

RFP

**INVITATION OF BIDS FOR REFILLING & PROCUREMENT OF FIRE FIGHTING EQUIPMENTS
FOR THE FINANCIAL YEAR 2025-26**

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

Request for Proposal (RFP) No: APSD/Refilling & Procurement of fire fighting equipments /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/AMC of Aquaguard /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 Refilling & supply of fire fighting equipments”**.

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 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 Refilling & supply of fire fighting equipments”**. **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 rates of refilling and procurement of fire fighting equipment will be for APS Dagshai and include transportation charges, GST, all other taxes as applicable.
- (b) Contractor will be required to refill/supply fire fighting equipments as per list attached at Appx 'A'.
- (c) **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.
- (c). **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.
- (d). **Terms of Delivery/Supply:** Vendor will refill/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 to be supplied/refilled fire fighting equipments by vendor. If the vendor fails to refill/supply the items within stipulated time, the APS Dagshai shall be at the liberty to buy /refill fire fighting equipments 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.
- (e) **Performance Bank Guarantee.** Performance Security Deposit to the purchaser amounting to Rs 5,000 /- (Rupees five 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.
- (f) Contractor will provide requisite services for refilling of fire fighting equipment as and when required basis.
- (g) Payment will be made within 20 days after submission of quarterly bills after satisfactory report of board.
- (h). The terms of this contract shall be valid upto 31 Mar 2026 ie from 01 Apr 2025 to 31 Mar 2026.
- (j). The contractor will submit Income Tax return of the firm for last three years duly attested.
- (k). The contractor will submit the registration of TIN/GST certificate duly attested with tender form.

- (l). 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.
- (m). 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.
- (n) Conditional tender will not be accepted.
- (o). The tender can be forward by hand/by registered post however this office will not be responsible for any postal delays.
- (p). Army Public School, Dagshai may impose any other condition at the time of execution of contract agreement.
- (q). 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.
- (r). The successful contractor shall execute a written agreement with the Principal Army Public School, Dagshai when asked for.
- (s) Disputes of any will be subjected to Distt Court Solan only.
- (t) 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.	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 incase 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)

ARMY PUBLIC SCHOOL, DAGSHAI
BoQ (FINANCIAL BID) HAIR CUT CHARGES FY 2025-26

<u>Sr No</u>	<u>Particular</u>	<u>Rates per cylinder</u>	<u>GST</u>	<u>Rates</u>	<u>Remarks</u>
1	Refilling of Fire extinguisher 2kg ABC type	-	-	-	
2	Refilling of Fire extinguisher 4kg ABC type				
3	Refilling of Fire extinguisher 9kg ABC type				
4	Refilling of water based Fire extinguisher 9kg				
5	Refilling Fire extinguisher 1 kg ABC type				
6	Refilling of CO2 4.5KG				
7	Fire extinguisher 2kg ABC type				
8	Fire extinguisher 4kg ABC type				
9	Fire extinguisher 9kg ABC type				
10	Water based Fire extinguisher 9kg				
11	CO2 4.5KG				
12	Freight				

(Signature & date with stamp of the Contractor)

