

RFP

INVITATION OF BIDS FOR TAILORING 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/Tailoring 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/ Tailoring 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 Tailoring 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. Terms & Conditions:

- (a) The Tailor will work from 2.00 pm to 6.00 pm every day or as per time table given by the school authorities from time to time, however, time will not be limiting factor to provide satisfactory services to students.
- (b) Tailor will maintain the record of students regarding repairing/stitching of clothes/uniforms of each student of each house daily and obtain signatures of the students. It will be verified by respective House Master/Mistress/Warden/Matron. APS Dagshai will attach a/m record with the bill for payment in account office. The number of students will be verified by respective House Master/Mistress/Warden /Matron.
- (c) APS Dagshai shall provide room and furniture for work. The tailor will make his own arrangements for materials/tools regarding the work. APS Dagshai will not provide any materials/tools. Rent & electricity charges will be Rs 1,500/- per month.
- (d) One weekly off will be given to the tailor as per programme issued by the school. The tailor on being found absents on days other than weekly off a penalty of Rs 300/- per day will be imposed.
- (e) Tailor will maintain discipline at place of work and behave politely with the students/staff.
- (f) The payment will be made through cheque within 10 days after receiving the bill duly verified by the HM/HW. No advance payment will be made.
- (g) The contract of APS Dagshai can be cancelled by the school authorities due to following reasons:-
- (i) If Tailor fails to provide satisfactory service.
 - (ii) If Tailor is found absent from work without prior information more than five times.
- (h) The agreement will remain valid from 01 Apr 2025 to 31 Mar 2026.
- (j) The APS Dagshai reserves the right to terminate the contract without giving any reason, if the services of the Tailor are not found satisfactory.
- (k) **No payment will be made to Tailor during vacation**
- (l) **Tailor will sign on attendance sheet every day.**
- (m) **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.

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	

BANK DETAILS:

ACCOUNT HOLDER NAME	BANK NAME	ACCOUNT NO.	IFSC CODE	BRANCH NAME

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

ARMY PUBLIC SCHOOL, DAGSHAI
BOQ (FINANCIAL BID) TAILORING CHARGES FY 2025-26

Sr No.	ITEM	Rates per student per month	Remarks
	Tailor services: cloth repairing/stitching/stitching tags of new and old students		Payment will be made only for those students who get repairing/stitching work done from the tailor. This rate will be per student.
	Additional works		
	(i) Change of Jacket Zip		
	(ii) Change Jacket Zip Fly		
	(iii) Change Pant Zip		
	(iv) Stitching charges of Curtains		
	(v) Alteration of old curtains		
	(vi) Alteration of trouser		
	(vii) Alternation of shirts		

Signature of tenderer _____

Name _____

Name & address of firm with seal

Email address _____

Contact No. _____