

TENDER FORM: CYCLE STAND SERVICES
ARMY PUBLIC SCHOOL, MEERUT CANTT

Tel No. 0121 - 2970133

1.	Name of the Firm/Agency	:		
2.	Name of the Contractor/Prop	:		
3.	Address of the Firm/Agency	:		
4.	Email Address of Firm/Agency/Contractor	:		
5.	Residential address of proprietor	:		
6.	Business Experience of the Agency in supply and installation of IT Hardware (attach copy)	:		
7.	Name and contact No. of organization/institution where such project has been implemented (Please attach certificate/proof)	:	(i)	
		:	(ii)	
		:	(iii)	
8.	GST Registration No.	:		
9.	Photocopy of Pan Card (as applicable)	:		
	(a) Firm	:		
	(b) Proprietor	:		
10.	Payment details (a) Amount	:		
	(b) DD NO & dt	:		
	(c) Bank Br	:		
11.	I understand the earnest money will be adjusted against performance Bank Guarantee, if I am awarded the contract.			

Last date for submission of Tender Form : 13 Feb 2025 at 1000 hrs .

Opening of the Tender Box : 13 Feb 2025 at 1300 hrs.

Date :

(Signature of Contractor)

TERMS & CONDITIONS

CYCLE STAND SERVICES

The School intends to provide cycle stand services at Army Public School, Meerut Cantt (Senior Wing) with following terms and conditions: -

1. Technical Bid and Terms and conditions are attached at **Appendix- A**.
2. Commercial Bid is attached at **Appendix-B**.
3. 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'**. The duly compiled Technical Bid and Commercial Bid for your firm/agency, in sealed Envelops should be dropped in respective Tender Box at School latest by **1000hrs**, __ Jan **2025**. No other mode is accepted.
4. **Earnest Money Deposit (EMD):**
 - (i) All technical Bids must be accompanied with a Demand Draft (No Cheque/ Cash) of Rs 20,000/- (Rupees Twenty Thousand only) in favour of the "**PRINCIPAL ARMY PUBLIC SCHOOL MEERUT CANTT**" which is refundable within ten days on non-acceptance of the tender. Earnest money of selected vendor will be refunded after completion of project.
 - (ii) **Exemption of EMD.** Firms registered with Department of Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) shall be exempted of the payment of EMD.
 - (iii) **Forfeiture of EMD:** EMD shall be forfeited if the vendor withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his tender.
5. **Validity of Price:** At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Army Public School, Meerut Cantt after it has received the quotation and also at the time of award of contract
6. The contract period would be for one year. Extension beyond one year will be at the discretion of the Management.
7. The Contractor will be fully and solely responsible for the security of cycles parked at School cycle stand.
8. If any cycle is lost/misplaced or damaged when it is parked at cycle stand it will be the responsibility of the contractor to pay the individual the cost of cycle/repair.
9. Contractor will be fully responsible for the cleanliness and upkeep of school cycle stand.

10. Contractor will open the school cycle stand 30 minutes before the school opens in the morning and will remain at the stand till the last cycle is taken out.
11. Cycle parking will be at two different locations for 400 and 200 cycles respectively. Contractor will ensure both the locations are adequately manned.
12. Contractor will collect money from all students every month and pay school dues by 15th of every month.
13. If any sort of misbehavior or disorderly conduct is seen by School Management at any time, the contract is liable to be cancelled/ terminate.
14. School Management will have the right and sole discretion to cancel the contract at any time if he is found to be dishonest or found under influence of liquor in school premises.
15. The contractor will not remain absent in any case when school is functional.
16. He will deposit Rs 10,000/- as security money which will be refundable on termination of the contract. No interest will be paid against security deposit.
17. At the end of school hours he will report to the Administrative supervisor stating that all cycles have been handed over to the owners and there are no discrepancies.
18. The contractor will intimate the school of the system he will adopt to operate the school cycle stand.
19. The contractor will operate the cycle stand independently and the school will not provide any support whatsoever.
20. Smoking is strictly prohibited in school campus.
21. In case of violation of provision of the agreement, the contract will be terminated and security money will be forfeited.
22. A sum of Rs 40/- (Rupees forty only) for bicycle and Rs. 100/- (Rupees hundred only) for two wheelers will be allowed to be charged for parking per month. Money will not be collected on daily basis.
23. **Opening of Tenders:** Date and Time for opening of technical bids is **1300h, 20 Dec 2024**. It is advised that one of your representatives is present accordingly. Commercial bid will be opened after opening of valid Technical Bids. Date and time for opening of commercial bids shall be communicated later.
24. After opening of tenders, the finalisation of bidder will be carried out in three working days.
25. The school reserves the right to alter the quantities mentioned or to reject any tender without assigning any reasons thereof and no representation in this regard would be entertained.

26. The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the user (APS Meerut Cantt) and his decision(s) on all matters related to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

I agree to abide by the above instructions in case I am awarded the contract for running of the cycle stand.

Date

(Signature of the contractor)

TECHNICAL BID**CYCLE STAND SERVICES**

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

<u>S. No</u>	<u>Documents</u>	<u>Document Produced by Vendor Yes/ No</u>	<u>Document/ Certificate No.</u>	<u>Ser No. of Pages attached</u>
(a)	Registration of GST of Firm/ Agency			
(b)	Nos of years of experience in providing cycle stand services to schools (attach copy of different years)			
(c)	Character Certificate issued by any Gazetted Officers/ MLA/MP/ Magistrates officers/ Local Police Station			
(d)	Aadhar Card of Proprietor (both side) optional			
(f)	PAN Card of Firm/Agency /Proprietor			
(g)	DD of Rs 20,000/- (refundable)			
(h)	Previous month of Electricity bill or Landline bill of registered office/House			
(i)	Terms and conditions accepted or not (Should be on company/firm letter pad duly stamped and signed)			

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:

(Signature of Contractor)

COMMERCIAL BID

CYCLE STAND SERVICES:
ARMY PUBLIC SCHOOL, MEERUT CANTT

1. A sum of Rs. 25/- (Rupees Twenty-five only for bicycle and Rs. 50/- (Rupees Fifty only) for Two-wheelers will be allowed to be charged for parking per month. On casual basis Rs. 2/- for Bicycle and Rs. 5/- for two-wheeler be charged. You cannot charge more than above mention rate.
2. No parking charge from parents and visitors.
3. Please mention your rate below: -

Ser No	Vehicles	Casual/per day	Monthly
(a)	Bicycle		
(b)	Two-Wheeler		

I agree to abide by the above instructions in case I am awarded the contract for running of the cycle stand.

I will employ ___ numbers of staff members to run Cycle Stand.

I/We agree to pay Rs. _____ (Rupees _____) as rebate to Army Public School, Meerut Cantt for one year. If I am awarded the contract.

Date:

Signature of Contractor