

**RFP**

**INVITATION OF BIDS FOR SUPPLY OF CLEANING OF WATER TANKS  
FOR THE FINANCIAL YEAR 2025-26**

**Particulars of the User issuing the RFP : Principal, Army Public School, Dagshai**

**Request for Proposal (RFP) No: APSD/Tender/Cleaning of Water Tanks /FY 2025-26**

**PART I – GENERAL INFORMATION**

1. Bids/tenders for the supply of the articles/services shown in the connected Schedule/Bill of Quantity (BoQ) will be received by the Army Public School, Dagshai, on or before 1800 hours on 30 Mar 2025. Submission of documents & bids be done as per procedure given below. The important dates for participation in tendering by all contractors are as under :-

**Critical Dates.** The critical dates with respect to the Tender ref No APSD/Tender/ Cleaning of Water Tanks /FY 2025-26 are as follows :-

<b>CRITICAL DATE SHEET</b>			
<b>Ser No</b>	<b>Item</b>	<b>Date</b>	<b>Time</b>
(a)	Tender Published date	17 Mar 2025	0900h
(b)	Bid documents Downloading/ Sale start date	18 Mar 2025	0900h
(c)	Clarification start time and date	18 Mar 2025	1200h
(d)	Bid submission start date and time	18 Mar 2025	0900h
(e)	Clarification end time and date	28 Mar 2025	1800h
(f)	Bid submission end time and date	30 Mar 2025	1800h

2. This RFP contain the conditions of supply and a **Bill of Quantities (BoQ)/items** is uploaded on school website in which you should fill in your rates. Your rates are to include all duties, taxes, rates or impositions whatsoever levy able in respect of the vehicles (except in cases where the Bidder is allowed by the law under which such duties, taxes, rates or imposition and levies to obtain subsequent refund of sums so paid on presentation of the necessary certificate and unless otherwise started in the schedule). You are to sign with date, both, the RFP and **Schedule/Bill of Quantity (BoQ)**. It is essential that you should tender for all articles in Bill of Quantities (BoQ). You shall not make any alteration or addition to any of the documents of the RFP and connected documents. **Determination of L1 bidder will be on the basis of lowest rates quoted by the bidders for all items combined.**

3. Bids should reach APS Dagshai by the due date and time in sealed envelopes inscribed with **“Tender for Cleaning of Water Tanks.**

4. In the event of a discrepancy between description in words and figures quoted by a tenderer, the description in words shall prevail. The decision of Procurement committee will be final.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

5. **Eligibility Criteria For Vendors.** Vendors fulfilling the following criteria are eligible to submit the tenders :-

- (a) Registration of firm/agency/company.
- (b) TIN/GST Registration Certificate.
- (c) Income tax returns of the company /firm/agency for last three financial yrs ie 2021-22, 2022- 23, 2023--24.
- (d) Attested copy of PAN Registration.
- (e) Turn over of firm/agency/company for last three financial years ie 2021-22, 2022-23, 2023-24.
- (f) Capital of firm/agency/company for last three financial years ie 2021-22, 2022-23, 2023--24.
- (g) **Proof of Similar Works /Services Already Undertaken.**
  - (i) The vendor should have three years experience of similar works with Government / Semi Govt/Agencies/ autonomous body/universities/schools of providing Cleaning of Water Tanks amounting to not less than **Rs 5,00,000/- per annum**. Self attested and scanned copy of Supply/ work Orders to be enclosed.
  - (ii) Annual Turnover of more than Rs 5 Lakhs (Rupees five lakh) issued after 01 Jan 2025.
- (h) Self attested and scanned copy of Bank Account details.
- (j) Full Correspondence Address of the firm / Contractor with email Id and Phone Nos. Scanned Ink signed copy of acceptance letter to be enclosed.

6. **Last date and time for submitting the Bids : Before 1800h on 30 Mar 2025 . The Bids should be submitted by the due date and time. The responsibility to ensure this lies with the Bidder.**

7. **Manner of Depositing of Bids.** Bids should reach APS Dagshai by the due date and time in sealed envelopes inscribed with "**Tender for Cleaning of Water Tanks**". **Late tenders will not be considered.** No responsibility will be taken for delay for non-receipt of Bid documents.

8. **Clarification regarding contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the User in writing about the clarifications sought not later than 3 (three) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

9. **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 User prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by mail but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid may be withdrawn in the interval between the deadlines for submission of bids and expiration of the period will result in Bidder's forfeiture of bid security.
10. **Clarification regarding contents of the Bids.** During evaluation and comparison of bids, the user may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing 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.
11. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.
12. **Unwillingness to quote.** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be deleted for the given range of items as mentioned in this RFP.
13. **Repeat Order Clause.** The contract will have a Repeat Order Clause, wherein the Service/items Provider/Supplier can order to extend contract for a period not more than six months on the same terms and conditions from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The bidder is to confirm acceptance of this clause. It will be entirely the discretion of the User to place the Repeat order or not.
14. **Validity of Bids.** The Bids should remain valid till **90 days** from the last date of submission of the Bids.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

**PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED**

1. **Schedule of Requirements.** List of items / services required is as follows:-

**Name/Type of item/services/ APSD/Tender/ Cleaning of Water Tanks /FY 2025-26**

2. The details of items to be supplied (BoQ) are attached at Appendix 'A'.

3. **Negotiation Committee** After declaring lowest -1 vendor by the board of officer, negotiation will be made by the negotiation committee for finalization of contract with lowest -1 vendor.

4. **Liabilities.** All liabilities i.e. TDS or other taxes etc will be borne by the contractor. Contractor will be bound to abide by the Laws of the Central /State Govt on the subject.

5. **Periodicity** As when required.

6. **Penalty Clause.**

(a) If the vendor fails to provide services within stipulated time, the APS Dagshai shall be at the liberty to get services from other agency and the difference of the amount on such purchases will be deducted from security money/monthly bills and if such amount is in excess of the security amount the vendor will bear the balance amount if any.

(b) Inability to provide services will be termed as violation of understanding. Warning letter will be issued to the contractor for non performance of work. The said work will be done by the contractor on the same day. In case the subject work is not done by the contractor even after issue of warning letter, penal deductions will be made @ 0.5% of the contract price. The penalty amount will be deducted from the monthly payment bill.

7. **Terms & Conditions**

(a) The rates are required to be filled in figures as well as in words. Vendors are advised to affix transparent cello tape (neat & clean) on the column of rates. No amendment in the rate will be accepted.

(b) There should not be any overwriting or cutting in the tender. If figures/words are to be amended it should be neatly scored out and the revised figures should be written above and the same should be attested with full signature and date. In the absence of attested signature, the tender is liable to be rejected.

(c) Army Public School, Dagshai reserves the right to terminate the contract without giving any reason, if the services of contractor are not found satisfactory and in such eventuality security deposit will be forfeited and contract will be awarded to next party. However, the contractor will be obliged to complete the contract and no termination from his side will be allowed. The contract can be cancelled by APSDagshai due to following reasons:-

- (i) If the contractor fails to provide services in time when ordered.
- (ii) If APS Dagshai finds unsatisfactory services of contractor

- (d) The contractor will pay the income tax directly to the concerned departments if any.
- (e) **The tenderers preferably should be/have been dealing in similar class of items/services and which they have successfully completed during the last three years to any other organization and furnish the details thereof (with proof) along with tender documents. In case tender is awarded, the board detailed by School Management will check the same on ground.**
- (f) The tenders are subject to the approval by the board of officers detailed by the Chairman, APS Dagshai, who do not bind themselves to give reason for rejecting any tenders.
- (g) TDS as applicable under rules will be deducted from the bills of the contractor.
- (h) This tender notice will form part of the contractor agreement. The contract will remain valid from 01 Apr 2022 to 31 Mar 2026.
- (j) **Any damages to float valves/other accessories of water tanks during cleaning of tanks will be the full responsibility of contractor and the cost of the same will be recovered from contractor.**
- (k) On acceptance of tender it will become a contract and shall be bound by terms and conditions of the tender.
- (l) Disputes of any will be subjected to Distt Court Solan only.
- (m) The tendering authority reserves the right to modify, reject or nullify any of the unsolicited offer, incomplete or partially completed and conditional tenders without assigning any reasons whatsoever.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

**GENERAL INFORMATION**

1.	<b>Name of Applicant / Company</b>	
2.	Address for correspondence	
3.	Contact Person: _____ Telephone No. _____ Mobile _____ Email ID _____ Tender cost Rs 100/- Receipt/Utr/Demand Draft No _____	
4.	Type of Organization: (a) An individual (b) A proprietary firm (c) A firm in partnership (d) Company	
5.	Place and Year of Incorporation	
6.	GST No.	
7.	PAN No	

**DETAILS OF ITEMS/SERVICES SUPPLIED/PROVIDED DURING THE LAST 3 YEARS**  
**(DETAILS TO BE FURNISHED IN THE FOLLOWING FORMAT)**

Sr. No.	Name of contract	Name & Address of the client	Remarks

**TURN OVER AND CAPITAL FOR LAST THREE YEARS:**

S. No.	Financial Year	Capital of firm	Turnovers
1	2021– 2022		
2	2022 – 2023		
3	2023 - 2024		

**BANK DETAILS:**

ACCOUNT HOLDER NAME	BANK NAME	ACCOUNT NO.	IFSC CODE	BRANCH NAME

**In addition to the above the applicant has to submit the following documents/ Information:**

1. Copy of valid GST Number.
2. Copy of PAN.

**Notes**

**Tender will be rejected in case photocopy of GST certificate & Tender cost is not enclosed.**

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

**Checklist for Institution**

<b>Sl. No.</b>	<b>Name of the Particulars</b>	<b>Documents Required</b>	<b>Attached (Yes/No)</b>
1.	Proof of the registration of the organization	Copy of Registration Certificate	
2.	Proof of PAN & GST	Copy of Certificate	
3.	Organization average annual turnover for past three Financial years.	Copy of Supporting Documents	
4.	Credentials	Work Order / Completion Certificate (if any)	
5.	IT Returns for last 3 (three) years.	Copies to be submitted	

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

<b>ARMY PUBLIC SCHOOL, DAGSHAI</b>				
<b>BOQ (FINANCIAL BID) : CLEANING OF WATER TANKS</b>				
<b>Sr No</b>	<b>Work</b>	<b>Rate</b>	<b>GST</b>	<b>Total Amount</b>
(a)	Cleaning of water tanks	Per Liter		

**Signature of tenderer** \_\_\_\_\_

**Name** \_\_\_\_\_

**Name & Address of firm with seal**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Email address** \_\_\_\_\_

**Contact No.** \_\_\_\_\_



