

RFP

**INVITATION OF BIDS FOR AMC OF WATER PURIFIER/ AQUAGUARD
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/AMC of Water Purifier/ Aquaguard/ /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 AMC of Water Purifier/ Aquaguard”**.

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 :-
- Registration of firm/agency/company.
 - TIN/GST Registration Certificate.
 - 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.**

- 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.
 - 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 AMC of Water Purifier/ Aquaguard**". **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)

14. Terms & Conditions

- (a) The rates of AMC shall be for APS, Dagshai and include transportation charges, GST, all other taxes as applicable in respect of the AMC. The APS Dagshai shall not be liable to pay any tax, freight, TA/DA or any additional charges there on.
- (b) Number of water purifier /Aqua Guards may be increased/decreased according to requirement and payment will be released as per rates approved by the Bd.
- (c) Contractor will be required to rectify defects if any within 48 hours on intimation/ lodging of complaint and maintain the required total dissolved solid (TDS) level water.
- (d) Any part of water purifiers/Aqua Guards not functioning properly will be replaced free of cost.
- (e) Contractor will attend all complains within 24 hours.
- (f) Contractor will change parts like membrane (minimum of once during AMC period)
- (g) Contractor will change motors, transformer, pump, UV barrel, SV, SMPS, SPUN 20, SPUN 10, Piping, inline carbon, 20" Skid, or any other items if found defective /unserviceable as and when required
- (h) Contractor will provide requisite services for maintaining water purifiers on quarterly basis. Contractor will also submit the details of water purifier/Aqua guard after repair/services to APS Dagshai.
- (j) Payment will be made within 10 days after submission of quarterly bills after satisfactory report of board.
- (k) **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.**
- (l) 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.
- (m) Tax Deduction at Source as applicable under rules will be deducted from the bills of the contractor.
- (n) This tender notice will form part of the contractor agreement.
- (o) On acceptance of tender it will become a contract and shall be bound by terms and conditions of the tender.
- (p) Disputes of any will be subjected to Distt Court Solan only.
- (q). **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.
- (r). **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.
- (s) 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 in case 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

FINANCIAL BID FY 2025-26

BoQ FIANCIAL BID WATER PURIFIERS

<u>SrPlaces</u>	<u>Make/Company</u>	<u>Qty</u>	<u>Rate</u>	<u>GST</u>	<u>Total</u>
<u>No</u>					
(a)	Nehru House	RO Water purifier -50ltrs (Commercial Water Purifier)	01	-----	-----
(b)	Patel House	-----do-----	01	-----	-----
(c)	Subhash House do.....	01	-----	-----
(d)	Indira Housedo.....	02	-----	-----
(e)	Acad Block	Waves commercial UV -50 Ltrs (Chankya)	02	-----	-----
(f)	Students Mess	Waves commercial UV 50ltrs	02	-----	-----
(g)	Tagore House	UV System 25ltrs	01	-----	-----
(h)	Arya Bhatt	Waves 50 ltrs	01	-----	-----
(j)	Principal Office	Reviva RO 8ltrs	01	-----	-----
(k)	Bursar Residence	Reviva RO 8ltrs	01	-----	-----
(l)	Principal Residence	Kent RO 8ltrs	01	-----	-----
(m)	Guest Room	Revia 8ltrs	<u>01</u>	-----	-----
Total			<u>15</u>		

Signature of contractor/parity/firm _____

Name _____

Seal of firm _____

