

RFP**INVITATION OF BIDS FOR SUPPLY OF HYGIENE & SANITATION STORES
FOR THE FINANCIAL YEAR 2026-27****Particulars of the User issuing the RFP : Principal, Army Public School, Dagshai****Request for Proposal (RFP) No: APSD/Tender/Hygiene & Sanitation Stores /FY 2026-27****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 26 Feb 2026. 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/ Hygiene & Sanitation Store /FY 2026-27 are as follows :-

| CRITICAL DATE SHEET | | | |
|----------------------------|--|-------------|-------------|
| Ser No | Item | Date | Time |
| 1.1 | Tender Published date | 05 Feb 2026 | 0900h |
| 1.2. | Bid documents Downloading/ Sale start date | 06 Feb 2026 | 0900h |
| 1.3 | Clarification start time and date | 06 Feb 2026 | 1200h |
| 1.4 | Bid submission start date and time | 06 Feb 2026 | 0900h |
| 1.5 | Clarification end time and date | 24 Feb 2026 | 1800h |
| 1.6 | Bid submission end time and date | 26 Feb 2026 | 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 supply of Hygiene & Sanitation Stores”**.

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:-

- 5.1. Registration of firm/agency/company.
- 5.2. TIN/GST Registration Certificate.
- 5.3. Income tax returns of the company /firm/agency for last three financial yrs ie 2022-23, 2023-24, 2024--25.
- 5.4. Attested copy of PAN Registration.
- 5.4. Annual Turn over of firm/agency/company for last three financial years ie 2022-23, 2023-24, 2024--25.
- 5.5. Capital of firm/agency/company for last three financial years ie 2022-23, 2023- 24, 2024--25.

5.6. **Proof of Similar Works /Services Already Undertaken.**

5.6.1. The vendor should have three years experience of similar works with Government / Semi Govt/Agencies/ autonomous body/universities/schools of providing Hygiene & Sanitation Store amounting to not less than **Rs 2,00,000/- per annum**. Self attested and scanned copy of Supply/ work Orders to be enclosed.

5.6.1. Annual Turnover of more than Rs 2 Lakhs (Rupees two lakh) issued after 01 Sep 2025.

- 5.7. Self attested and scanned copy of Bank Account details.
- 5.8. Full Correspondence Address of the firm / Contractor with email Id and Phone Nos.
- 5.9. Acceptance of terms and conditions of RFP duly signed and stamped

6. **Last date and time for submitting the Bids : Before 1800h on 26 Feb 2026 . 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 Hygiene & Sanitation Stores**” **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 last date of the Bids submission. 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/ Hygiene & Sanitation Stores /FY 2026-27

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.**

6.1. 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.

6.2. 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 **Hygiene & Sanitation Store** 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 **Hygiene & Sanitation Store** 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.

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 in the form of Demand Draft in favour of Principal Army Public School, Dagshai within 07 working days after issue of Acceptance of Tender. 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 2027 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.
17. 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.
18. 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.
19. 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.
20. Conditional tender will not be accepted.
21. The tender can be forward by hand/by registered post however this office will not be responsible for any postal delays.
22. Army Public School, Dagshai may impose any other condition at the time of execution of contract agreement.
23. 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.
24. The successful contractor shall execute a written agreement with the Principal Army Public School, Dagshai when asked for.
25. 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.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

27 **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**

28. **Termination.** The contract of APS Dagshai can be cancelled by the school authorities due to following reasons:-

28.1. If vendor fails to provide three supplies when ordered.

28.2. If APS Dagshai rejects the items/goods three times.

29. 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: 4.1. An individual 4.2. A proprietary firm 4.3. A firm in partnership 4.4. 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 | 2022– 2023 | | |
| 2 | 2023 – 2024 | | |
| 3 | 2024 - 2025 | | |

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

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 | |
| 6 | Acceptance of Terms and Conditions of the RFP duly signed & stamped. | Certificate | |
| 7. | Pages 1 to 11 of RFP duly signed and stamped | Page 1 to 11. | |

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

ARMY PUBLIC SCHOOL, DAGSHAI

Appx 'A'

**BOQ (COMMERICAL BID) OF HYGIENCE & SANITATION STORES FOR THE FINANCIAL YEAR
2026-27**

| Sr. No | Items | Unit | Brand Name | Rate (In Rs) | GST | Total |
|--------|---|----------------------|----------------------------|--------------|-----|-------|
| 1 | Mops (domestic) 20"x 20" | per bundle 12 pcs | Spotzero | | | |
| | | per bundle 12 pcs | Other Brand | | | |
| 2 | Duster Kitchen 16" x24" | per bundle 12 pcs | | | | |
| 3 | Acid for Toilet and Bathrooms (700 ml) | per bottle | PARAS | | | |
| | | | Own brand | | | |
| 4 | Broom Tilla with stick (400gm) I | per pc | CALCUTTA | | | |
| | Lightweight | | Coco Trading India | | | |
| | Perfect binding | | Hari Ram Gulabrai And Sons | | | |
| | Fine finish | | | | | |
| 5 | Broom Tilla bans (bamboo) | per kg | CALCUTTA | | | |
| | Easy grip handle | | Coco Trading India | | | |
| | Well bound to avoid spilling of grass | | Hari Ram Gulabrai And Sons | | | |
| | Lightweight | | | | | |
| 6 | Broom Phool | per pc | HARI OM/Floora | | | |
| | Weight: 400 gm. | | Vanshika | | | |
| | Lightweight | | Pari brand | | | |
| | Long lasting | | Mr Clean | | | |
| | Fine finish | | Hari Ram Gulabrai And Sons | | | |
| | | | Coco Trading India | | | |
| 7 | Broom Tilla weight 450 grams, Lench 3-5 feet with fine stick) | per pc | CALCUTTA | | | |
| | | | Coco Trading India | | | |
| | | | Hari Ram Gulabrai And Sons | | | |
| | | | Kailash Chand | | | |
| 8 | Toilet Brush | per pc | Prince (BRW) | | | |
| 9 | Naphthelene Balls | per kg | Supreme | | | |
| | | per kg | Crown | | | |
| | | per kg | Trishul | | | |
| 10 | Nylon Scrubber | per doz | EKTA | | | |
| | | per doz | Diamond Brite | | | |
| | | Per doz | Master | | | |
| 11 | Steel Wool (scrubber) | per doz | Mummy | | | |
| | | | Jugmug | | | |
| | | | Wooltex | | | |

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

| Sr. No | Items | Unit | Brand Name | Rate (In Rs) | GST | Total |
|--------|----------------------------------|-------------------|--------------------------|--------------|-----|-------|
| 12 | Steel wool for cleaning crockery | Per kg | Local | | | |
| | | | Jugmug | | | |
| 13 | Baygon Spray | (5 Ltrs pack) | | | | |
| 14 | Soda Washing (Castic Soda) | Per Kg | Rajasthan | | | |
| 15 | Bamboo | per pc | | | | |
| 16 | Washing powder (Detergent) | Kg | Wheel | | | |
| | | Kg | Nirma | | | |
| | | Kg | Ghadi | | | |
| 17 | Soap Cake | Per pc (100 gm) | Life bouy /lux Lux | | | |
| 18 | Harpic (500ml) | per pc | | | | |
| 19 | Floor cleaning liquid | per bottle | Lizol | | | |
| 20 | Glass cleaner | per bottle | Colin | | | |
| 21 | Scotch Brite | Per dozen | ezee | | | |
| 22 | Dishwashing | Per piece (100gm) | 100 | | | |
| 24 | Wiper (Domestic & Commercial) | per piece | Unique | | | |
| | | per piece | Other Brand | | | |
| 23 | Phenyl | 450ml pack | Doctor | | | |
| | | 1 Litre Pack | Doctor | | | |
| | | 5 Litre Pack | Doctor | | | |
| | | 15 Litre Pack | Doctor | | | |
| | | 450 ml Pack | Mashal | | | |
| | | 1 Litre Pack | Mashal | | | |
| | | 5 Litre Pack | Mashal | | | |
| | | 15 Litre Pack | Mashal | | | |
| | | 450 ml Pack | Gainda | | | |
| | | 1 Litre Pack | Gainda | | | |
| | | 5 Litre Pack | Gainda | | | |
| | | 15 Litre Pack | Gainda | | | |
| 24 | Bathroom cleaner | 500 ml | Harpic | | | |
| | | 1000ml | Lizol | | | |
| 25 | Handwash | 5 litre pack | Life bouy | | | |
| | | 5 litre pack | Wonder Spa | | | |
| | | 5 litre pack | Havit | | | |
| | | 5 litre pack | Detol | | | |

| Sr. No | Items | Unit | Brand Name | Rate (In Rs) | GST | Total |
|--------|--|------------|------------|--------------|-----|-------|
| 26 | Bleaching powder | per kg | | | | |
| 27 | Agar Batti (Dhoop) | per packet | | | | |
| 28 | Room Fresher 150 ml | Per packet | Airwich | | | |
| | | Per packet | Odonil | | | |
| | | Per packet | Lia | | | |
| 29 | Room Fresher 250 ml | Per packet | Odonil | | | |
| | | Per packet | Odonil | | | |
| | | Per packet | Odonil | | | |
| 30 | Hand sanitizers Dispensers (7 ltrs) (Automatic) | | | | | |
| 31 | Spray Machine 16 Ltrs | | | | | |
| 32 | Thermometer IR (quote rates with brand & warranty) | | | | | |
| 33 | Pulse Oximeter (quote rates with brand & warranty) | | | | | |
| 34 | Head Caps(Disposable) | | | | | |
| 35 | Gloves(Disposable (box) | | | | | |
| 36 | Gloves(Reusable) (cotton) (10 pairs) | | | | | |
| 37 | Soap (Liquid) 250ml/500ml pack | Detol/ | | | | |
| | | Lifebuoy | | | | |
| 38 | Mask 3 ply ordinary | | | | | |
| 39 | Face Shield (1500 Microns) | | | | | |
| 40 | Hand Sanitizers 500ML (with pump) | | | | | |
| 41 | Hand Sanitizers 1L (without pump) | | | | | |
| 42 | Hand Sanitizers 5L | | | | | |
| 43 | Spray Equipment pump w/o battery ie manual | | | | | |
| 44 | Mercury Thermometer | | | | | |

Conditional rates will neither be acceptable nor applicable.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

