnagrota.in)  
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**REQUESTFORPROPOSAL (RFP): INVITATION FOR BIDS FOR SUPPLY OF ANNUAL STATIONERY ITEMS**  
**AT APS NAGAROTA**

**ParticularsoftheBuyerissuingtheRFP: APSNAGROTA**

**Request for Proposal (RFP) No: APS/ACCTS/2025/02 dated 26 FEB 2025**

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 Bidbeing 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 : ARMYPUBLICSCHOOL, NAGROTA  
NEARUSMANDWAR,KHANPUR  
PO-NAGROTAJ&K-181221
- (b) Postal address for sending the Bids : ARMYPUBLICSCHOOL, NAGROTA  
NEARUSMANDWAR,KHANPUR  
PO-NAGROTAJ&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](mailto: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. **EligibilityCriteriaforVendors.** Vendorfulfillingthefollowingcriteriaareeligible tosubmitthetender:-

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

5. **Last date and time for submitting the Bids: 18 Mar 2025 (1100hrs).** 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:-18 Mar 2025 (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 the irrepresentatives ,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 08 Mar 2025 at 1100 hrs.**

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 bids shall be allowed/accepted.

18. **Schedule of Requirements.** The tender shall provide the following work in Army Public School Nagrota for the FY 2025-26:-

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. FIRMPARTICULARS

(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) PERMANENTACCOUNTNO :

(ii) GSTREGNUMBER :

(iii) TINNUMBER :

(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)

**STATIONARY FOR TEACHERS AND OFFICE 2025-26**

S.NO	Name of the Items	Qty Reqd	Amt (in Rs.)	Remark
1.	A 4 SIZE RIM (JK)70 GSM	300		
2.	LEGAL SIZE RIM (JK) 70 GSM	20		
3.	A 4 SIZE RIM (100 GSM JK) 500 Sheet	05		
4.	A 4 SIZE SHEET 180 GSM	3500 Nos		
5.	CARRY BAG (50 MICRON) 5 KG	10 Pkt		
6.	RUBBER BAND (BIG SIZE) 500 Grms	5 Pkt		
7.	PERMANENT MARKER (REYNOLD)	03 Pkt		
8.	CORRECTION PEN (REYNOLD)	02 Pkt		
9.	WHITE BOARD MARKER (BLACK) (CAMILIN)	15 Pkt		
10.	MARKER INK OF WHITE BAORD (BLACK) (CAMILIN)	02 Pkt		
11.	STAPLER LARGE (KANGROO)	3 Nos		
12.	STAPLERS PIN SMALL (KANGROO)	6 BOX		
13.	STAPLERS PIN LARGE (KANGROO)	4 Box		
14.	FILE TAG WHITE	400 PC		
15.	FILE COVER C COLOURED	30 PC		
16.	THREAD 12 X 1 BOX	10 BOX		
17.	MAPS (INDIA POL)	18 SET		
18.	MAPS (INDIA PHY)	INDIAN BOOK DEPOT	18 SET	
19.	MAPS ( WORLD POL)		18 SET	
20.	PAPER PIN		3 PKT	
21.	THUM PIN (BIG)	10 PKT		
22.	SHARPENER (NATRAJ)	3 PKT		
23.	PENCIL (NATRAJ)	10 PKT		
24.	ERASER (NATRAJ)	3 Pkt		
25.	BALL PEN RED (REYNOLD)	6 PKT		
26.	BALL PEN BLUE (REYNOLD)	6 PKT		
27.	BALL PEN BLACK (REYNOLD)	6 PKT		
28.	BLUE PILOT PEN (LUXAR V-5)	10Nos		
29.	GREEN PILOT PEN (LUXAR V-5)	12 Nos		
30.	PEN STAND HOLDER	2 Nos		
31.	FEVI STICK (ODDY) 15 G 1 X 20 PKT	10 PKT		
32.	BROWN TAPE 2" (65 MTR) (WONDER)	12 NOS		
33.	CELLO TAPE 2" (65 MTR) (WONDER)	30 NOS		
34.	CELLO TAPE 1" (65 MTR) (WONDER)	30 NOS		
35.	CELLO TAPE ½" (ODDY 1 X12 PKT)	3 PKT		
36.	FLAG STICKER (ODDY)	30 Pkt		
37.	SELF STICK SLIPS (ODDY 3" X 3 ")	3 pkt		
38.	PUNCHER (KANGAROO) DOUBLE HOLE	2 Nos		
39.	YELLOW ENVELOPS (16 " X 12") (MOON LIGHT)	3 Pkt		
40.	YELLOW ENVELOPS (12" X 10") (MOON LIGHT)	3 Pkt		
41.	WHITE ENVELOPS (12 " X 10") (MOON LIGHT)	1 Pkt		
42.	WHITE ENVELOPS (9 " X 4") (MOON LIGHT)	3 BOX		
43.	HIGHLIGHTER (FLAIR) 5 X 1 PKT	3 Pkt		
44.	FEVICOL TUBE (200G)	15 Nos		

45.	FEVICOL TUBE (20G)	15 Nos		
46.	WHITENER (FLAIR)	20 Nos		
47.	CHARTS BLACK 1 X 100	1 PKT		
48.	CHARTS BLUE 1 X 144	1 PKT		
49.	CHARTS WHITE 1 X 144	2 PKT		
50.	CHARTS PINK 1 X 144	1 PKT		
51.	TALC SHEET (50 MTR ROLL) (NARANG)	15 Rolls		
52.	SCISSOR SMALL (KANGAROO) 1 X 10	1 BOX		
53.	SCISSOR BIG (KANGAROO)	2 Nos		
54.	RED CELLO TAPE ½ " (NICHIBIN)	6 PC		
55.	BLUE CELLO TAPE ½ "(NICHIBIN)	6 PC		
56.	GREEN CELLO TAPE ½ "(NICHIBIN)	6 PC		
57.	CUTTER ( PREMIER) BIG	15 Nos		
58.	STAMP PAD SMALL ( PREMIER)	5 Nos		
59.	STAMP INK	3 Nos		
60.	LONG REGISTER WITH HARD COVER (CLASS MATE) 360 PAGE APPROX	10 Nos		
61.	NOTE BOOK (CLASS MATE) 170 PAGE APPROX	100 Nos		
62.	ACRYLIC COLOR (10 SHADE) CAMILIN	8 Pkt		
63.	CD MARKER PEN BLUE (LUXAR)	1 Pkt		
64.	CD MARKER PEN BLACK (LUXAR)	1 Pkt		
65.	DUSTER (WOODEN BASE WITH WHITE TOP 1X 10 BOX)	30 Box		
66.	Double Tape (ODDY) 1"	8 Pkt		
	Total			

(Bidder)

Signature\_\_\_\_\_

Name \_\_\_\_\_

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