

RFP**INVITATION OF BIDS FOR RUNNING OF SCHOOL CAFETERIA , SUPPLY OF BAKERY ITEMS & TUCK SHOP 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/Running of School Cafeteria, supply bakery items & tuck shop /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/ Running of School Cafeteria and supply bakery items /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 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 separate sealed envelopes inscribed as under:

- 3.1. Technical Bid for Running of School Cafeteria, supply bakery items & tuck shop.
- 3.2. Commercial bid Running of School Cafeteria, supply bakery items & tuck shop..

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.
- 5.5. 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 two years experience of similar works with universities/schools of providing services of Running of School Cafeteria and supply bakery items 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 15 Lakhs (Rupees fifteen 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 allowing with tender documents.**

5.11. Acceptance of all Terms and Conditions of this RFP duly signed and stamped as per format attached.

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 “**Technical Bid for Running of School Cafeteria, supply bakery items & tuck shop.” and for Commercial bid Running of School Cafeteria, supply bakery items & tuck shop.**” **Late tenders will not be considered.** No responsibility will be taken for delay for non-receipt of Bid documents. Draft for EMD will be produced before the procurement committee in original at the time of opening of bids.

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 with forfeiture of EMD. 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.
14. **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 30th 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/ Type of item/services/ APSD/Tender/ School Cafeteria, supply bakery items & tuck shop.
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 **run School Cafeteria & Tuck shop as per time table given by APS Dagshai and supply bakery items** 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.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

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 **running School Cafeteria, supply bakery items & tuck shop** 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 **running School Cafeteria, supply bakery items & tuck shop** 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.

9. **Consignee details:** Principal, Army Public School, Dagshai.

10. **Performance Bank Guarantee.** Performance Security Deposit to the purchaser amounting to Rs 65,000- (**Rupees sixty five 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 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 contract for the school cafeteria and bakery items will be awarded from the period 01 Apr 2026 to 31 Mar 2027. The approved rates should be FOR APS Dagshai and should include, GST, freight charges and all other taxes. The school shall not be liable to pay any tax, freight etc. **The rates shall remain unchanged as mutually agreed throughout the above period of supply/contractual obligations.**

12. Rent of cafeteria will be Rs **5,000/-** per month including vacations. The rent will be paid by the 7th of every month. Electricity charges will be levied to contractor as per meter reading on commercial rate.

13. The contractor shall also stock stationery items and toiletries in the café. The list of items to be stocked will be as per the BoQ attached at Appendix 'D' & 'E'.

14. **The contractor will not lend money or sell items on credit to any student or member of staff of APS Dagshai. In case contractor does so, school will be not responsible for recovery of such amount. Contractor will issue/sell items on producing coupon by students of APS Dagshai. No advance payment will be made. The payment will be made by cheque by the 20th day of following succeeding month after submitting of bills to APS Dagshai.** The TDS will be deducted from payment. The school authorities have the right to accept or reject the tender without assigning any reason.

15. The rates are required to be filled in figures as well as in words and same should not be more than MRP in any case. Vendors are advised to affix transparent cello tape (neat & clean) on the column of rates. No amendment in the rate will be accepted.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

16. There should not be any overwriting or cutting in the tender. If figures/words are to be amended it should be neatly scored out and the revised figures should be written above and the same should be attested with full signature and date. In the absence of attested signature, the tender is liable to be rejected
17. On acceptance of the tender, it will become a contract and shall be bound by terms and conditions.
18. The Chairman does not bind himself to accept the lowest tender and reserves the right to accept the tender in whole or part. Contract will be awarded on the basis of the lowest average rate of items grouped into different categories but due importance will be given to the quality of the branded items before doing so. The school authorities have the right to accept or reject the tender without assigning any reason.
19. Prior to acceptance of the tender, the undersigned reserves the right to call for sample at time of negotiation.
20. The approved rate list of items will be displayed in the Cafeteria. The contractor will display minimum two boards indicating items and their rate in cafeteria.
21. The contractor shall obey and observe all the rules and orders issued from time to time by the Principal/Bursar. The contractor will be responsible for maintenance of proper hygiene and cleanliness in the school cafeteria and also maintain of drinking water point.
22. No item will be sold to the students on cash payment/on credit.
23. The cafeteria will be opened every day as per the timings given by the school. In case Cafeteria cannot be opened on a specific day, prior permission must be taken from the school & the same must be displayed in the Cafeteria.
24. The contract can be cancelled at any time without any notice in case of any irregularity.
25. **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.**
26. The successful contractor shall execute a written agreement with the Principal Army Public School, Dagshai when asked for.
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)

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 or 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.

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

6. **Non - disclosure of Contract documents.** Except with written consent of the User & Service Provider that party shall not disclose the contract or any provision, specification, r plan design, pattern, sample or information thereof to any third party.

7. **Termination of Contract.** The User shall have the right to terminate this Contract in part or in full in any of the following cases :-

- 7.1. Cafeteria contractor if found violating the terms and conditions of this contract.
- 7.2. The Service Provider is declared bankrupt or becomes insolvent.
- 7.3. The cafeteria is closed without prior permission on more than three occasions.
- 7.4. As per decision of the Arbitration Tribunal.
- 7.5. If the vendor fails to provide supplies when ordered on more than three times.
- 7.6. If the user rejects the items/goods three times.
- 7.7. The contractor fails to ensue hygiene and cleanliness of the café premises.

8. **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.

9. **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.

10. **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 01 Apr 2026 to 31 Mar 2027.**

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

11. **Taxes and Duties.**

11.1. Bidders must indicate separately the relevant Taxes/Duties likely or 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.

11.2. 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.

11.3. Any changes in levies taxes and duties levied by Central/State/Local Govt such as excise duty, 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.

11.4. Levies taxes and duties levies 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 all 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.

9. **Risk & Expense Clause.**

9.1. Should the **R running School Cafeteria, supply bakery items & tuck shop** 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 **Running of School Cafeteria and supply bakery items** 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 05 days, 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, **running School Cafeteria, supply bakery items & tuck shop** 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 **running School Cafeteria, supply bakery items & tuck shop** 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 **running School Cafeteria, supply bakery items & tuck shop** must be as per approved by Board.

14. **Inspection Authority.** **The quality of items/materials supplied by vendor must be of contracted brand and weightage as approved by the Board. The list of items are att as Appx.** No other brand in lieu will be accepted by APS Dagshai. Each item will be checked by the board of APS Dagshai and it is at their discretion to reject any of the items, which they may consider not of upto desired brand, standard, specifications and size/weight as approved by the Board. The vendor will indicate brand name, quantity, accounting units and rate/MRP of items on the bills clearly. The bill without brand name, quantity, accounting units & rate will be rejected.

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)

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** Two Bid system will be adopted for finalizing the contract. The broad guidelines for evaluation of Bids will be as follows :-

1.1. **Technical Evaluation.** Technical Bids will be evaluated on the eligibility and qualifying requirements given at Page 2 Para 5 of RFP.

1.2. **Commercial Bids.**

1.2.1. Commercial Bids of only those bidders will be evaluated whose Technical Bids fulfill the eligibility and qualifying requirements of the RFP.

1.2.2. The Lowest Bids will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 3 below.

1.2.3. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation.

1.2.4. The Lowest Acceptable Bid will be considered further for placement of contract /Supply order after complete clarification and price negotiations as decided by the User.

2. **Technical Bid Format.** The Technical Bid Format is to be used is attached at Appendix 'A'. Bidders are required to fill it up correctly with full details and attached the required documents along with signed copy of the RFP.

3. **Price Bid Format to be used for L-1 determination.** The Price Bid Format is attached as BoQ at Annexes B,C,D & E. Bidders are required to fill it up correctly with full details, as required under Part-II Of RFP. **Determination of L1 bidder will be on the basis of lowest rates quoted by the bidders.**

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

ARMY PUBLIC SCHOOL, DAGSHAI**TECHNICAL BID FY 2026-27**

1.	Name of Applicant / Company	Remarks
2.	Address for correspondence _____ _____ _____	
3.	Contact Person: _____ Telephone Nos. _____ Mobile _____ Email ID _____ Detail(s) of bank account(s) of the Firms/dealers/proprietors. 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/ Item	Value of contract	Date of start/ completion	Name & Address of the client	Remarks

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

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

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 , Tender cost & Earnest Money is 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 15 of RFP duly signed and stamped	Page 1 to 15	

Appx 'B'**ARMY PUBLIC SCHOOL , DAGSHAI**
BoQ (COMMERCIAL BID) OF CAFETERIA ITEMS FOR FY 2026- 27

<u>S.No</u>	<u>Items</u>	<u>Unit</u>	<u>Rates</u>	<u>GST</u>	<u>Total</u>
<u>Cold & Hot stuff</u>					
1	Tea	Per cup			
2	coffee	Per cup			
3	Tomato Soup	Per cup			
4	Cold Drinks	Per bottle			
5	Flavoured Milk (Amul)	Per pc			
6	Juice 200ml HPMC Himalyan Real	Per pc			
7	Knicks & knacks	Per pkt			
8	Lays potato chips	Per pkt			
9	Halidram namkeen	Per pkt			
10	Britannia Biscuits	Per pkt			
11	Nestle & Cadbury				
12	Candies & sweets				
<u>Pastries</u>					
13	Brownie	Per pc			
14	Butter Scotch	Per pc			
15	Chocolate (regular)	Per pc			
16	Chocolate Éclair	Per pc			
18	Black forest	Per pc			
19	Kulcha stuffed	Per pc			
20	Muffin	Per pc			
21	Pineapple	Per pc			
22	Strawberry	Per pc			
23	Truffle	Per pc			
24	Vanila	Per pc			
25	Zeera Biscuits	Per pc			

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

<u>Puffs</u>					
<u>S.No</u>	<u>Items</u>	<u>Unit</u>	<u>Rates</u>	<u>GST</u>	<u>Total</u>
25	Vegetable patties 100gm	Per pc			
26	Paneer patties 100gms	Per pc			
27	Mushroom patties 100 gms	Per pc			
28	Chicken patties 100 gms	Per pc			
	<u>Quick bite & others</u>				
29	Burger veg/Paneer	Per pc			
30	Sandwich veg	Per pc			
31	Hot Dog veg	Per pc			
32	Pizza	Per pc			
33	Amul/Vadilaly (Ice cream)				
34	Butter Scotch cake	Per kg			
35	Black forest cake	Per kg			
36	Pineapple cake	Per kg			
37					
38	Vanila cake	Per kg			
39	Samosa 100gm	Per pc			
40	Momos(10 Pcs)	Per plate			
41	Boondi Laddu	Per kg			

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

ARMY PUBLIC SCHOOL , DAGSHAI
BoQ (COMMERCIAL BID) OF BAKERY ITEMS FOR THE FINANCIAL YEAR 2026-27

S.No	Items	Unit	Size in gram	Rates	GST	Total
1	Cream roll	per pc	50 grams			
2	Muffins	per pc	50 grams			
3	Sweet Buns with cherry	per pc	100grams			
4	Fruit Buns	per pc	100grams			
5	Pao Buns	per pc	100grams			
7	Butter Rolls	per pc	50 grams			
8	Saunf Rusk	per kg	20 pcs in kg			
9	Burger Buns (plain)	Per pc	100 grams			
10	Samosa	per pc	100 grams			
11	Bakery Biscuits (Jeera/sweets)	Per kg	20 grams per pc			
12	Coconut cookies biscuits	Per kg	60 pcs in kg			
13	Chocolate cookies biscuits	Per kg	60 pcs in kg			
14	Plum cake					
15	Chocolate Cake	Per kg				
16	Pastries - Chocolate/pineapple	Per kg				

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

ARMY PUBLIC SCHOOL, DAGSHAI**BoQ OF STATIONERY ITEMS OF STUDENETS FOR FY 2026-27**

Sr. No	Items	Unit	Brand Name	Rate (in Rs)	GST	Total (inRs)
1	Pencil	Each	Doms			
			Natraj			
			Art line			
2	Rubber (Eraser)	Each	Doms			
			Natraj			
			Art line			
3	Gum tube	Each	Camline			
			kores/			
4	Crayon 12 Shade (Pkt)	Pkt	Natraj			
			Camline			
			Doms			
5	Scale 30 cm thick	Each	Natraj			
			Camline			
			Doms			
6	Scale 15 cm	Each	Natraj			
			Camline			
			Doms			
7	Drawing Instrument Box (Geo box)	Each	Natraj			
			Camline			
			Doms			
8	Sharpener	Each	Natraj			
			Camline			
			Doms			
9	Poster Colour 6 shades	Each	Camline			
10	Poster Colour 12 shades	Each	Camline			
11	Compass (0.5)	Each	camel or			
			kores			
			Natraj			
12	Pilot Pen blue, black	Each	Luxor HI-			
			Tecpoint			
13	Cello tape (Miracle) - .5"	Each	promise			
			Wonder			
14	Gum bottle 50gm	per bottle	Camel			
			Kores			
15	Gum bottle 300ml/700ml	per bottle	Camel			
			Kores			
			esce			
16	Ball Pen blue and /black	per pkt	Reynold (045),			
			Montex Hybrid,			
			/maxrites.			
17	Gel pen (Blue & Black/red/green)	Pkt	Unomax			

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Sr. No	Items	Unit	Brand Name	Rate (in Rs)	GST	Total (inRs)
18	Gel pen Digital Gel Flair sportily	Each	Digital Gel Fair Sportly			
19	Refill Gel Pen /Reynolds, Cello Supper	Each	Cello			
			Unomax			
20	Refill Ball pen Renold /cello pen (bolt)	Each	Maxwriter			
			Cello			
21	Chart white cloured thin/thick	Each	Ballarpur			
			bilt			
22	Drawing pencils set	Pkt	Camlin			
			doms			
			Artline			
23	Brown tape 1inch transparent	Each	Promise			
			wonder			
24	Name slip (Fine quality)	Nos	Five star			
			other brand			
25	Drawing pencil set colour	Pkt	Natraj			
			Camlin			
			fiber casel 12 shades (Trigular)			
26	Brown sheet thick glazed paper small/big	Each	bilt/555			
	Out line maps India & different countries	Per 100				
27	Out line maps world & different countries blue sea	Per 100				
28	Ruled Sheets , Double full scape/24 sheets	Each	Neelgagan			
			lotus			
29	Drawing Sheet (Big) Bilaspur - 22" x 28"	Ream	Ballarpur			
			bilt			
30	Brown sheet laminated	Nos	a product -555			
31	Brown sheet laminated (Roll)	Roll	555/bilt			
32	Fevi stic (15gms)30gms	Nos	Fevicol			
			vevi stick			
33	Soft Pastel Colour	Pkt	Camelin			
34	Oil Pastel Colour (24 shaded)/25	Pkt	Camelin			

For and on behalf of the Principal APS Dagshai

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Sr. No	Items	Unit	Brand Name	Rate (in Rs)	GST	Total (inRs)
35	Pencil Colour (12 shades)	Pkt	Natraj or			
			Camlin			
36	Sketch pen (Coloured) set (12 shades)	Pkt	Luxor			
	Poster Colour 06 shades	Pkt	Camelin			
	Poster Colour 12 shades	Pkt	Camelin			
37	Water colour tube and cake	Pkt/Box	Camelin,			
			Natraj,			
			Camel etc			
38	Water colour cake (24 shades)	Box	Natraj,			
			Camel			
39	Drawing pencil set (HB to 10B)	Pkt	Camline			
			Doms			
			APSRA			
40	Practical Sheets (S) one side ruled	pkt	Neelgagan			
			/Gulati/			
			Jindal			
41	Practical sheets (s) both side ruled	pkt	Neelgagan/			
			Gulati/			
			Jindal			
42	Practical sheets (s) plain	pkt	Neelgagan			
			Gulati			
			Jindal			
43	Practical sheets (Geography) one side ruled	pkt	Neelgagan			
			Gulati			
			Jindal			
44	Practical sheets (Geography) both side ruled	pkt	Neelgagan			
			Gulati			
			Jindal			
45	Drawing Note book (Small) 40 pages	Pc	Neelgagan			
			Gulati			
			Jindal			
46	Practical file (small) with tag	PC	Neelgagan			
			Standard			
			Jindal			
			lotus			
47	Note books cover (Transparent plastic of various sizes)	Pkt				
48	Note books	No	Classmate			
			Ever Green			
			Nootan			
49	Register	No	Classmate			
			Ever Green			
			Nootan			

For and on behalf of the Principal APS Dagshai

(Signature & date with stamp of the Contractor)

ARMY PUBLIC SCHOOL, DAGSHAI**BoQ (COMMERCIAL BID) FOR TOILETRIES ITEMS FOR FY 2026-27**

Sr. No	Items	Unit	Brand Name	Rate (in Rs)	GST	Total (inRs)
1	Tooth Paste 100gms	Per pc	Colgate			
		Per pc	Close up			
		Per pc	Pepsodent			
2	Toot Brush	Per pc	Colgate			
		Per pc	Pepsodent			
		Per pc	Oral-B			
3	Hair Oil 200 ml	Per Pc	Dabur Amla			
		Per Pc	Parachute			
		Per Pc	Amond Oil			
4	Comb	Per pc	Vega			
5	Face cream 100 gms	Per pc	Nivea			
		Per pc	Ponds			
		Per pc	Lakme			
6	Body Lotion 200ml	Per pc	Vaseline			
		Per pc	Ponds			
		Per pc	Nivea			
7	Lip Balm 100gm	Per pc	Vaseline			
		Per pc	Nivea			
8	Vaseline 50gm	Per pc				
9	Handkerchief (Girls/Boys)	Per pc				
10	Bath Soap	Per pc	Lux			
		Per pc	Dettol			
		Per pc	Pears			
11	Washing Soap	Per pc	Rin			
		Per pc	Suft Excel			
12	Hand wash 150 ml	Per pc	Dettol			
		Per pc	Savalon			
13	Shampoo 180ml	Per pc	Head & Shoulder			
		Per pc	Pantene			
14	Shoe Polish (Black)	Per pc	Cherry			
15	Shoe Brush	Per pc				
16	Napkins for Girls	Medium	Whisper			
		Medium	Stayfree			
		Medium	Sofy			
17	Tacum Powder	100GM	Nycil			
		100GM	Ponds			
18	Umbrella (Folding)	Per pc				
19	Nail Cutter	Per pc				

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