

RFP

**INVITATION OF BIDS FOR PHOTOGRAPHY & I CARD SERVICES
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/Photography & I Card Services /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/ Photography & I Card Services/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 Photography & I Card Services.**

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 **Photography & I Card Services** 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 Photography & I Card Services”**. **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. **Terms & Conditions:**

- (a) The contractor will abide to provide services of photography & videography to on the rates approved by the board of Officer of APS, Dagshai after negotiation as per appx 'A'.
- (b) The contract can be cancelled by the APS Dagshai if the contractor fails to provide three services within due time and if the quality of photographs is not of desired standard and specifications.
- (c) The payment to contractor will be made through local cheque within 15 days time after inspection and acceptance of the photographs on receipt by the APS Dagshai. APS Dagshai will accept photographs of good quality only. No advance payments will be made by (APS Dagshai) to contractor.
- (d) The contractor will ensure that photos are not handed over to students directly. The librarian of APS Dagshai will place consolidated demand of students to second party for Photography and I card services.
- (e) The contractor will deposit Rs 2,500 (Rupees two thousand & five hundred only) as security money in favour of Principal APS Dagshai. If the contractor completes the contract successfully, the security will be refunded without interest.
- (f) The rates approved by the board will be applicable to the APS Dagshai staff employed by the APS Dagshai.
- (g). **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.
- (h). **Termination.** The contract of APS Dagshai can be cancelled by the school authorities due to following reasons:-
- (a) If vendor fails to provide services when ordered.
 - (b) If APS Dagshai found unsatisfactory services of contractor.
- (j) **Settlement of Dispute.** Dispute if any will be settled through an arbitrator appointed by the Chairman who's decision shall be binding and will be subjected to Distt Court Solan Only.
- (k) The Agreement will remain valid from date of awarding contract to 31 Mar 2026.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

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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	

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 without photocopy of GST certificate & Tender cost.

Seal and Signature of Appli

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)

ARMY PUBLIC SCHOOL DAGSHAI**BOQ (FINANCIAL BID) OF PHOTOGRAPHY AND PRINTING I CARD FOR FINANCIAL YEAR 2025-26**

SR.NO.	ITEMS	Rates	Remarks
1	Pass port Photo (four copies)		
2	Stamp size photo (four copies)		
3	Photo Size 4" x 6" (each)		
4	Photo Size 5" x 7" (each)		
5	Photo Size 8" x 10" (each)		
6	Photo Size 16" x 20" (each)		
7	Photo Size 20" x 24" (each)		
8	Photo Size 16" x 20" with lamination		
9	Photo Size 20" x 24" with lamination		
10	Photo Size 20" X 24" with border lamination		
11	Video Film coverage		
	(a) Half day including CD		
	(b) Full Day including CD		
12	Photograph album 200 pages (4 x 6 inches)		
13	Photograph album 100 pages(5 x 7 inches)		
15	Photograph album 50 pages (4 x 6 inches)		
16	Photograph album 25 pages (4 x 6 inches)		
17	Identity Card on plastic on ivory sheets		
18	Videos CDs for students		
19	Photo Framing per inch		
	(i) 4x6 inches		
	(ii) 5x7 inches		
	(iii) 6x8 inches		
	(iv) 8x10 inches		
	(v) 8x12 inches		
	(vi) 12x15 inches		
	(vii)16x20 inches		
	(viii) 20x24 inches		
	(ix) 10x14 inches		
20	Mugs with printing		
21	Photography (Soft copy only)		

Conditional rates will neither be acceptable nor applicable.

