

RFP**INVITATION OF BIDS FOR SUPPLY OF PRINTING OF SCHOOL MAGAZINE & SCHOOL CALENDER & TEACHER & STUDENT'S DAIRY & INVITATION CARDS & STATIONERY & PRINTING ITEMS FOR THE FINANCIALYEAR 2025-26**

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

Request for Proposal (RFP) No: APSD/Tender/ **Printing of School Magazine & School Calendar & Teacher & Student's Dairy & Invitation Cards & Stationery & Printing Items / 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/Printing of School Magazine & School Calendar & Teacher & Student's Dairy & Invitation Cards & Stationery & Printing Items /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 stated 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 Printing of School Magazine & School Calendar & Teacher & Student's Dairy & Invitation Cards & Stationery & Printing Items”**.

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.

(b) **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 **Printing of School Magazine & School Calender & Teacher & Student's Dairy & Invitation Cards & Stationery & Printing Items** 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 only) issued after 01 Jan 2025.

(c) Self attested and scanned copy of Bank Account details.

(d) Full Correspondence Address of the firm / Contractor with email Id and Phone Nos. Scanned Ink signed copy of acceptance letter to be enclosed.

(e) **Demand Draft of Earnest money of Rs 5,000/- & 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 Printing of School Magazine & School Calendar & Teacher & Student's Dairy & Invitation Cards & Stationery & Printing Items**". **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/ Printing of School Magazine & School Calender & Teacher & Student's Dairy & Invitation Cards & Stationery & Printing Items /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 and 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 10 days in advance but in case of an urgent requirement, the vendor will have to print the required items at a notice of 48 hours.

8. **Terms of Delivery/Supply:** Vendor will print and supply within 10 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. Delivery and unloading of items at premises of APS Dagshai. The board detailed by the APS Dagshai will inspect **Printing of School Magazine & School Calender & Teacher & Student's Dairy & Invitation Cards & Stationery & Printing Items** 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 **Printing of School Magazine & School Calender & Teacher & Student's Dairy & Invitation Cards & Stationery & Printing Items** 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.

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

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

10. **Performance Bank Guarantee.** Performance Security Deposit to the purchaser amounting to Rs 10,000/- (Rupees ten thousand 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.

11. **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) Approved rates of printing material shall be for APS, Dagshai and must include transport charges, GST, freight charges and all other taxes rate or imposition whatever applicable in respect of the supply of printing material. APS Dagshai shall not be liable to pay any tax, freight etc which may have been expressly stipulated in the tender in the event of acceptance of the tenders. Delivery and unloading of materials at APSDagshai will be responsibility of contractor. **The rates shall remain unchanged as mutually agreed throughout the above period of supply/contractual obligations.**

(d) If the contractor fails to supply the printing material within stipulated time, APSDagshai shall be at the liberty to get it printed 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 contractor will bear the balance amount if any.

(e) The board detailed by APSDagshai will inspect materials to be supplied by contractor as per the approved sample/specification. In case supply does not confirm to the specifications, the same is liable to be rejected and contractor will take the material back at his own cost and risk.

(f) The contractor will supply demanded items/materials within stipulated time from the date of placing of work order (including work order by fax/telephone) failing which 0.5% of total cost of demanded printing material will be imposed as penalty per day.

(g) The payment will be made by cheque within 30 days in the succeeding months after submitting of bills to APS Dagshai. No interest will be paid on late payment. The contractor will indicate clearly approved specifications and name of items in the bill also.

(h) The rates approved by the board will also be applicable to APS Dagshai staff should they wish to procure ibid items from approved contractor.

(j) **The quality of items/materials supplied by contractor must be of contracted specification and quality as approved by the Board.** No others pecification in lieu will be accepted by APS Dagshai. Printing material will be checked by the board of APS Dagshai and it is at their discretion to reject any of the items, which they may consider not of desired standard, specifications and size as approved by the Board. The contractor will indicate name, quantity, accounting units and rate/MRP of items on the bills clearly. The bill without name, quantity, accounting units & rate will be rejected. Generally, the requirement will be intimated to contractor ten days in advance but in case of an urgent requirement, the contractor will have to arrange the supply of the required items at a notice of 24 hours.

(k) 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 three supplies/services when ordered.
- (ii) If APSDagshai rejects the items/goods three times.
- (iii) If APS Dagshai finds unsatisfactory services.

(l) **APS Dagshai may print any items from other sources in case of emergency or if found at lower rates than contracted items in open market.**

(m). The contractor will supply/print the items according to demand placed by APS Dagshai. The contractor will submit the bill on proper printed form to APS Dagshai, for payment.

(n). The contractor will pay the income tax directly to the concerned departments if any.

(o). **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.**

(q). 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.

(q) Prior to acceptance of the tender the undersigned reserves the right to call for sample and the contractor shall be liable to supply the same.

(r) Conditional tender will not be accepted.

(s). TDS as applicable under rules will be deducted from the bills of the contractor.

(t). This tender notice will form part of the contractor agreement. The contract will remain valid from 01 Apr 2025 to 31 Mar 2026.

(u). On acceptance of tender it will become a contract and shall be bound by terms and conditions of the tender.

(v). Disputes of any will be subjected to Distt Court Solan only.

12. 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, DAGSHAI**GENERAL INFORMATION**

1.	Name of Applicant / Company	Remarks
2.	Address for correspondence _____ _____	
3.	Contact Person: _____ Telephone Nos. _____ Mobile _____ Email ID _____ Detail(s) of bank account(s) of the Firms/dealers/proprietors. Name of account ho _____ Account No _____ IFSC Code _____ Name of Bank _____ Address _____	
4.	Type of Organization: (a) An individual (b) A proprietary firm (c) A firm in partnership (Attach copy of Partnership) (d) A Limited Company (Attach copy of Article of Association)	
5.	Place and Year of Incorporation	
6.	Name of Proprietor / Director / Partners in the organization and their status along with their qualifications.	
7.	Documents in support of the turn over for past 3 (three) years up to 31st March 2024.	
8.	Any other Information	

DETAILS OF CONTACTS COMPLETED DURING THE LAST 3 YEARS**(DETAILS TO BE FURNISHED IN THE FOLLOWING FORMAT)**

Sr. No	Name of contracts	Scope of Services /Item	Value of contract	Date of start/ completion	Name & Address of the client	Remarks

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

TURN OVER AND CAPITAL OF FIRM/COMPANY/DEALER FOR OF LAST THREE YEARS:

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

DETAILS OF TENDER COST

Sr. No.	Draft No	Receipt No	Tender cost
1			Rs 100/-

DETAILS OF EARNEST MONEY

Sr. No.	Draft No	Receipt No	Earnest Money.
1			Rs 5,000/-

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

1. Copy of IT Returns
2. Copy of valid GST Number.
4. Copy of PAN/GST NO/TIN NO

Notes

Tender will be rejected incase photocopy of GST certificate , Tender cost & Earnest Money is not enclosed.

Checklist

Sl. No.	Name of the Particulars	Documents Required	Attached (Yes/No)
1	Tender cost	Demand draft /Utr No	
2	Earnest Money	Demand draft /Utr No	
3.	Proof of PAN & GST	Copy of Certificate	
4.	Organization average annual turnover and capital for past three Financial years.	Copy of Supporting Documents	
5.	Credentials	Work Order / Completion Certificate (if any)	
6.	IT Returns for last 3 (three) years.	Copies to be submitted	
7	Self attested and scanned copy of Bank Account	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 SCHOOL MAGAZINE , PROSPECTUS AND MISC PRINTING ITEMS FOR FY 2025-26**

Sr.No.	Items	Specification	Qty approx	Rate	GST	Total
1	Student Dairy	Size 7 x 4.25inches as per sample	600			
2	Teacher Dairy 200 pages	Size A4 as per sample	35			
	Teacher Dairy 210 pages	Size A4 as per sample				
3	School Calendar	Size : 4 x 6 inches pages : 4+12 paper Title : 300gsm art card paper inner : 58gsm white Printing : cover 4 colors inner single color black Fabrication : cover one side lamination binding side stitch	600			
4	Printing of invitation card					
5	Digital prints prospectus	Printing of 4 pages of prospectus and one on gum sheet	400			
6	Printing of school Magazine		700			
	Total number of pages -124 (Coloured)					
	Cover Pages -	Hard Bound with Jackets (Laminated, glazed. 11 x 9 inches)				
	Paper Specifications	UV Carving (300gsm) of better quality).(Size appx 27.5cms x 21.5 cms)				
	Paper Quality	Minimum 130 gsm				
	No of copies	850 Approx	-			
	Please also quote printing charges per additional page separately.					
	Within 20 days of finalization of proof.					

Note: quantity of above mentioned items may be decreased/increased as per requirement.

Conditional rates will neither be acceptable nor applicable.

Signature of tenderer _____

Name _____