

RFP

**INVITATION OF BIDS FOR SUPPLY OF SPORTS ITEMS
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/Sports 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/ Sports 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 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 Sports 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.
- (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 **Sports 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) Average 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 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 supply of Sports 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/ Sports 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 when and 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 **Sports Items** to be supplied by vendor as per the approved sample/specification and brand. In case supply does not conform 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 **Sports 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.

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 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.
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)

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 OF 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)

8

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 SPORTS ITEM FOR THE FY 2025-26					
Sr No	Items	BRAND	Rates	GST	Total
Cricket					
1	Abdominal Guard				
2	Supporter				
3	Cricket Net (100X10)	Nylon			
4	Cricket Mat (33/9)	Jute Practice Quality			
		Jute Match Quality			
5	Cricket Mat (66/9)	Jute Practice Quality			
		Jute Match Quality			
6	Cricket kit bag				
7	Cricket wickets/bails (plastic)	Flash			
8	Cricket wickets/bails (wooden)				
9	Cricket bat (English willow)				
10	Cricket bat (Kashmir willow)				
11	Cricket ball leather (4piece)				
12	Tennis Cricket Ball				
13	Cricket Ball synthetic				
14	Cricket batting pads				
15	Wicket keeping gloves				
16	Wicket keeping pads				
17	Wicket keeping inner gloves				
18	Cricket Thigh pad				
19	Cricket elbow guard				
20	Cricket dress (T Shirt and lower) coloured with sublimation				
21	Cricket shoes				
22	Cricket cap (Round)				
23	Cricket sweater				
24	Cricket helmet				
25	Cricket Bat grip				
26	Cricket batting Gloves				
27	Hang Ball	DSC			

Squash		BRAND	Rates	GST	Total
1	Squash Ball	Dunlop Yellow Dot			
2	Squash Racket	DSC			
3	Grip (Squash racket)				
Boxing					
1	Boxing gloves	USI/ Competition 609M			
2	Boxing Punching Pad	USI/627M Immortal Moulded Focus Pads			
3	Boxing Punching Bag with chain	105cm Filled 626 furry pu			
4	Boxing punching gloves	USI 617 SPU Furry Bag Gloves			
5	Gum shield	USI			
6	Boxing shoes	NIVIA			
7	Boxing Playing Dress (Red & Blue) with sublimaton	USI			
8	Boxing head guard	USI- Competition 615			
Athletics					
1	Cross bar high jump (Fiber)				
2	High Jump Stand				
3	Discuss Wooden (1kg)				
4	Discuss Wooden (1.5kg)				
5	Discuss Wooden (02 kg)				
6	Measuring Tape (100mt /50mtr)				
7	Relay Baton	Aluminum			
9	Athletic (vest & short)				
10	Spikes				
11	Starter Clapper	Wooden			
12	High Jump Cross Mat				
13	Take off Board Wooden				
14	Hurdle standard size				
15	Starting Block				

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

Table Tennis		BRAND	Rates	GST	Total
1	Table Tennis Ball				
2	Table Tennis Bat				
3	Table Tennis Net				
4	Table Tennis Table				
Volley ball					
1	Volley ball Pole	Adjustable			
2	Volley Ball	Cosco, Spartan Super Volley, Lotus volley			
3	Volley Ball Net	Cosco, Nivia with wire			
Football					
1	Football studs				
2	Football synthetic	Star Impact Nobel/Nivia black & white			
3	Football Shinguard	Nivia Classic			
4	Football stockings	Nivia			
5	Football corner flag with spring				
6	Football goal keeper gloves				
7	Football net	Garware/CT tournament			
7	Football dress with sublimation	Nivia			
Tennis					
1	LT Poles movable	Jonex 3",4"			
2	LT Ball				
3	LT Racket	DCS			
4	Kit Bag				
5	L T Net wire				
6	L T Rachat pully				
7	Tennis racket grip				
8	Tennis Net	Garware tournament			
Basket ball					
1	Basketball size 5,6,7	Nivia Top Grip (Leather & Rubber)			
2	Basketball net	Garware Tournament			
3	Basketball shoes				
4	Basketball dress with sublimation				
5	Basketball poles (movable)				
6	Basketball fiber board with dunking ring				
Badminton					
1	Badminton net	Yonex			
2	Shuttle cock plastic	Yonex Mavis 300 &350			
3	Shuttle cock feather(indoor)	Yonex/AS2			
4	Badminton Racket	Yonex GR303,Carbonex, volitric			
5	Badminton Racket grip	DSC/Yonex			

Hockey		BRAND	Rates	GST	Total
1	Shinguards				
2	Hand gloves				
3	Hockey sticks Graphie				
Gym items					
1	medicine Ball	3kg, 5 kg			
2	Yoga mats				
3	Theraband				
4	Gym cable				
	Gym belt				
Misc					
1	Air Foot Pump	Max air			
2	Anklet				
3	Whistle Plastic	Fox 40			
4	Karate Dress	USI			
5	Kitbag Small(DHOLKI BAG)	With logo of School			
6	Plastic cones small	12"			
7	Plastic cones marker	3"			
8	Plastic cones dome marker	2"			
9	Skipping Rope				
10	Bandage wrist				
11	Ankle Supporter				
12	Crape Bandage				
13	Bibs				
14	Skinner				
15	ladder or football training	4mtr/8mtr			
16	Stop watch	Nivia			
17	Sports Training Agility Hurdles	12"/18"			
18	Freight charges if any				

Conditional rates will neither be acceptable nor applicable.

Signature of tenderer _____

