



**TENDER FORM: PURCHASE OF BENCHES FOR OPEN AREA AT  
APS MEERUT CANTT**

Tel No. 0121 – 2970131

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

1. Name of the Firm/Agency : \_\_\_\_\_
2. Name of the Contractor/Prop : \_\_\_\_\_
3. Address of the Firm/Agency : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
4. Residential address of proprietor : \_\_\_\_\_  
: \_\_\_\_\_

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

5. Business Experience (attach copy) : \_\_\_\_\_
6. Name and contact No. of organization/institution where service is being provided currently (Please attach certificate/proof) (i) : \_\_\_\_\_  
(ii) : \_\_\_\_\_  
(iii) : \_\_\_\_\_
7. Whether firm is registered and paying GST. If yes, give registration No. and GST No. : \_\_\_\_\_
8. Photocopy of Pan Card (as applicable) (a) Firm (compulsory) \_\_\_\_\_  
(b) Proprietor \_\_\_\_\_
9. Payment details: (a) Amount : \_\_\_\_\_  
(EMD) (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 : 2023

(Signature of Contractor)

**Last date for submission of Tender Form: 13 May 2023 (1100 hrs)**

**Tender will be opened at 1200 hrs on : 13 May 2023**

**Name of Work: Purchase of Benches for Open Area at APS, Meerut Cantt**

**Eligibility Criteria**

1. The firm should have not been black listed by any department. The relevant documents should be attached in the Technical Bid.
2. The firm must have adequate capacity to do such type of work within the given time schedule.
3. Please furnish a brief write up, backed-up with adequate data, explaining the available capacity and experience (both technical & commercial) for alteration of staff toilets.
4. Brand quoted for work / store should be of same make.
5. All transportation & equipments to be used in work / project shall be arranged by the agency at their own cost. Water and electricity will be provided on payment basis as per Market rate.

**Note All above criteria should be strictly followed. Tenderer should quote only if he is eligible.**

Date: 2023

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

Contd..3/-

## TERMS AND CONDITIONS

1. The scope of the work would include Purchase of Benches for open area at APS, Meerut Cantt and as per directions.
2. 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.
3. The envelopes should be clearly Marked **TECHNICAL/ COMMERCIAL BIDS for BENCHES FOR OPEN AREA** . 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.
4. **Specification**: As per description attached item as specified only are to be used. Item not found genuine / satisfactory shall be rejected and the supplier will remove the same from the school at his own cost.
5. **Earnest Money deposit (EMD)**: 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 **ARMY PUBLIC SCHOOL MEERUT CANTT** which is refundable on non-acceptance of the tender.
6. **Amount of Bid Security**. Earnest money of selected vendor will be kept as security money and will be refunded after receipt of complete store. In case vendor/firm failed to supply the items within the stipulated period security money will be forfeited.
7. **Time for Completion of Project**: Time for supply of the benches will be specified in the supply order. In no case period of supply would be more than 45 days from the date of receipt of the supply order.
8. **Payment Terms**: Payments will be made through NEFT/Cheque in the name of Firm, after completion of work / supply of stores and checking by the Board of Officers and endorsing certificate that the quality of material used is of standard quality, as per specification / description and service is satisfactory.
9. **Warranty**: The following warranty will from part of the contract:-
  - (a) The contractor / supplier warrants for a minimum period of one year from the date of execution of work / supply of stores.
  - (b) If within the period of warranty, any item/portion of the items is found defective, the same will be rectified / changed immediately free of charge.

Date: 2023

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

Contd..4/-

10. **Delivery Period/Completion of Work.** The firm shall be bound to complete the work/ supply of stores within 45 days from the issue of work / supply order.
11. **Delay Penalties/Liquidity Damages.** In case of delay in completion of work / supply of stores by 45 days, penalty @ 0.5% of the undelivered stores / non completion of work shall be levied.
12. **Bid Validity.** Bid shall remain valid for 90(Ninety) days from the date of opening of tender.
13. **Acceptance of Tenders:** The tenders / quotations are to be submitted separately as under:  
(a) Technical Bid  
(b) Commercial Bid
14. The duly compiled Technical Bid and Commercial Bid for your firm/agency, in sealed Envelops drooped in Respective Tender Box marked as **PRIMARY WING** at School main Gate (Senior Wing) or send through registered by post to The Principal, Army Public School, Meerut Cantt. Documents received by post after last date of submission should not be entertained. The following should be written on envelops:-  
  
(a) **Technical Bid for BENCHES FOR OPEN AREA.**  
(b) **Commercial Bid for BENCHES FOR OPEN AREA.**
15. **Opening of Tenders:** Date and Time for opening of technical bids mentioned on tender form and commercial bids shall be communicated separately. It is advised that one of your representatives is present accordingly. Commercial bid will be opened after approval of Technical Bids.
16. 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.
17. **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.
18. **Scope of work/store/items should be verified physically before submitting the quotation. The representatives of the company/ firm may visit the school campus.**
19. **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
20. All materials brought to site shall be subject to the approval of the School. In case if any substandard quality/ unapproved material are used, the same shall be removed by the agency at his own expense.

Date: 2023

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

**TECHNICAL BID: BENCHES FOR OPEN AREA**

The following documents and specification 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>Document/ Certificate No.</u></b>	<b><u>Ser No. of Pages attached</u></b>
(a)	Authorized Registration Certificate of Firm/ Agency			
(b)	Registration of GST of Firm/ Agency			
(c)	Aadhar Card of Proprietor (both side) optional			
(d)	PAN Card of Firm/Agency /Proprietor			
(e)	Last Two Years Income Tax Return			
(f)	DD of Rs 20,000/- (refundable)			
(g)	Terms and conditions accepted or not <b>(Should be on company/firm letter pad duly stamped and signed)</b>			

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: 2023

(Signature of Contractor)

**UNDERTAKING BY CONTRACTOR**

I have done the survey on ground and given the total estimated cost and items required for the complete project /order.

Date: 2023

(Signature of Contractor)

**COMMERCIAL BID****PURCHASE OF BENCHES FOR OPEN AREA AT APS MEERUT CANTT**

<b><u>Ser No.</u></b>	<b><u>Name of Brand offered</u></b>	<b><u>Nomenclature</u></b>	<b><u>A/U</u></b>	<b><u>Qty</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
1.		3 Seater Bench Leg Support - Cast Iron Plank/Strips - FRP (Different Colour) No of FRP Strips – 08 FRP Strip Size – 5mm thick, 3 inch width Weight – 60-65 Kg	Nos	30		
		<b>Total</b>				
		<b>GST @ %</b>				
		<b><u>Total Amount</u></b>				

- (a) Complete work /Issue stores on site as per school plan.
- (b) Vendors/Contractors are requested to visit the site/school and carry out detailed survey before quoting the bid.
- (c) All required necessary accessories are to be mentioned clearly with brand name in the quotation/bid.
- (d) Survey has been conducted and total no. of items and there prices for the total project as per the direction given by the school is given in the quotation.
- (e) Standard of benches be same as sample available.
- (f) Prices quoted inclusive of all taxes, duties and levies. Price should be valid up to 90 days.

Date: 2023

\_\_\_\_\_  
(Signature of Contractor)  
Seal of firm/Company