

RFP

**INVITATION OF BIDS FOR SUPPLY OF MEDICINES
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/Medicines /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/ Medicines /FY 2025-26 are as follows :-

CRITICAL DATE SHEET			
Ser No	Item	Date	Time
(a)	Tender Published date	17 Mar 2025	0900h
(b)	Bid documents Downloading/ Sale start date	19 Mar 2025	0900h
(c)	Clarification start time and date	19 Mar 2025	1200h
(d)	Bid submission start date and time	20 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 supply of Medicines”**.

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 **Medicines** 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.
 - (k) **Acceptance letter will be dropped in tender box kept at APS Dagshai allowing with tender documents.**
6. **Last date and time for submitting the Bid : 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 supply of Medicine**”. **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. **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/ Medicines /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 supply the items within stipulated time, the APS Dagshai shall be at the liberty to buy items 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 supply demanded items 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. **Delivery Period.** Generally, the requirement will be intimated to vendor 2 days in advance but in case of an urgent requirement, the vendor will have to arrange the supply of the required items at a notice of 24 hours.

8. **Terms of Delivery/Supply:** Vendor will supply within 02 days from the date of placing of supply order (including supply order by fax/telephone) failing which 0.5% of total cost of demanded items will be imposed as penalty per day. The board detailed by the APS Dagshai will inspect **Medicines** to be supplied by vendor as per the approved sample/specification and brand. In case supply does not confirm to the specifications & brand, the same is liable to be rejected and vendor will take the material back at its own cost and risk. If the vendor fails to supply the items within stipulated time, the APS Dagshai shall be at the liberty to buy **Medicines** from other agency and the difference of the amount on such purchases will be deducted from security money, and if such amount is in excess of the security amount the vendor will bear the balance amount if any. Vendor will supply the items according to demand placed by APS Dagshai. In case of non-availability of any item in the market, the alternative/substitute may be supplied with the prior approval of APS Dagshai. The party will submit the bill on proper printed form to APS Dagshai, for payment.

09. **Consignee details:** Principal, Army Public School, Dagshai.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

10. **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.
11. **Performance Bank Guarantee.** Performance Security Deposit to the purchaser amounting to Rs 6,600/- (Rupees six thousand six hundred only) will be furnished by the supplier in the form of Performance Bank Guarantee (PBG) issued by a Nationalized Bank or a Private Bank authorized to conduct Government Business. The PBG could be in the form of Demand Draft in favour of Principal Army Public School, Dagshai within 07 working days after signing of contract agreement. This deposit will be refundable without any interest thereon after the successful completion of the contract period but is liable to be forfeited if the contract has to be terminated due to non-performance by the contractor.
12. The contractor shall be paid the bills after close of the month from APS, Dagshai on production of satisfactory work certificate from the inspection Committee/Board.
13. The terms of this contract shall be valid upto 31 Mar 2026 from the date of commencement of supply.
14. The contractor will submit Income Tax return of the firm for last three years duly attested.
15. The contractor will submit the registration of TIN/GST certificate duly attested with tender form.
16. 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 Committee will check the same on ground.
17. 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.
18. Prior to acceptance of the tender the undersigned reserves the right to call for sample and the Party shall be liable to supply the same. No material shall be supplied by the APS Dagshai.
19. Conditional tender will not be accepted.
20. The tender can be forward by hand/by registered post however this office will not be responsible for any postal delays.
21. Army Public School, Dagshai may impose any other condition at the time of execution of contract agreement.
22. The tender form acceptance is subject to the fulfillment of the above terms and conditions laid down and further verification of the documents of the firm/service provider by APS, Dagshai.
23. The successful contractor shall execute a written agreement with the Principal Army Public School, Dagshai when asked for.
24. The APS Dagshai may purchase any items from other sources in case of emergency or if found at lower rates than contracted items in open market.

25 **Arbitration.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. **Arbitrator will be appointed by the Chairman, APS Dagshai and hearing of the dispute or arbitration proceedings will be held at APS Dagshai. Disputes of any will be subjected to Distt Court Solan Only**

26. **Termination.** The contract of APS Dagshai can be cancelled by the school authorities due to following reasons:-

- (a) If vendor fails to provide three supplies when ordered.
- (b) If APS Dagshai rejects the items/goods three times.

27. 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)

ARMY PUBLIC SCHOOL, DGAGSHAI
BoQ (FINANCIAL BID) OF MEDICINE ITEMS FOR FY 2025-26

Tablets	Items	MRP	Discount Rate on MRP		
1	All branded medicine items				
2	All Non branded medicine items				
3 Surg - Items			Discount Rate	GST	Total
	(a) Surg Blades , catgut, SilkthreadFor stiches				
	(b) I/V Set				
	(c) Scalp vein needle				
	(d) 5% Glucose sline , IGS				
	(e) RI Lact				
	(f) Normal Sline				
	(g) Sringes (Disposables)				
4 Misc items					
	(a) Bandages				
	(b) Bandaid				
	(c)Crepe Bandage				
	(d)Gauze Roll				
	(e)Cotton				
	(f)Adhesive plaster				
	(g)Micro proe adhesive tape				
	(h)Nasovion Nasal Drops				
	(j)Spirit				
	(k) Gloves pair				
	(l) Lot Lacto calamin				
	(m) Anti Fungal foot Powder				
	(n) OR'S Packet				
	(o) Corn Cap				
	(p) Neo sporine Powder				
	(q) PP Crystal				
	(r)Hidrogen Proxide				
	(s) Sterlium Hand wash				
	(t) Livosilbotamol				
	(u) Asthalin Inhalar				
	(v) Mask 3 ply ordinary				
	(w)Mask (clothes made) washable				
	(x) Thermometer IR (quote rates with brand & warranty)				
	(y) Pulse Oximeter (quote rates with brand & warranty)				
	(z) N 95 (Quote rates with brand and warranty)				

Conditional rates will neither be acceptable nor applicable.

GENERAL INFORMATION

1.	Name of Applicant / Company	
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

Sl. No.	Name of the Particulars	Documents Required	Attached (Yes/No)
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)