

**PRICE: Rs 200/-**

**Form No.:**

**TENDER FORM: APPOINTMENT OF ARCHITECT CONSULTANT IN  
ARMY PUBLIC SCHOOL, MEERUT CANTT**

Tel No. 0121 – 2970133

[Email-apsmeerut559@gmail.com](mailto:Email-apsmeerut559@gmail.com)

1. Name of the Firm/Agency : \_\_\_\_\_

2. Name of the Contractor/Prop : \_\_\_\_\_

3. Address of the Firm/Agency : \_\_\_\_\_

: \_\_\_\_\_

Email ID : \_\_\_\_\_

4. Residential address of proprietor : \_\_\_\_\_

: \_\_\_\_\_

Tel No.: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile \_\_\_\_\_

5. Business Experience Agency (attach copy) : \_\_\_\_\_

6. Name and contact No. of organization/institution where service is being provided currently

(i) : \_\_\_\_\_

(ii) : \_\_\_\_\_

(iii) : \_\_\_\_\_

7. Whether firm is registered and give GST No. : \_\_\_\_\_

8. Photocopy of Pan Card (as applicable) (a) Firm \_\_\_\_\_

(b) Proprietor \_\_\_\_\_

9. Payment details: (a) Amount : \_\_\_\_\_

(b) DD No. : \_\_\_\_\_

(c) Bank Br : \_\_\_\_\_

10. I understand the earnest money will be adjusted against security deposit, if I am awarded the contract.

Date :

\_\_\_\_\_  
(Stamp & Signature of Contractor)

**Last date for submission of Tender Form: 21 Feb 2021 (1100 hrs)**

**Tender will be opened at 1200 hrs on 21 Feb 2021**

**TERMS & CONDITIONS**

1. This school intends to appoint consultant for providing: -

**(a) Architectural drawing**

**(b) Structural design and drawing**

**(c) Estimated cost of project and Preparation of tender documents**

**(d) Supervision cum monitoring of construction works and quality of work as well as materials.**

to Construct of Multipurpose shed with seating capacity of 800 students in School campus.

2. The firm should have minimum 05 years' experience in similar type of projects. The relevant documents should be attached in the Technical Bid.

3. The firm should have not been black listed by any department. The relevant documents should be attached in the Technical Bid.

4. You are requested to give your **TECHNICAL BIDS** and **COMMERCIAL BIDS** separately in two different sealed envelopes. The format for **Technical bid** is attached as **Appendix 'A'** and for **Commercial Bid** is attached as **Appendix 'B'** to this letter.

5. **Technical Bid** Please ensure that all documents as per **Appx 'A'** are placed inside the envelope No.1 (Technical Bid) else the Bid would be rejected.

6. The envelopes should be clearly marked **TECHNICAL/ COMMERCIAL BIDS**. The Technical Bid will be opened first and only if found valid & suitable then the commercial Bid would be opened. During the intervening period the Board of Officers is at liberty to visit the shop/establishment of the bidder and select the firms /dealers for opening of Commercial Bids. The decision of the Board shall be final & binding on all and no representations in this regard will be entertained.

7. The duly compiled Technical Bid and Commercial Bid for your firm/agency, in sealed Envelops drooped in respective Tender Box at School main Gate. No other mode is accepted.

8. **Earnest Money Deposit (EMD)**: All technical Bids must be accompanied with a Demand Draft (No Cheque/FDR/ Cash) of Rs 5,000/- (Rupees Five thousand only) payable to the **Army Public School Meerut Cantt** which is refundable on non-acceptance of the tender. Earnest money of L1/selected vendor will be refunded after completion of work.

9. Architect shall have to ensure quality of works mentioned in tender documents, contract has to furnish and complete the works within mentioned period in work order.

10. The entire works under contract including connected services shall be completed within stipulated time period from the date of handing over of site.

11. No extension of time of the above works will be considered. If Architect fails to monitor the progress in stipulated period as mentioned in work order he will be liable to pay the compensation @ 1% per week.

Date :

\_\_\_\_\_  
(Signature of Contractor)

Contd...3/-

12. Architect will ensure that the works shall have to be done strictly in accordance with specifications, drawing and orders.
13. The contractor shall produce samples of the all materials, articles, fittings accessories etc. that he proposed to use and get them approved in writings. These samples shall be kept in the custody of the Engineer-in-Charge.
14. Weekly progress report of works will be submitted to Principal in writing.
15. At the end of each month, the contractor and Architect will meet Chairman, APS, Meerut Cantt and brief about the progress made in construction. The meeting will purely be to brief about the progress and not to ask for extension for completion of work.
16. TIME and PROGRESS CHART: (Critical path method/ Net Work analysis and Time schedule). The time and progress chart to prepared shall consist of detailed net work analysis and a time schedule.
17. If Architect fails to fulfill the above quoted work conditions, he will be liable for compensation or penalty. Contract of Architect may be terminated for unsatisfactory progress/ works.
18. **Scope of work should be verified physically before submitting the quotations. The representatives of the company/ firm may visit the site at School campus.**
19. **A certificate of the structure being earthquake resistant should be provided.**
20. **Dispute Resolution**: In the event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation. Final deciding authority will be Chairman APS Meerut Cantt.

Date :

\_\_\_\_\_  
(Signature of Contractor)

**TECHNICAL BID**

The following documents will also be submitted with Technical Bid: -

<b><u>S No</u></b>	<b><u>Documents</u></b>	<b><u>Document Produced by Vendor Yes/ No</u></b>	<b><u>Page No.</u></b>	<b><u>Remarks</u></b>
(a)	Registration Certificate of firm			
(b)	Whether individual or a partnership firm with full particulars of the other partners including their names, professional qualifications, age, experience etc. (attach a separate sheet)			
(c)	Whether registered as a member of Indian Institute of Architect/Engineers/Council of Architecture? (State the registration No. & attach a copy of certificate)			
(d)	No. of projects of value Rs.2 Crores and above executed during last three years by the firms (furnished details)			
(e)	Details of experience in large projects executed during last 5 years by the firm together with approx. cost of individual project. The full address of the clients for whom the works have been executed.			
(f)	Registration of GST No. (attach Copy)			
(g)	Last Two-year income Tax Return			
(h)	Nos of years of experience in working similar type of projects (attach copy of work orders of different years)			
(i)	Aadhar Card of Proprietor/ Partners (Both Side) Optional			
(j)	Previous month of Electricity bill or Landline bill of Firm/ Registered Office			
(k)	PAN Card of Firm/Agency/Proprietor/ Partners			
(l)	DD of Rs 5,000/- (refundable)			
(m)	Terms and conditions accepted or not (Should be written on Company letter pad)			

**Note: Please refer to Terms and conditions attached to this letter as Appx'A' The same are required to be duly signed by authorized and competent representative of the firm/ agency/ company and attached with other relevant documents for the Technical Bid.**

Date :

\_\_\_\_\_  
(Stamp & Signature of Contractor)

**COMMERCIAL BID**

1. I will provide the following services to APS Meerut Cantt:

- (a) Architectural drawing**
- (b) Structural design and drawing**
- (c) Estimated cost of project and Preparation of tender documents**
- (d) Supervision cum monitoring of construction works and quality of work as well as materials.**

to Construct of Multipurpose shed with seating capacity of 800 students in School campus.

2. I will charge a sum of Rs \_\_\_\_\_/- (In words \_\_\_\_\_) **OR**  
Rs \_\_\_\_% of total project for above work from the school.

Date :

\_\_\_\_\_  
(Stamp & Signature of the Contractor)

**UNDERTAKING BY CONTRACTOR**

1. I hereby undertake that I shall accept the contract, if awarded to me, for which I have submitted the tender.

2. I also accept that if I DO NOT accept the contract awarded to me, my earnest money will be forfeited.

Place :

Signature of Contractor

Date :

Name : \_\_\_\_\_

Address: \_\_\_\_\_