

**TENDER FORM: PURCHASE OF MINI TRACTOR : ARMY PUBLIC SCHOOL MEERUT
CANTT**

Tel No. 0121 – 2973219

Email-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(supply of Mini Tractor) 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 : _____
 - (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 : 2025

(Signature of Contractor)

Last date for submission of Tender Form: ___ Feb 2025 (1100hrs)

Tender will be opened at 1200 hrs on : ___ Feb 2025

Name of Work: Purchase of Mini Tractor 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 supply 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).
4. Specification quoted for Mini Tractor should be of same make.

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

Date: 2025

(Signature of Contractor)

Contd..3/-

TERMS AND CONDITIONS

1. The scope of the work would include Supply of Mini Tractor at Army Public School, 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'**.
3. The envelopes should be clearly marked **TECHNICAL/ COMMERCIAL BIDS for Supply of Mini Tractor**. 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:** Technical Specification of Mini Tractor is as under:-

Specification Type	Requirement of Specification	Specification Type	Requirement of Specification
Engine Power	10.4 Kw(15 HP)	No of Gears	6F+3R
Max Torque	48 Nm	No of Cylinders	01
Max PTO Power	8.5 Kw(11.4 HP)	Steering Type	Mechanical steering
Rated RPM	2300	Rear Tyre Size	203.2mmx457.2mm
Transmission type	Sliding Mesh	Hydraulic lifting capacity	778 Kg

5. **Time for Completion of Project:** Time for supply of Mini Tractor 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.
6. **Payment Terms:** Payments will be made through cheque/NEFT in the name of Firm, after supply of Mini Tractor, as per specification / description.
7. **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 supply of work Mini Tractor.
 - (b) If within the period of warranty, any item/part of the Mini Tractoris found defective, the same will be rectified immediately free of charge.

Date: 2025

(Signature of Contractor)

Contd..4/-

8. **Delivery Period/Completion of Work.** The firm shall be bound to supply of Mini Tractor within 45 days from the issue of supply order.
9. **Delay Penalties/Liquidity Damages.** In case of delay in supply by 45 days, penalty @ 0.5% of the undelivered stores shall be levied.
10. **Bid Validity.** Bid shall remain valid for 90(Ninety) days from the date of opening of tender.
11. **Acceptance of Tenders:** The tenders / quotations are to be submitted separately as Technical Bid and Commercial Bid.
12. The duly compiled Technical Bid and Commercial Bid for your firm/agency, in sealed envelopes 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 envelopes:-
 - (a) **TECHNICAL BID FOR SUPPLY OF MINI TRACTOR.**
 - (b) **COMMERCIAL BID FOR SUPPLY OF MINI TRACTOR.**
13. **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.
14. 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.
15. **Technical Bid.** Please ensure that all documents as per **Appendix 'A'** are placed inside the envelope **No.1 (Technical Bid)** else the bid would be rejected.
16. **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 the Chairman APS Meerut Cantt
17. **Registration with RTO.** Firm/Vendor shall be bound for registration of Mini Tractor with respective RTO and submit Registration Certificate to the school accordingly.
18. **Insurance.** Insurance of Mini Tractor should be completed by the firm/vendor through valid insurance company before supply of the same.

Date: 2025

(Signature of Contractor)

(Refers to terms and conditions Para 2 of Tender Form)

TECHNICAL BID: SUPPLY OF MINI TRACTOR AT APS MEERUT CANTT

The following documents and specification 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)	Aadhar Card of Proprietor /Firm (both side)			
(c)	PAN Card of Firm/Agency /Proprietor			
(d)	Last Two FY Income Tax Return			
(e)	Terms and conditions accepted or not (Should be on company/firm letter pad duly stamped and signed)			

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Max Torque	48 Nm	No of Cylinders	01
Max PTO Power	8.5 Kw(11.4 HP)	Steering Type	Mechanical steering
Rated RPM	2300	Rear Tyre Size	203.2mmx457.2mm
Transmission type	Sliding Mesh	Hydraulic lifting capacity	778 Kg

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: 2025

(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: 2025

(Signature of Contractor)

COMMERCIAL BID**SUPPLY OF MINI TRACTOR AT APS MEERUT CANTT**

<u>Ser No.</u>	<u>Name of Brand offered</u>	<u>Nomenclature</u>	<u>A/U</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
1.		Mini Tractor as per specification given below:- Engine Power - 10.4 Kw(15 HP) No of Gears - 6F+3R Max Torque - 48 Nm Max PTO Power - 8.5 Kw(11.2 HP) No of Cylinders - 01 Rated RPM - 2300 Steering Type - Mechanical Rear Tyre Size - 203.3mm x457.2mm Transmission type - Sliding Mesh Hydraulic lifting cap - 778 Kg	Nos	01		
		Total				
		GST @ %				
		RTO Charges				
		Insurance				
		Other charges				
		Grand Total				

(a) Supply at Army Public School, Meerut Cantt as per School plan.

(b) Vendors/Contractors/Firm are requested to visit the 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 duly stamped and signed.

(d) Prices quoted inclusive of all taxes, duties and levies.

Date: 2025

(Signature of Contractor)