

REQUEST FOR PROPOSAL (RFP)
FOR PROCUREMENT OF STATIONERY

REQUEST FOR PROPOSAL (RFP/01/PROC/2024-25/APSMS)

1. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below: -

| | | |
|-----|---|--|
| (a) | Bids/queries to be addressed to | Principal Army Public School Miran Sahiib |
| (b) | Postal address for sending the Bids | Army Public School Miran Sahiib |
| (c) | Name/designation of the contact Personnel | Head Clerk |
| (d) | Tele numbers of the contact Personnel | 01923295332, +91-9419265839 |

2. The Request for proposal (RFP) consists of three parts as indicated below: -

- (a) **Part I.** Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- (b) **Part II.** Essential details of the items/services required and Technical Specification.
- (c) **Part III.** Standard Condition of RFP.
- (d) **Part IV:** Evaluation criteria and Price Bid issues

3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any and part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

(Ms. Ritu Sharma)
Principal
APS Miran Sahiib

Dated: 06-03-2024

PART I – GENERAL INFORMATION

1. **Manner of Depositing the Bids.** The bids will be submitted in the following manner:-

(a) The original of following documents shall be submitted physically in the sealed tender box prior to bid submission closing date.

(i) **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for **EMD: Rs 10,000 /- (Rupees Ten Thousand only)** with their bids in the form of Banker's Cheque. EMD should be valid for a period of **three months**. The Bid Security would be returned, after the receipt of Performance Security amount as called for the contract. The EMD will be forfeited if the bidder withdraws or derogates from the tender within the validity period. Canvassing and attempt to vitiate tender process in any form will also lead to forfeiture of EMD.

(b) Bidders are required to submit their technical and financial bids along with EMD in separate sealed envelopes, with company seal and signature of the authorized signatory. All the envelopes should be enclosed in a cover envelope, which is to be sealed with company seal and signature of the authorized signatory. Each page of the bid would be required to be initialized by the authorized signatory along with company stamp.

(c) Bidders registered as Micro and Small Enterprises (MSME) in the state and having registration with CSPO/NSIO/DGSND will be exempted EMD on submission of the required registration certificates as above.

(d) Last date and time for depositing the Bids : 21 Mar 2024 before 1600 hours

(e) Tentative Time and date for opening of Bids : 23 Mar 2024 1200 hours

(f) Location of Tender Box : Main Gate , 162 Inf Brig Miran Sahiib

(g) Clarification regarding content of the RFP : 18 Mar 2024

(h) Modification and withdrawal of Bids – No Bids shall be modified after the date and time of end of submission of bids. No bids may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of Bids validity specified. Withdrawal of a Bid during this period will result in forfeiture of the Bidder's EMD.

(i) Rejection of Bids : Canvassing by the firm in any form, unsolicited letter and post tender correction may invoke summary rejection and forfeiture of EMD. Conditioned tenders will be rejected.

(j) Validity of Bids: Bids should remain valid for a minimum period of 06 Months from date of submission of bids.

(k) The approval or rejection of tender (s) rest with the Competent Financial Authority (CFA) as applicable, who reserve to himself the right of rejecting any tenders in whole or in part.

(l) Any further information required on application can be obtained on any working day between 0900 to 1600 Hours.

(m) 100 % payment of bills of the successful bidder will be made through e-payment upon generation of bill from the firm and physical receipt and acceptance of stores by APS, Miran Sahiib.

(n) These instructions on 'Invitation to Bid' are to be signed by you and returned along with your Bid.

TECHNICAL BID ENVELOPE (ANNEXURE 1 TO 3)

2. **Preparation and submission of Tenders:-** Tender will be submitted in two parts i.e. Technical Bid and Financial Bid. Quotation will be valid for 180 days. Bids will be submitted in three envelopes by bidder as under:-

(a) Technical Bid Envelope –STATIONERY -<Name of the firm>

Principal
Army Public School,
Miran Sahib, Jammu

(b) Financial Bid Envelope

Financial Bid - **STATIONERY** - <Name of the firm>

Principal
Army Public School,
Miran Sahib, Jammu

Financial bids of only technically successful vendors will be opened. Bidders are invited to be present at date and time of opening of financial bids at the school, date and time will be emailed 48 hours in advance. The lowest bidder (L1) will be selected successful to supply items. In case of failure, the next lowest bidder (L2) may be called upon to supply at the same cost, terms & conditions as for L1 bidder post negotiations.

(c) EMD/MSME Envelope

EMD/MSME – **STATIONERY** -<Name of the firm>

Principal
Army Public School,
Miran Sahib, Jammu

EMD for **Rs 10,000/- (Rupees Ten Thousand only)** in favour of **Army Public School, Miran Sahib** is valid for three months.

(d) Cover Bid Envelope

Bid – **STATIONERY** - <Name of the firm>

Principal
Army Public School,
Miran Sahib, Jammu

The Technical Bid, Financial Bid and EMD in different - different envelopes and these envelopes in one envelope (Cover Bid Envelope)

SAMPLE ENVELOPE

TECHNICAL BID

“ STATIONERY ”

Technical Bid
Envelope Sample

Sender Address

COMMERCIAL BID

“ STATIONERY ”

Financial Bid
Envelope Sample

Sender Address

EMD/ MSME CERTIFICATE

“ STATIONERY ”

EMD/MSME
Certificate
Envelope Sample

Sender Address

PART II – SPECIFICATION

Deliverables

1. On conclusion of contractual process unsuccessful bidders will be returned EMDs.
2. Changes to selected products of L-1 bidder will be intimated in writing by school management and explained in person to the bidder. Bidder is permitted to supply complete items in one go within Thirty days, items will be delivered as per under mention schedule:-

| | | |
|-----|------------|---------------------------------|
| (a) | STATIONERY | Within 30 days of supply order. |
|-----|------------|---------------------------------|

MINIMUM SPECIFICATIONS

Bidders must submit a quote that meets the requirement of the below-mentioned specifications:-

| S.no | Specifications | QTY |
|-----------------------|---|----------------------------|
| PRINTING ITEMS | | |
| 01 | CUSTOMISED ENVELOPE i. Offset print on 90 GSM paper ii. Size 3.5" x 7.23" | 500 |
| 02 | FILE COVER iii. File Cover APS Monogram. iv. Size : Regular | 100 |
| 03 | CUSTOMISED 4 PAGES ANSWER SHEETS i. Material: 50 GSM ii. Size: 8.8 Inch x 10.8 inch (Approx) | 80,000/- Approx |
| 04 | CUSTOMISED 8 PAGES ANSWER SHEETS i. Material: 50 GSM ii. Size: 8.8 Inch x 10.8 inch (Approx) | 80,000/- Approx |
| 05 | ATTENDANCE REGISTER i. Size : Legal ii. Material: 75 GSM (60 Pages) iii. Color of pages: Green iv. Binding Type: Hardbound | 100/- Approx |
| 06 | TEACHER DIARY i. Size : Legal ii. Material: 75 GSM (60 Pages) iii. Color of pages: Green iv. Binding Type: Hardbound | 100/- Approx |
| 07 | MONITOR DIARY i. Size : A6 ii. Material: 75 GSM (60 Pages) iii. Color of pages: White iv. Binding Type: Hardbound | 100/- Approx |
| 08 | MONTHLY PLANNER i. Size : A4 ii. Material: 75 GSM (60 Pages) iii. Color of pages: White iv. Binding Type: Hardbound | 100/- Approx |
| 09 | STUDENT DIARY i. 115 leafs on 65 GSM Paper | 1600/- Approx |

| | | |
|-------------------|--|------------------|
| | <ul style="list-style-type: none"> ii. Hard binding on 300 GSM iii. Front Pages 10 leaf on 65 GSM iv. Title Multi color v. Inner black and white vi. Size. 6 inch* 8 inch | |
| 10 | <p><u>I-CARD</u></p> <ul style="list-style-type: none"> i. Type: Double sided ii. Material: PVC material iii. Lanyard: School Name Logo Printed Lanyard | 1600/- Approx |
| 11 | <p><u>SCHOOL MAGAZINE</u></p> <ul style="list-style-type: none"> I. 130 GSM Art paper – (80pages) II. Title= 4 Pages on 300 GSM Art card & Glossy lamination III. Perfect Binding IV. Size : A4 | 1600/- Approx |
| 12 | <p><u>LETTER HEAD</u></p> <ul style="list-style-type: none"> i. Offset Print ii. Printed on 100 GSM Excel Bond paper. iii. School Details and 3D Monogram Printed iv. High-quality Multicolour printing. | 500 |
| 13 | <p><u>CLASS STUDENT GROUP PHOTOGRAPH</u></p> <ul style="list-style-type: none"> i. Print on Glossy Photo Paper ii. Water Resistant iii. Size : A4 iv. Name of the students typed in the bottom of Sheet according to the standing Position. v. Photography and other details collection required for the project is the responsibility of the vendor | 1600 Approx |
| STATIONERY | | |
| 13 | <p><u>A4 PAPER RIM</u></p> <ul style="list-style-type: none"> I. A4 Size II. 70 GSM III. 500 Sheets White Paper IV. 1 Ream V. For Laser jet & Inkjet Printer VI. Fast Drying VII. Both Side Print VIII. Eco Friendly | 200 |
| 14 | <p><u>2D RING BOX FILE, FOLDER COVER</u></p> <ul style="list-style-type: none"> i. Size : Regular ii. The folder organizer is made of good material which could protect inner items if it accidentally got wet and not easy to break and deformation. iii. Can hold up to 400 sheets of standard-sized paper iv. Material: Plastic | 50 |
| 15 | <p><u>PHOTO PAPER</u></p> <ul style="list-style-type: none"> i. Glossy Photo Paper ii. Water Resistant iii. Pack of 100 sheets iv. Compatible with all Inkjet Printers | 20 |
| 16 | <p><u>DUSTLESS CHALK WHITE</u></p> <ul style="list-style-type: none"> i. Ink Colour White ii. Age Range (Description) Kid iii. Special Feature Dust Free iv. Body Shape Round v. Pack of 10, Per Pack contains 12 pieces | 300 |

| | | |
|---------------------------|---|--------------------|
| 17 | GRAPH PAPER | 200.00 Approx |
| | i. A4 Paper | |
| | ii. 5 mm squared | |
| | iii. Best For Plotting Graphs, | |
| | iv. Statistical Data, | |
| | v. Architect Work and Pencil Shading (Pack of 25 Sheets, 8.3 x 11.7 inch) | |
| vi. 100 GSM Natural White | | |
| 18 | INDIAN POLITICAL MAP | 2,000.00 Approx |
| | I. Map of India Latest Map of India With The Two New Union Territories of Jammu and Kashmir And Ladakh II. 30 Inches X 20 Inches | |
| 19 | INDIAN PHYSICAL MAP | 2,000.00 Approx |
| | I. Physical Map of India | |
| | II. Latest Map of India III. 30 Inches X 20 Inches | |

IMPLEMENTATION AND SUPPORT

| | |
|--------------------------------------|--|
| Quality Assurance and Control | <ul style="list-style-type: none"> • The Contractor must guarantee full quality assurance of all • Works carried out in accordance with the requirements described in this call for tenders. |
|--------------------------------------|--|

PART III – STANDARD CONDITIONS OF RFP

1. **Warranty.** The seller will provide warranty for minimum **6 months** from the date of acceptance, wherever the warranty given by Manufacturer is lesser the same will be extended by Seller at his own cost. If the repair is not found satisfactory and/or item(s) is found not repairable by the buyer, the item(s) will be replaced by the seller at his own cost. If he fails to do so, the risk and expense clause will be invoked and item(s) bought from local market and the risk, cost and expense of the seller and money(s) so incurred in executing purchase shall be recovered from the amount due to seller/EMD/PBG etc.

2. **Delivery Period.** Delivery period for supply of items/installed would be within **30 days** from the date of supply order. Please note that contract can be cancelled unilaterally by the Army Public School Miran Sahib in case items are not received within the time which is given on Supply Order. Extension of contracted delivery period will be at the sole discretion of the Army Public School, Miran Sahib, with applicability of LD clause. No delivery/ transportation charges will be borne by the school.

3. **Eligibility Criteria.** The Tenders must fulfill following tender enquiry for successful bidder as per the following laid down procedures. In order to be technically qualified, bidder has to fulfill the following criteria:-

| | |
|-----|--|
| (a) | Participating entity's turnover should be minimum Rs 5 lacs for previous financial year 2022-2023. |
| (b) | Attached ITR copy of previous year 2022-2023 and Last Quarter/Month GST Return |
| (c) | If participating firm is registered as Micro and Small Enterprises (MSME) in the state and registration with CSPO/NSIO/DGSND photocopy of certificate attached. |
| (d) | Participating entity should have valid Permanent Account Number (PAN), manufacturing/trading license/contractor (if applicable), and Goods and Services Tax(GST) number. |
| (e) | Annexure-1 and 2 to be submitted. |
| (f) | Experience Certificate or any other documents which establishes the credentials of the firm in the field of the tender |

4. **Performance Security (EXEMPTED FOR MSME).** Performance Security can be submitted in the form of Performance Bank Guarantee (PBG) pledged in favour of **Army Public School, Miran Sahib** drawn on any nationalized bank or Demand Draft (DD). PBG will be valid for 06 months. PBG will be released, less due to buyer on account of penalties/other dues, on completion of warranty period, unless forfeited as per terms and condition. PBG @ 4% of the bid amount will be applicable for successful bidder as per the laid down procedure & PBG hold for three year. PBG will be deposited within 7 days of placing of Supply Order. In case seller fails to deposit PBG within 7 days, amount due will be recovered from EMD and /or amount due to be paid to seller, by the buyer. Penal of delay will be 0.5% of amount due per week or part thereof upto a maximum of 4% which will then lead to termination of contract and supply order at the sole discretion of school management. Discretion in delay waiver will be of school management only if provided in writing.

5. **Repeat Order Clause:** The contract will have a Repeat Order Clause, wherein the Army Public School Miran Sahiib can order upto 100% or more quantity of the items under the present contract within 3 years 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 at the discretion of the Army Public School, Miran Sahiib to place the Repeat order or not.

6. **Tolerance Clause:** While awarding the contract, the quantity ordered can be increased or decreased by the Army Public School, Miran Sahiib with in the tolerance limit. To take care of any change in the requirement during the period starting from issue of tender enquiry till placement of the contract. Army Public School Miran Sahiib reserves the right to **(50% plus/minus)** increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the Seller.. Such tolerance will be indicated by the school any time from now till delivery of 50% of the items by seller, scheduled and indicated in supply order.

7. **Payments:** No advance payments will be made. Payment will be for items supplied only on successful acceptance of items by school management through duly constituted board of officers by the school management.

8. **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Army Public School, Miran Sahiib may, at his discretion, with hold any payment until the completion of the contract. The Army Public School Miran Sahiib may also deduct from the Seller as agreed, liquidated damages to the sum of upto 4% of the contract price of the delayed/undelivered stores/services mentioned above, liquidated damages for every week of delay or part of a week will be 0.5%, subject to the maximum value of the Liquidated Damages being not higher than 4% of the value of delayed stores.

9. **Industry Norms:** Material should meet industry norms and relevant certificate to be provided.

10. **Penalty for use of undue influence :** The Seller 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 Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability / penalty as the Buyer 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 Buyer.

11. **Agent / Agency Commission** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer/ authorized vendor of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm. If at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer.

13. **Non Disclosure of Contract Document** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party

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

(a) The delivery of the material is delayed for causes not attributable to Force Majeure for more than one month after the scheduled date of delivery.

(b) The Seller is declared bankrupt or becomes insolvent.

(c) The delivery of material is delayed due to causes of Force Majeure by more than one month from the cessation of Force Majeure condition included in contract.

(d) The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

15. **Transfer and Sub-letting** The Seller 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.

16. **Taxes and Duties:** The bidders should quote basic cost inclusive of cost of transportation upto destination and duly separately including various taxes as applicable

17. **Fall Clause:** Fall Clause will be invoked if price charged for stores supplied under contract exceeds the lowest price at which contractor sells identical stores to any other Org/Deptt of Central Govt/State Govt/Undertaking during current contract.

18. **Warranty Repair Register:** Vendor will maintain Defect / Warranty register for all Repair / Warranty Replacement / Schedule Maintenance for record.

ANNEXURE 1 – ORGANIZATION DETAILS

1. The following information requested needs to be submitted in the technical bid to the concerned authorities with appropriate supporting documentation, duly attested by authorized signatory of the firm/agency, failing which the bid would be rejected.

| S No | Information Requested | Supporting documents required | Tick |
|------|---|---|------|
| 1 | Name of the firm/agency | Certificate of registration/incorporation | |
| 2 | Address of the firm/agency | | |
| 3 | Telephone no. | | |
| 4 | Email ID | | |
| 5 | Participating entity should be a Service Provider of Physical Education with a valid Permanent Account Number (PAN), manufacturing/trading license (if applicable), and Goods and Services Tax (GST) number | PAN card copy | |
| | | GST certificate copy and Quarterly/Month return certificate | |
| 6 | Participating entity's turnover should be minimum Rs 5 lacs previous financial year 2021-2022 | Copies of ITR for assessment years 2021-2022 | |
| 7 | Address proof of office/firm/agency/shop | Copies of Electricity Bill, Water Bill, Telephone Bill, Rent Agreement, Bank Statement - any one document | |
| 8 | EMD / MSME (of Same Category) | Rs 10,000.00 /- (Ten Thousand Rupees only) | |
| 10 | Previous workorder More the value of the tender | | |

PART IV – EVALUATION CRITERIA TECHNICAL AND PRICE BID ISSUES

- a) The Demonstration will be carried out & the features of the product will be viz-a- viz compared with the specifications mentioned in the RFP.
- b) Only those bidders, whose technical specifications are correctly matched will be eligible for opening of financial bids.
- c) Once L-1 is decided and supply order placed, technical testing of the product will be carried out before its acceptance.

Financial/ Commercial Proposal

Details are given as per Scope of Work, specifications and other indications/ illustrations/ details given in RFP, as under:-

| S No | Item | Accounting Unit | Qty | Basic Cost (Rs) ('X') | GST Applicable (%) | Total Price (Rs) |
|------|----------------------------------|-----------------|-----|-----------------------|--------------------|------------------|
| 01 | CUSTOMISED ENVELOPE | | | | | |
| 02 | FILE COVER | | | | | |
| 03 | 2D RING BOX FILE, FOLDER COVER | | | | | |
| 04 | CUSTOMISED 4 PAGES ANSWER SHEETS | | | | | |
| 05 | CUSTOMISED 8 PAGES ANSWER SHEETS | | | | | |
| 06 | ATTENDANCE REGISTER | | | | | |
| 07 | TECAHER DIARY | | | | | |
| 08 | MONITOR DIARY | | | | | |
| 09 | MONTHLY PLANNER | | | | | |
| 10 | STUDENT DIARY | | | | | |
| 11 | I-CARD | | | | | |
| 12 | SCHOOL MAGAZINE | | | | | |
| 13 | A4 PAPER RIM | | | | | |
| 14 | DUSTLESS CHALK WHITE | | | | | |
| 15 | <u>GRAPH PAPER</u> | | | | | |
| 16 | <u>INDIAN POLITICAL MAP</u> | | | | | |
| 17 | <u>INDIAN PHYSICAL MAP</u> | | | | | |

IMPORTANT CLAUSE:

PART III – STANDARD CONDITIONS OF RFP, POINT NO 5 (REPEAT ORDER CLAUSE) PAGE NO 10 OF RFP.

Repeat Order Clause: The contract will have a Repeat Order Clause, wherein the Army Public School Miran Sahiib can order upto 100% or more quantity of the items under the present contract within 3 years 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 at the discretion of the Army Public School, Miran Sahiib to place the Repeat order or not.