

**RFP****INVITATION OF BIDS FOR SUPPLY OF OFFICE STATIONERY 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/Office Stationery/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/ Office Stationery/FY 2026-27 are as follows :-

<b>CRITICAL DATE SHEET</b>			
<b>Ser No</b>	<b>Item</b>	<b>Date</b>	<b>Time</b>
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 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 **“Office Stationery”**.

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 &amp; 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.
- 5.5. Annual Turn over of firm/agency/company for last three financial years ie 2022-23, 2023-24, 2024--25.

5.6. Capital of firm/agency/company for last three financial years ie 2022-23, 2023-24, 2024--25.

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

5.7.1. The vendor should have three years experience of similar works with Government / Semi Govt/Agencies/ autonomous body/universities/schools of providing **Office Stationery** amounting to not less than **Rs 5,00,000/- per annum**. Self attested and scanned copy of Supply/ work Orders to be enclosed.

5.7.2. Average Annual Turnover of more than Rs 05 Lakhs (Rupees five lakh only ) issued after 01 Sep 2025.

5.8. Self attested and scanned copy of Bank Account details.

5.9. Full Correspondence Address of the firm / Contractor with email Id and Phone Nos.

5.10. **Original EMD and acceptance letter will be dropped in tender box kept at APS Dagshai allong with tender documents.**

5.11. Acceptance of items and conditions of the 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 "**Office Stationery**". **Late tenders will not be considered.** No responsibility will be taken for delay for non-receipt of Bid documents.

8. The bids should be dropped in the Tender Box marked "**Tenders for Annual Contracts**" at Army Public School, Dagshai by the due date and time. Late tenders will not be considered. Late tenders will not be considered. No responsibility will be taken for delays or non receipt of Tender Documents.

9. **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.

10. **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.

11. **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.

12. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
13. **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.
14. **Validity of Bids.** The Bids should remain valid till **90 days** from the last date of submission of the Bids.
15. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs 5,000 /- (Rupees five thousand only)** in favour of Principal Army Public School, Dagshai along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft. **EMD is to remain valid for a period of 45 (Forty five) days beyond the final bid validity period.** EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

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 of items/services required: Office Stationery.**

2. The details of items to be supplied (BoQ) are attached at **Appces 'B' to 'C'**.

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** Vendor will supply demanded **Office Stationery** on monthly basis or 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 02 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 two 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. Delivery and unloading of items at premises of APS Dagshai. The board detailed by the APS Dagshai will inspect **Office Stationery** 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 **Office Stationery** 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. **Performance Bank Guarantee.** Performance Security Deposit to the purchaser amounting to Rs 50,000/- (Rupees fifty thousand only) will be furnished by the supplier in the form of Bank Guarantee issued by a Nationalized Bank or a Private Bank authorized to conduct Government Business or in the form of Demand Draft in favour of Principal Army Public School, Dagshai within 07 working days of 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.
11. 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.
12. The terms of this contract shall be valid upto 31 Mar 2027 from the date of commencement of supply.
13. The contractor will submit Income Tax return of the firm for last three years duly attested.
14. The contractor will submit the registration of TIN/GST certificate duly attested with tender form.
15. Proof of annual turnover more than Rs 5 Lakhs (Rupees five lakhs only) must be attached with tender form issued after 01 Sep 2025.
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 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)

## PART III – STANDARD CONDITIONS OF RFP

**THE BIDDER IS REQUIRED TO GIVE CONFIRMATION OF THEIR ACCEPTANCE OF THE STANDARD CONDITIONS OF THE REQUEST FOR PROPOSAL MENTIONED BELOW WHICH WILL AUTOMATICALLY BE CONSIDERED AS PART OF THE CONTRACT CONCLUDED WITH THE SUCCESSFUL BIDDER (I.E. VENDOR IN THE CONTRACT) AS SELECTED BY THE USER. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE BID SUBMITTED BY THE BIDDER.**

1. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract.** Normally the contract shall come into effect on the date of supply order signatures of both the parties on the contract except when some other effective date is mutually agreed to and specifically indicated / provided in the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **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**
4. **Penalty for use of Undue Influence.** The bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the User or otherwise in procuring the contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Service Provider or any employed by him or acting on his behalf (whether with or without the knowledge of the Service Provider) or the commission of any other by the Service Provider or anyone, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the User to cancel the contract and all or any other contracts with the Service Provider and recover from the Service Provider the amount of any loss arising from such cancellation. A decision of the User or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Service Provider. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Service Provider towards any officer/employee of the Service Provider or to any other person in a position to influence any officer/employee of the User for showing any favour in relation to this or any other contract, shall render the Service Provider to such liability / penalty as the User may deem proper, including but not limited to termination of the contract imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the User.
5. **Access to Books of Account.** In case it is found to the satisfaction of the User that the Service Provider has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, Service Provider, on a specific request of the User shall provide necessary information/ inspection of the relevant financial documents/information.
6. **Termination of Contract.** The User shall have the right to terminate this Contract in part or in full in any of the following cases :-
  - 6.1. The delivery of the items is delayed for causes not attributable to Force Majeure for more than **05 days** after the scheduled date of delivery.
  - 6.2. The Service Provider is declared bankrupt or becomes insolvent.
  - 6.3. As per decision of the Arbitration Tribunal.
  - 6.4. If the vendor fails to provide three supplies when ordered.
  - 6.5. If the user rejects the items/goods three times.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

7. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
8. **Transfer and Sub-letting.** The Service Provider has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
9. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract. **The rates shall remain unchanged as mutually agreed throughout contract period ie upto 31 Mar 2027.**
10. **Taxes and Duties.**
- 10.1. Bidders must indicate separately the relevant Taxes/Duties likely to be paid in connection with delivery of completed goods specified in RFP. In absence of this, the total cost quoted by them in their bids will be taken into account in the ranking of bids.
- 10.2. If a Bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate / quantum of any Duty/tax, it should be brought out clearly. In such cases, relevant certificate will be issued by the Buyer later to enable the seller to obtain exemptions from taxation authorities.
- 10.3. Any changes in levies taxes and duties levied by Central/State/Local Govt such as excise duty, VAT Services tax Octroi/entry tax, etc on final product upward as a result of any statutory variation taking place within contract period shall be allowed reimbursement by the buyer to the extent of actual quantum of such duty / tax paid by the seller. Similarly, in case of downward revision in any such duty/tax the actual quantum of reduction of such duty/tax shall be reimbursed to the buyer by the seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc, if any obtained by the seller. Section 64-A of sales of Goods Act will be relevant in this situation.
- 10.4. Levies taxes and duties levied by Central / State / Local Govts such as excise duty, GST, Service tax Octroi /entry tax etc. on final product will be paid by the buyer on actuals, based on relevant documentary evidence. Taxes and duties on input items will be not be paid by Buyer and they not be indicate separately in the bids. Bidders are required to include the same in the pricing of their Product.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

## **PART IV – SPECIAL CONDITIONS OF RFP**

The Bidder is required to give confirmation of their acceptance of Terms & Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Service Provider in the Contract) as selected by the User. Failure to do so may result in rejection of Bid submitted by the Bidder.

### **Note :-**

1. While submitting the Acceptance of tender enquiry, the following points will be ensured :-
  - 1.1. Acceptance of tender enquiry, bear distinctive identification mark of the vendor.
  - 1.2. List of all documentary proofs such of Firm Registration, PAN, etc will be provided with the acceptance of tender enquiry.
2. The prospective suppliers will furnish the details of such nature of jobs executed by them previously with any agency in India/ abroad. In absence of experience in field the tender is likely to be rejected.
3. Qualified bidder will be provided technical assistance during commission of job.
4. The list of facilities /services provided by the bidder during the contract period.
5. **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.
6. **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, User reserve the right to **50%** plus/minus increase or decrease the quantity of the required goods upto that limit without any charge in the terms & conditions and prices quoted by the Service Provider. While awarding the contract, the quantity ordered can be increased or decreased by the User within this tolerance limit.
7. **Payment Terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through Cheque/NEFT
  - 7.1 The payment will be made by cheque within on 30 days following succeeding months after submitting of bills to APS Dagshai. No interest will be paid on late payment. The party will indicate clearly approved specifications and brand name of items in the bill also.
8. **Paying Authority.** The payment of bills will be made on submission of the following documents by the seller to the Paying Authority:-
  - 8.1. Ink-signed copy Commercial invoice / seller's bill.
  - 8.2. Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order / contract) (Mandate form duly signed by bank).
  - 8.3. Satisfactory certificate from the user.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

9. **Risk & Expense Clause.**

9.1. Should the **Office Stationery** or any item thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the **Office Stationery** or any item thereof, the User shall after granting the vendor 05 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

9.2. In case of a service breach that was not remedied within the stipulated time, the USER shall, having given the right of first refusal to the USER be at liberty to purchase, or procure from any other source as he thinks fit, **Office Stationery** of the same or similar description to make good :-

9.2.1. Such default.

9.2.2. In the event of the contract being wholly determined the balance of the services remaining to be delivered there under.

9.3 Any excess of the purchase price, cost of manufacturer, or value of any services procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the vendor. Such recoveries shall not exceed 10% of the value of the demand.”

10. **Force Majeure Clause.**

10.1. Neither party shall bear responsibility for the completed or partial no performance of any of its obligations (except for failure to pay and sum which has become due on account of receipt of services under the provisions of the present contract), if the non-performance results from such force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

10.2. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time action of these circumstances and their consequences.

10.3. The part for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstance immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

10.4. Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

10.5. If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

11. **Specification and Samples.** Prior to acceptance of the tender the undersigned reserves the right to call for samples and the vendor shall be liable to supply the same.

12. **Quality.** The quality of the **Office Stationery** delivered according to the present contract shall correspond to the conditions and standards valid as approved by Board and shall also include therein modification to the services suggested by the User if any. Such modification will be mutually agreed to.

13. **Quality Assurance.** The quality of **Office Stationery** must be as per approved by Board.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

14. **Inspection Authority.** The quality of items/materials supplied by vendor must be of contracted brand and weightage as approved by the Board.
15. 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)

**ARMY PUBLIC SCHOOL, DAGSHAI****GENERAL INFORMATION**

1.	<b>Name of Applicant / Company</b>	Remarks
2.	Address for correspondence _____ _____ _____	
3.	Contact Person: _____  Telephone Nos. _____  Mobile _____  Email ID _____  <b>Detail(s) of bank account(s) of the Firms/dealers/proprietors.</b>  Name of account ho _____  Account No _____  IFSC Code _____  Name of Bank _____	
4.	Type of Organization: 4.1. An individual 4.2. A proprietary firm 4.3. A firm in partnership (Attach copy of Partnership) 4.4. A Limited Company (Attach copy of Article of Association)	
5.	Place and Year of Incorporation	
6.	Name of Proprietor / Director / Partners in the organization and their status along with their qualifications.	
7.	Documents in support of the turn over for past 3 (three) years up to 31st March 2025.	
8.	Any other Information	

**DETAILS OF CONTACTS COMPLETED DURING THE LAST 3 YEARS****(DETAILS TO BE FURNISHED IN THE FOLLOWING FORMAT)**

Sr. No	Name of contracts	Scope of Services/ items	Value of contract	Date of start/ completion	Name & Address of the client	Remarks

For and on behalf of the Principal APS Dagshai

(Signature &amp; date with stamp of the Contractor)

**TURN OVER AND CAPITAL OF FIRM/COMPANY/DEALER FOR OF LAST THREE YEARS:**

Sr. No.	Financial Year	Capital of firm	Turnovers
1	2022 - 2023		
2	2023 - 2024		
3	2024 - 2025		

**DETAILS OF TENDER COST**

Sr. No.	Draft No	Receipt No	Tender cost
1			Rs 100/-

**DETAILS OF EARNEST MONEY**

Sr. No.	Draft No	Receipt No	Earnest Money.
1			Rs 5,000/-

**In addition to the above the applicant has to submit the following documents/ Information:**

1. Copy of IT Returns
2. Copy of valid GST Number.
3. Copy of Balance sheet of last year.
4. Copy of PAN/GST NO/TIN NO

**Notes**

**Tender will be rejected incase photocopy of GST certificate , Demand Draft for Tender cost & Earnest Money are not enclosed.**

**Checklist**

Sl. No.	Name of the Particulars	Documents Required	Attached (Yes/No)
1	Tender cost	Demand draft /Utr No	
2	Earnest Money	Demand draft /Utr No	
3.	Proof of PAN & GST	Copy of Certificate	
4.	Organization average annual turnover and capital for past three Financial years.	Copy of Supporting Documents	
5.	Credentials	Work Order / Completion Certificate (if any)	
6.	IT Returns for last 3 (three) years.	Copies to be submitted	
7.	Self attested and scanned copy of Bank Account	Copies to be submitted	
8.	Acceptance of Terms and Conditions of the RFP duly signed & stamped.	Certificate	
9.	Pages 1 to 18 of RFP duly singed and stamped	Page 1 to 18.	

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

## ARMY PUBLIC SCHOOL, DAGSHAI

## BoQ (FINANCIAL BID) OF OFFICE STATIONERY ITEMS FOR FY 2026-27

Sr. No	Items	Unit	Brand Name	Rate (In Rs)	GST	Total
1	Carbon Papers	Per 100	Kores			
2	Paper pins	Each	Zebra/ Rolex Glove			
3	Ball pen ordinary (Red/blue/black)	Each	Cello fine grip Renold Camlin butter flow Gel			
4	Computer Ribbon (Dot matrix)/cartridge	Pkt	Citizen			
5	Address label sticker small/big for laser jet printer	Pad	Oddy			
6	writing pads (slip pad) Nos. 33,22 & 11	Nos	Neelgagan Deepa/ Mahadev			
7	Gum Bottle 700 ml ) small/large	Bottle	Chelpark Camel Esec			
8	Highlighter (All colours)	Piece	Luxure			
9	Board marker (bold)	Piece	Luxure Camline Renold			
10	Stapler pin box (Small size)	Box	Kores Kangaru			
11	Stapler Machine small size steel& medium size	Nos	Kangaroo			
12	Stamp pad	Each	(Ashoka) kores			
13	Stamp pad ink (different sizes)	Per bottle	(Ashoka) kores Natraj			
14	Pencil HB	Pkt	HB/ Flora			
15	Dak binder	Nos	Neelgagan			
16	folders (dakpad)	Nos	Neelgagan			
17	White & Green tag (Small)	Per 100	Cotton Nylon			
18	White & Green tag (Large)	Per 100	Cotton Nylon			
19	Fax Roll -30 mtr	Per pc	Misubist citizen			
20	Correction Fluid (big font)	Per pc	Kores			
21	Correction pen/fluid	Each	Kores Artline			
22	Calculator Citizen original	Each	Citizen CASIO			
23	Drawing pins coloured small & large (Thumb pin)	Pkt				
24	Drawing pins brass small & large 75/50grms	Pkt	Bharat Unique Flora Scholar			
25	Flap (File Binder)	Piece	Camlin fevi stic glue stic			

Sr. No	Items	Unit	Brand Name	Rate (In Rs)	GST	Total
26	Glue stic	Piece	Camlin			
27	Grip binder / plastic binder	Pkt	Fix -wet			
28	IT pad	Small				
		Medium				
		Large				
29	Paper clip	Pkt	Rollex/ Globe			
30	Punching machine double hole	Nos	Kangaroo			
31	Plastic Scale 12"	Per Piece	Natraj/ Boss deluxe.			
32	Brown tape /transparent (paking) per role - 2" wide	Roll	Wonder /Promise			
33	Brown tape/Transpaerent (paking) per role - 1" & .5"	Roll	Wonder Promise			
34	Permanent marker thin	Nos	Luxure/ camline/ Art line			
35	Permanent marker bold	Nos	Luxure/ camline/ Art line			
36	Cello tape (coloured) 1" wide	Roll	Wonder -WPL/ Standard /Promise			
37	Cello tape (coloured) ½ " wide	Roll	Wonder -WPL /Standard /Promise			
38	Rubber band big size	Pkt				
39	Thread (white tags) fine quality.	Bunch				
40	Computer File 15 x 12	Piece				
41	Stock Register/Ledger (200,350,400 pages)	Nos	Neelgagan			
42	Sketch book large thick	Piece				
43	coloured Flags (five colure stripes)	Pkt/pad				
44	Laminated flags					
45	Engagement pad	Nos	Neelgagan, Deepa/ Amadhav			
46	Poker (Wood handle/ plastic)	Piece	Citizen			
47	Pin/Clip box (Dibbi)	Piece				
48	Quick fix (Small tube)	Piece				
49	Paper cutter & blade large	Nos				
50	Paper cutter & blade Medium	Nos				
51	Paper cutter & blade small	Nos				
52	Pen stand (table)	Nos				
53	Ad Gel pen (Blue,Black,Red)	Each				
54	Ball pen butter flow	Each				

**Note: Prices to be given in INR and not in percentage**

Sr. No	Items	Unit	Brand Name	Rate (In Rs)	GST	Total
55	Sealing wax	PKT				
56	SOP Folder	Nos				
57	Hard half folder (Accounts Record)	Nos				
58	Talk sheet big size/small size	Per metre	Fine quality			
59	Clip Board Transparent/ordinary	Nos				
60	Binder clips (small/medium/large)	Per pkt				
61	Ink pad and ink	Nos	Kores Ashoka			
62	Colour pin	Pkt				
63	Ribbon coloured (cloth)	Roll				
64	DO Envelope 7.5 x 7.5					
65	Transparent tape 2"					
66	Gum Bottle small	750 ml. per bottle of Standard Quality	Chelpark			
			camel			
		150 ml. per bottle of Standard Quality				
67	Table glass (sqft)					
68	Pilet pen V-7 (Green/blue/read)	Each				
69	Transparent tape 1"	Each roll				
70	Pocket size Diary	Each				
71	Red refill max writer/ zel/butter flow	Each				
72	Teacher Adjustment Duty Register	Each				
73	Notice board with Aluminum Frame	Nos				
74	Gum tube small (100gms/50gms/20gms)	Each				
75	Box files (Double binder –center)	Per pkt				
76	Info policy folder (30,70 & 100 leaf )	Fine quality				
77	Uniball pen (.7 & 1)	Per pc				

**Note: Prices to be given in INR and not in percentage**

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

**ARMY PUBLIC SCHOOL, DAGSHAI****BoQ (FINANCIAL BID) OF PRINTING ITEMS FOR AND MATERIAL FOR OFFICE THE YEAR 2026-27**

Sr. No	Items	Unit	Brand Name/specification	Rate (In Rs)	GST	Total
1	Exam Answer Sheet printed for full scope 4 sheet	Per 1000				
2	Exam Answer Sheet printed for full scope 8 sheet	Per 1000				
3	Exam Answer Sheet printed for full scope 12 sheet	Per 1000				
4	Exam Answer Sheet printed for full scope 16 sheet	Per 1000				
5	<b>Photocopier Paper</b>	Ream	JK Red/ Eco rise			
	A4	Ream				
	FS	Ream				
	A3	Ream				
	B4	Ream				
	B5	Ream				
6	<b>Photocopier Paper</b>		JK Green Ecorise			
	A4	Ream				
	FS	Ream				
	A3	Ream				
	B4	Ream				
	A4 size glossy paper 100 sheets	Ream	135.000			
	<b>Computer Stationery (Plain)</b>		Citizen			
7	Part I Plain	Ream	10X12			
			15x12			
			20x 12			
	Part II Plain	Ream	10X12			
			15x12			
			20x 12			
Part iii Plain	Ream	10X12				
		15x12				
Part iii printed bills	Ream	20x 12				
8	Envelop (Taj Mahal) - Small, Medium (both plain & window)	Per 1000	Ballapur/ Taj Mahal			
9	Yellow envelop with cloth 8 x 10, 10 x 12, 12x 16	Per 1000	Ballapur/ Taj Mahal			
10	Yellow "without cloth or lamination- 8x10,10x12,12x16	Per 1000	Ballapur/ Taj Mahal			

**Note: Prices to be given in INR and not in percentage**

For and on behalf of the Principal APS Dagshai

(Signature &amp; date with stamp of the Contractor)

Sr. No	Items	Unit	Brand Name/specification	Rate (In Rs )	GST	Total
11	Envelop 12 x16 w/o cloth coated	Per 1000				
12	Stock Ledger printed 200 sheet /256 pages	Per pc	Ledger sheet			
13	Stock Ledger printed 300 sheet	Per pc	Ledger sheet			
14	Stock Ledger printed 400 sheet	Per pc	Ledger sheet			
15	Stock Ledger printed 500 sheet	Per pc	Ledger sheet			
16	Printing of letter head pad with school's logo - 100 sheet, Size A4	Each	Royal Executive bonds			
17	Printing of manual receipt book- 300 sheet (ledger type) 16" x 12"	Each	Royal Executive bonds			
18	Printing of student's Ledger -300 sheet 13" x 9"	Each	Ledger sheet			
19	Printing of requisition pad books/sty (duplicate ) (size 7" x 4") 100 sheet /4.50	Each	Normal sheet			
20	Printing of requisition pad (uniform) (Triplicate) 100 sheet (Size 7 " x 5")	Each	Ordinary paper			
21	Printing of leave pad 100 sheet 10.5" x 7"	Each	Ordinary paper			
22	Printing of Journal Voucher (8"x 4") single	Each	Ordinary paper			
23	Printing of dhobi register - 100 sheets, A4 size	Each	Fine quality ledger sheet			
24	Printing of dak receipt and dispatch register -400 sheets 13" x 8.5"	Each	Ledger sheet			
25	Printing of sanction book (triplicate) containing 50 per head.	Each	Fine quality			
26	Printing of sanction book (duplicate) containing 100 per head.	Each	Fine quality			
26	Printing of KOT Book (in duplicate) containing 100 sheet (6" x 4")	Each	Fine quality			
27	Printing of bank & cash vouchers (Duplicate)	Ream	Ordinary paper			
28	Office File Cover (Multicolored)	Nos	Fine quality			
	White file cover with green borders	Nos	Fine quality			
29	Hard file cover (Accounts Office)	Nos	hard and soft with cloth coated			
30	Plastic file (project) A4 Size	Nos	Fine quality			
31	File cover (Student and office)	Nos	Fine quality			
32	Printing of receipt/issue vouchers (100 sheet)	Pad	Ordinary paper			
33	Printing of part -I requisition pad for purchase of store (Triplicate) 8.5" x 6.5")	Pad	Ordinary paper			
34	Printing of free issue pad 8" x 5" duplicate (sty items to teachers)	Pad	Ordinary paper			
35	Printing of TC Register in triplicate	150 sheet	Fine quality			

**Note: Prices to be given in INR and not in percentage**

Sr. No	Items	Unit	Brand Name/specification	Rate (In Rs)	GST	Total
36	Printing of Dhobi bill in triplicate -size legal sheet	150 sheet	Ordinary paper			
37	Printing of clothing list (Duplicate)	120 sheet	Ordinary paper			
38	Printing of mess requisition book in duplicate		Ordinary paper			
39	Printing of TA/DA Form	100 sheet pad	Fine quality			
40	Attendance register (1st half/2nd half) page 40sheets (thin)	Nos				
41	Attendance register (1-30 days) page 40 sheets (thick)/64	Nos				
42	Arrival/departure register - size A4	120 sheets				
43	Printing of hair cutting and bath register -100 pages					
44	Printing of sanction book of store -Estate i/c (Triplicate) 17 cm x 22cm -50 sheet	Nos				
45	Printing of coupon pad (Duplicate) Size 22 cm x 9cm sheet 100	Nos				
46	MI Room slip (Triplicate)	Pad (100pc)				
47	Printing of students clothing list size 10" x 4" in duplicate 50 sheet					
48	Printing of school news letter	Per page	Glossy paper			
49	Printing of Merit Certificate A4 sheet	Per Hundred certificate	Fine quality			
50	Printing of leave register 125 sheet, A4 sheet	Each	Fine quality			
51	Five time attendance register 50 sheet	Each	Fine quality			
52	Computerized Digital Printing Vinyl sheet pasted on 3mm sun board	Per Sqft				
53	Computerized Digital Printing Vinyl sheet pasted on 5mm sun board	Per Sqft				
54	Computerized printing Normal star flex	Per Sqft				
55	Laminated flags (05 stripe or 03 stripes) ie from 'A', 'B','C','D', 'E', 'F' or as per school requirement	Pad				
56	Printing of receipt/issue vouchers (100 sheet) (Duplicate)					

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