ARMY PUBLIC SCHOOL
NEAR CANTT RLY STATION,
MEERUT CANTT
Tele No. 0121-2970133

TENDER NOTICE

1. Separate sealed tenders are invited from experienced, financially sound and reputed agency, firms/contractors for providing following Services to Army Public School, Meerut Cantt.

Ser. No.	Name of Work	Earnest Money	Last Date of submission of Tender
(a)	Annual contract of Printing Work services	50,000/-	28 Jun 2022
(b)	AMC of IT Equipment	50,000/-	
(c)	Annual contact of Photographer Services	10,000/-	
(d)	AMC of EPBAX systems	5000/-	
(e)	Conversion of open space near Server room into class room by aluminum frame and ACP sheet along with Material and Labour	20,000/-	
(f)	Purchase of Modular Student Furniture Qty- 230 (Two Seater Dual Desk & Chair)	20,000/-	

2. The agency should have not been black listed by any Govt department.

3. Tender forms along with various details, terms and conditions can be obtained from school Website (www.apsmeerut.com) & school office @ Rs. 500/- (Non-refundable) on any working day between 1000 hrs to 1300 hrs. Those contenders who download tender form online are required to submit a demand draft of Rs. 500/- in favour of Army Public School, Meerut Cantt.

4. The applicant will also submit a Demand draft (only) in favour of **Army Public School, Meerut Cantt** as earnest money along with the tender form. The earnest money will be refunded to those contenders who do not get contract.

5. For more details you may visit School office at any working day between 1000 hrs to 1400 hrs. or contact school on telephone No 0121- 2970133 , 8279905972 and e-mail Id : **apsmeerut559@gmail.com** & vinodkumar@apsmeerut.com

Principal Army Public School
Meerut Cantt

Tele Mil : 6984
Civ : 2970133
e-mail : apsmeerut559@gmail.com

Army Public School
Meerut Cantt

1917/APS/AD/Adm

06 Jun 2022

M/s Singhal Advertising Agency
Sadar Bazar
Meerut Cantt

PUBLICATION OF ADVERTISEMENT

Dear Sir,

Please arrange to publish the above advertisement in "Amar Ujala" and "Dainik Jagran" on 08 Jun 2022 and forward your bill alongwith two copies of Newspaper in which the adv has been published.

(Mrs.(Dr.) Reeta Gupta)
Principal

Appendix 'B'

(Refers to terms and conditions Para 9 of Tender Form)

COMMERCIAL BID

ANNUAL CONTRACT OF PRINTING WORK FOR THE SESSION OF 2022-23 IN ARMY SCHOOL MEERUT CANTT

Our Rates of Printing are as under :-

Ser No		Nomenclature	Paper Quality	Approx Qty	Rate	GST %	Amount
1		**Student Diary** (As per Sample) [Size-(20X30)/(1/8)]	350 GSM, Art card+UV coating + Matt Tharmal lamination & inner B/W pgs 80 GSM (Paper Make-Ballarpur)	5500			
2		**School Magazine** consisting of 120 multi Colour pages (as per sample) attach paper sample	Cover page- 300 GSM on Art card (04 pg), Inner page-120 GSM, Mat Art Paper	4500			
	(a)	4 Pages B/W (additional)	120 GSM				
	(b)	4 pages Colour (Additional)	120 GSM				
3		**Answer Sheets**					
	(a)	Answer Sheet (Accountancy) A-32 Pages (As per sample)	60 GSM	5000			
	(b)	Answer Sheet A- 24 pages	60 GSM	10000			
	(c)	Answer sheet A- 16 pages	60 GSM	50000			
	(d)	Answer Sheet A - 08 Pages	60 GSM	90000			
	(e)	Answer books B - 4 pages	60 GSM	60000			
	(f)	OMR Sheet size A4[Size (18X22)/(1/4)]	70 GSM	7500			
4		**Question papers**					
	(a)	Class I & II Booklet form with answer sheet in **2 sets** (One set contain 5 subjects per students) approx students strength 800, size-8.5"X 10.5"	64 GSM, (Font size 16)	3200 sets			
	(b)	Class III to V Booklet form with answer sheet in **2 sets**(One set contain 6 subjects per students) approx students strength 1400,size-8.5"X 10.5"	60 GSM, (Font size 14)	5600 set			
	(c)	Class VI to VIII question paper only, in **2 sets**(One set contain 8 subjects per students) approx students strength 1600, size-8.5"X 10.5"	60 GSM (Font size 12)	6400 sets			
	(d)	Class IX to X question paper only, in **2 sets** (One set contain 6 subjects per students) approx students strength 1000, size-8.5"X 10.5"	60 GSM (Font size 12)	4000 Sets			

Ser No		Nomenclature	Paper Quality	Approx Qty	Rate	GST %	Amount
	(e)	Class XI and XII unit test Half Yearly & Pre Board in **2 sets** (One set contain 5 subjects per students) approx students strength 400, size-8.5"X 10.5"	60 GSM (Font size 12)	1600 Sets			
	(f)	Aptitude Test Booklet with binding 30 pg	60 GSM	500			
5		**Report Cards**					
	(a)	Class I to V (Report Card)[Size (17X27)/(1/4)]	150 GSM, Mat Art Paper	3000			
	(b)	Class VI to X (Report Card)	150 GSM, Mat Art Paper	5500			
	(c)	Class XI & XII (Report Card)	150 GSM, Mat Art Paper	2500			
6		Parents Teacher Meet Register 120pages both side (Hard Bounded)	95 GSM, Laser paper	100			
7		Attdendance Register (Hard Bound Cover) As per sample [Size-(18X22)/(1/2)]	95 GSM, Laser paper	150			
8		Class Log Book 170 pg (85 leaf) (Hard Bound Cover) [Size-(18X22)/(1/4)] As per sample	95 GSM	150			
9		Teachers Diary 120 pg (60 leaf) (Hard Bound Cover) As per sample	95 GSM, Laser paper	225			
10		Substitution pads 100 pg one side (as per sample) [Size-(18X22)/(1/4)]	64 GSM	100			
11		Letter Pad 100 pg one side [Size (20X30)/(1/8)] as per sample	100 GSM, 2 colour	10			
12		Letter Pad 100 pg one side (small size) as per sample	100 GSM, 2 colour	10			
13		D O Letter 100 pages one side	170 GSM, Mat Paper	20			
14		File Cover (Printed)	As per sample (350 GSM, 2 Colour)	3000			
15		Athletic Certificate (as per sample)	350 GSM, Mat Paper	500			
16		Merit Certificate (as per sample)	350 GSM, Mat Paper	500			
17		Certificate of Music Competition (as per sample)	350 GSM, Mat Paper	500			
18		Applaud Certificate (as per sample) [Size-(18X22)/(1/4)]	100 GSM, Sunshine	1000			
19		Admission Form Pad 100 pages (as per sample)	80 GSM, Laser Paper	10			
20		T C on computer Sty with water mark of school emblem 100 pages size 17x27/4	80 GSM, Laser Paper	10			
21		Registration Forms 100 pages size 17x27/4	80 GSM, Laser Paper	30			
22		Library Cards(Size 7X5) (As per sample)	300 GSM, Card Sheet	5000			
23		Information Folder with Lamination (Ivery Sheet Cover)	300 GSM	200			

Ser No		Nomenclature	Paper Quality	Approx Qty	Rate	GST %	Amount
24		Mark Slip pad 100 pages one side	60 GSM	30			
25		Desk Slip 50 Pages one side	70 GSM	75			
26		Mark Register 120 pg(60 leaf) (as per sample) [Size-(17X27)]	60 GSM laser paper	80			
27		White Mark Register 80 pg (40 leaf) (as per sample) [Size-(20X30)	80 GSM, White Paper	120			
28		White CCE Register 40 pg (20 leaf) as per sample (Size- 17x 27)	80 GSM, White Paper	120			
29		Consolidated Marks Register 150 page both side (Hard bounded cover Large Size) as per sample	80 GSM, Laser Paper	10			
30		Anacdotal Register 100pg (50 leaf) (Hard Bounded Cover) [Size-(17X27)/(1/4)]	80 GSM, Laser Paper	225			
31		Syllabus (as per sample)[Size-(20X30)/(1/8)]	60 GSM with cover page in Laser paper	5000			
32		Invitations Card with envelops(Size 7"X5")	300 GSM Multicolour, Art Paper	2500			
33		Prospectus(Size 18"X22", A4)	300 GSM, Multicolour, Art paper	1000			
34		News Letter	170 GSM	4500			
35		Attendence performa 100 pg one side[Size (18X22)/(1/4)] (as per sample)	60 GSM	50			
36		Yellow/Pink Warning Pad 100 pg one side[Size (18X22)/(1/8)]	80 GSM, Multicolour	50			
37		Health Card Both side multicolour printed (Size 10"X13")	300 GSM, Card Sheet	2500			
38		Gate Out Pass in duplicate pad[Size (18X22)/1/8)]	60 GSM	150			
39		Store Gate pass in triplicate pad	60 GSM	20			
40		Marks Slip Pad (100 Pg) (Size 17x27) 1/4)	70 GSM	100			
41		Service Book (12 Pg Front & Back) with Cover Hard Bind	70 GSM Laser paper	100			
42		Account Ledger (Hard Bounded cover)	80 GSM	2			
43		Visitor Register 200 Pages (Hard Bounded Cover)(Rasin binding) [Size-(17X27)/(1/4)]	80 GSM, Laser Paper	6			
44		Complain/Suggestion Register 150pg both side (Hard Bounded Cover)	80 GSM, Laser Paper	10			
45		Stock Ledgers (Hard Bounded cover) 250 pg both side (as per sample) [Size(2"X3")/(1/4)]	80 GSM, Laser Paper	20			
46		Cash Payment Register (as per sample)	80 GSM Laser Paper	5			

Ser No		Nomenclature	Paper Quality	Approx Qty	Rate	GST %	Amount
47		Admission Withdrawl Register (100 pg) [Size-(20X30)/(1/4)]	80 GSM, Laser Paper	10			

I /we agree to pay _____% of total business transcted by me as rebate to Army Public School, Meerut Cantt.

Date : (Signature & stamp of Contractor)

Cost- Rs 500/- **Form No.:**

TENDER FORM: AMC IT EQIPMENT
ARMY PUBLIC SCHOOL, MEERUT CANTT

Tel No. : 0121 – 2970133
Mob No : 8279905972
Email Id: apsmeerut559@gmail.com
Email Id : vinodkumar@apsmeerut.com

1. Name of the Firm : _____

2. Name of the Contractor/Prop : _____

3. Address of the firm : _____

: _____

: _____

4. E.Mail address of contractor/Fir/Agency:_____

5. Residential address of proprietor : _____

Tel No. Office _____Residence _____ Mobile _____

6. Business experience : _____
for which tenders have been called (attach copy)

7. Name and contact No. of organization/institution where service is being provided currently. (i) :_____

(ii) : _____

(iii) : _____

8. GST registration No. : _____

9. Photocopy of Pan Card (a) Firm _____

(b) Proprietor _____

10. Payment details (a) Amount : _____

(a) DD No. : _____

(b) Bank Name & Br : _____

11. I understand that no interest will be paid on earnest money.

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

Date :

_____
(Signature of Contractor)

Last date for submission of Tender Form: 28 Jun 2022 (1100 hrs)
Tender will be opened on: 29 Jun 2022 (1100 hrs)

NAME OF WORK : AMC IT EQIPMENT
ARMY PUBLIC SCHOOL, MEERUT CANTT

TERMS & CONDITIONS

1. The contract period would be for one year. Extension beyond one year will be at the discretion of the Management.

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

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'** to this letter.

4. **Technical Bid:** Please ensure that all documents as per **Appx 'A'** are placed inside the envelope (Technical Bid) else the Bid would be rejected.

5. 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.

6. 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.

7. **Opening of Tenders:** Date and Time for opening of technical and financial Bids shall be communicated separately. It is advised that one of your representatives is present accordingly. Commercial bid will be opened after opening of valid Technical Bids.

8. Two visits per week (in normal cases) is mandatory and a good quality service should be provided by the contracting firm.

9. If a contractor is unable to provide quality service, the school reserves the right to terminate the contract at any point of time and forfeit appropriate amount of security deposit to make good losses/damages, if any.

10. The AMC will start for all items from the date of finalization of contract with "as is and where is condition".

11. All services will be provided on site and within school timings.

12. It any part/accessory required to be carried out of school for repairs, the cost of carrying will be borne by the contractor.

13. All parts of machines and accessories (even printer heads, UPS batteries, projector bulb etc) except printer cartridge/ paper will be covered under AMC. In case of UPS only new Exide batteries of same/higher AH will be accepted.

14. All parts will be repaired/replaced by the contractor at his own cost. The repairing should not affect the performance of the machine. If a part to be replaced is not available then a compatible part may be used for repair.

Date :

_____
Signature of Contractor

15. Faults caused due to high voltage will be considered under AMC.

16. Arguments from the contractors side like mishandling of machines will not be accepted as machines are to be used by children.

17. All types of extra support like network support, software support will be provided by the contractor.

18. Preventive maintenance will be carried out quarterly, which should include dusting and cleaning of PCs/peripherals with appropriate chemicals/cleaning agents.

19. The machines/accessories to be covered under the contract can be inspected by the contracting firm.

20. PCs and peripherals might be upgraded or replaced during the period of AMC will also be covered under AMC at no extra cost.

21. You should assist in relocation of any device within ARMY PUBLIC SCHOOL MEERUT whenever required.

22. You should maintain a call log sheet giving details of calls attended/repair carried out.

23. Response time for maintenance call should not exceed three hours.

24. The contractors shall maintain the computer, hardware, software and other infrastructure in proper working condition throughout the AMC period. The maintenance cost of hardware/software supplied will be borne by contractor.

25. The communication of complaints may be done on e-mail/telephone and complaint number will be awarded for each complaint made by the school.

26. If any system or component is not repaired within 72 hours, the contracting firm will provide alternate system on temporary basis.

27. **Liquidated Damages:** The Supplier understands that time is of the essence in providing the Services under this Contract. If the Supplier shall fail to complete the Services within the time for completion prescribed in the Contract, or any extended time for completion in accordance with the Contract, then the Supplier shall pay to Army Public School, Meerut Cantt 0.5% of the value of the delayed products per week of delay, as liquidated damages. The said sum shall be payable by the sole fact of the delay without the need for any previous notice or any legal proceedings, or proof of damage, which shall in all cases be considered as ascertained.

28. **Earnest Money deposit (EMD)**: All technical Bids must be accompanied with a Demand Draft/ FDR (No Cheque/ Cash) of Rs 50,000/- (Rupees Fifty Thousand only) in favour of the **ARMY PUBLIC SCHOOL MEERUT CANTT** which is refundable on non-acceptance of the tender. Earnest money of selected vendor will be refunded after completion of project.

29. A sum of Rs. 50,000/- will be paid as security deposit and shall be refunded on termination of the contract. No interest will be paid against security deposit.

30. **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 .

31. **Payment Terms**: Payments will be made through cheque/NEFT in the name of Firm on every quarterly basis after satisfactory of work.

32. Scope of work should be verified physically before submitting the quotation. The representatives of the company/ firm may visit the site at School campus.

33. **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

34. All materials brought to site shall be subject to the approval of the School. In case if any substandard quality/ unapproved materials are used, the same shall be removed by the agency at his own expense.

35. 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.

36. I agree to pay a sum of Rs. 50,000/- as interest free security deposit for the period of contract. The amount will be refunded on termination of contract

37. The list of items for which AMC is required is attached, as Appx 'C'.

(I agree to abide by the above instructions in case I am awarded the contract of AMC for IT equipments.)

Station: Signature of Contractor

Date: Name: _____

Address: _____

Appendix 'B'
(Refers to terms and conditions Para 3 of Tender Form)

COMMERCIAL BID

NAME OF WORK : AMC IT EQIPMENT
ARMY PUBLIC SCHOOL, MEERUT CANTT

I agree to charge Rs. _____ (Rupees _____) for AMC of IT equipments which will include cost of all spares and parts as per **Appx- 'C'**. I also agree to accept the payment every quarter as per para 31 above.

_____

Date (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.

Station: Signature of Contractor

Date: Name: _____

Address: _____

Appendix 'A'

(Refers to terms and conditions Para 3 of Tender Form)

TECHNICAL BID

NAME OF WORK : AMC IT EQIPMENT
ARMY PUBLIC SCHOOL, MEERUT CANTT

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

S. No	Documents	Document Produced by Vendor Yes/ No	Document/ Certificate No.	Ser No. of Pages attached
(a)	Registration of GST of Firm/ Agency			
(b)	Nos of years of experience in providing AMC Services to schools (attach copy of different years)			
(c)	Aadhar Card of Proprietor (both side) optional			
(d)	PAN Card of Firm/Agency /Proprietor			
(e)	Last Two-Year Income Tax Return			
(f)	DD of Rs 50,000/- (refundable)			
(g)	Previous month of Electricity bill or Landline bill of Registered Office			
(h)	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

PRICE: Rs 500/- **Form No. :**

TENDER FORM: CONVERSION OF OPEN SPACE BY ALUMINIUM FRAME AND ACP SHEET IN APS MEERUT CANTT (SR WING)

Tel No. : 0121 – 2970133 Email Id: apsmeerut559@gmail.com
Mob No : 8279905972 Email Id : vinodkumar@apsmeerut.com

1. Name of the Firm/Agency : _____

2. Name of the Contractor/Prop : _____

3 Address of the Firm/Agency : _____

: _____

: _____

4. E.Mail Address of Contractor/Firm:_____

5. Residential address of proprietor : _____

: _____

Tel No.: Office _____ Residence _____Mobile _____

6. Business Experience Agency (attach copy) : _____

7. Name and contact No. of organization/institution where service is being provided currently (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. : _____

(c) Bank Br : _____

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

Date :

_____
(Signature of Contractor)

Last date for submission of Tender Form: 28 Jun 2022 (1100 hrs)
Tender will be opened on: 29 Jun 2022 (1100 hrs)

NAME OF WORK: CONVERSION OF OPEN SPACE INTO CLASS ROOM BY ALUMINIUM FRAME AND ACP SHEET IN APS, MEERUT CANTT (SENIOR WING)

1. The School is interesting for conversion open space into class room at IInd Floor of Senior wing with following terms and conditions:-

Eligibility Criteria

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

3. The firm should have minimum 03 years experience of providing same type of services.

4. All Transportation & Packing shall be arranged by the agency at their own cost.

5. Sealed tenders will be dropped in Tender Box during working hours.

6. The tender document in original duly signed and stamped on each & every page will be submitted.

7. Tender forms will be submitted in enclosed printed envelope only properly sealed by applicant.

8. The firm must have adequate capacity to install and supply the Aluminium frame and ACP sheet with in the given time schedule.

TERMS AND CONDITIONS

9. The scope of the work would include supply, installation of Aluminium frame and ACP sheet for converting open space into store and printing room in APS, Meerut Cantt (Senior wing) as per directions.

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

11. 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.

Date:

12. **Specification**: As per description attached with **Appx-'B',** 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.

13. **Earnest Money deposit (EMD)**: All technical Bids must be accompanied with a Demand Draft (No Cheque/ Cash) of Rs 20,000/- (Rupees Ten Thousand only) in favour of the "**ARMY PUBLIC SCHOOL MEERUT CANTT"** which is refundable on non-acceptance of the tender. Earnest money of selected vendor will be refunded after completion of project.

(Signature of Contractor)

Contd…3/-

14. **Liquidated Damages:** The Supplier understands that time is of the essence in providing the Services under this Contract. If the Supplier shall fail to complete the works within the time for completion prescribed in the Work order/Contract, or any extended time for completion in accordance with the Contract, then the Supplier shall pay to Army Public School, Meerut Cantt 10% of the value of the delayed products per week of delay, as liquidated damages. The said sum shall be payable by the sole fact of the delay without the need for any previous notice or any legal proceedings, or proof of damage, which shall in all cases be considered as ascertained.

15. **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. At the time of award of Contract or Purchase Order/ Work Order.

16. **Time for Completion of Project:** Time for completion of the project will be specified in the supply/work order. In no case period of work would be more than 25 days from the date of receipt of the work order.

17. **Payment Terms**: Payments will be made through cheque in the name of Firm, after completion of work 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 work is satisfactory.

18. **Opening of Tenders:** Date and Time for opening of technical and financial Bids shall be communicated separately. It is advised that one of your representatives is present accordingly. Commercial bid will be opened after opening of valid Technical Bids.

19. 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.

20. Scope of work should be verified physically before submitting the quotation. The representatives of the company/ firm may visit the site at School campus.

21. **Warranty:** The following Warranty will from part of the Supply order: -

(a) The seller warrants for a minimum period of **Five years** for Modular Student Furniture from the date of supply of furniture.

(b) If within the period of warranty, any item/portion of the work is found defective, the same will be repaired/replaced immediately free of charge.

22. **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.

23. The APS Management reserves the right to cancel/reject any quotation without assign any reason.

24. All disputes are subjected to Meerut Jurisdiction only.

(I agree to abide by the above instructions in case I am awarded the contract)

Date:

_____

(Signature of Contractor)

Appendix 'A'
(Refers to terms and conditions Para 10 of Tender Form)

NAME OF WORK: CONVERSION OF OPEN SPACE INTO CLASS ROOM BY ALUMINIUM FRAME AND ACP SHEET IN APS, MEERUT CANTT (SENIOR WING)

TECHNICAL BID

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

S. No	Documents	Document Produced by Vendor Yes/ No	Document/ Certificate No.	Ser No. of Pages attached
(a)	Registration of GST of Firm/ Agency			
(b)	Nos of years of experience in supply of similar type of products (attach copy of different years)			
(c)	Aadhar Card of Proprietor (both side) optional			
(d)	PAN Card of Firm/Agency /Proprietor			
(e)	Last Two-Year Income Tax Return			
(f)	Previous month Electricity bill			
(g)	DD of Rs 20,000/- (refundable)			
(h)	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)

Appendix 'B'
(Refers to terms and conditions Para 10 of Tender Form)

NAME OF WORK: CONVERSION OF OPEN SPACE INTO CLASS ROOM BY ALUMINIUM FRAME AND ACP SHEET IN APS, MEERUT CANTT (SENIOR WING)
COMMERCIAL BID

S. No	Nomenclature	Appx. Qty	Rate	Amount
1.	Conversion of open space at IInd Floor of senior wing by Aluminium frame and ACP sheet along with material and labour (Total Area = 537.25 Sq feet)	537.25 sqft		
	Specification (Brand – Jindal)			
(a)	Aluminium Frame Partition- 2.5"x 1.5" Thick ness, 18 Gauge			
(b)	Aluminium Partition Door- 3"x 2" Thick ness, 18 Gauge			
(c)	5mm Clear Glass (Brand- Saint Goban)			
(d)	U Rubber use on Glass for Door & window)			
(e)	3.5 mm ACP Panel sheet (Brand- ALUTUFF)			
(f)	Partition Door SS Henges Use 4" (Brand – Jolly)			
(g)	Door Closer (Brand – Godrej)			
(h)	Tower Bolt 8" (Aluminium) for Door			
(i)	Stoper Double side (Aluminium)			
(j)	Handle 8" (Aluminium)			
(k)	Window Frame – 2.5" x 1.5" Thickness, 18 Gauge			
(l)	Window Door- 2" x 2" Thickness, 18 Gauge			
(m	SS Henges 3" (Brand- Jolly)			
(n)	SS Handle 5" (Aluminium) for window			
(o)	Tower Bolt 6" (Aluminium) for window			
	Total			
	Taxes (if Any)			
	Total Amount			

(a) Prices quoted with GST and price validity should be three months from date of tendering.

(b) Contractors are requested to visit the site 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 their price for the total project as per the directions given by the school is given in the quotation.

(e) Price quoted is inclusive of all taxes, duties and levies

(f) **Warranty:** The following Warranty will from part of the Supply order: -

(i) The seller warrants for a minimum period of **Five years** for Modular Student Furniture from the date of supply of furniture.

(ii) If within the period of warranty, any item/portion of the work is found defective, the same will be repaired/replaced immediately free of charge.

Date:

_____
(Signature & Stamp of Contractor)

Cost- Rs 500/- **Form No.:**

TENDER FORM: AMC EPABX SYSTEM
ARMY PUBLIC SCHOOL, MEERUT CANTT

Tel No. : 0121 – 2970133 Email Id: apsmeerut559@gmail.com
Mob No : 8279905972 Email Id : vinodkumar@apsmeerut.com

1. Name of the Firm : _____

2. Name of the Contractor/Prop : _____

3. Address of the firm : _____

: _____

: _____

4. E.Mail address of contractor/Fir/Agency:_____

5. Residential address of proprietor : _____

Tel No. Office _____Residence _____ Mobile _____

6. Business experience : _____
for which tenders have been called (attach copy)

7. Name and contact No. of organization/institution where service is being provided currently. (i) :_____

(ii) : _____

(iii) : _____

8. GST registration No. : _____

9. Photocopy of Pan Card (a) Firm _____

(b) Proprietor _____

10. Payment details (a) Amount : _____

(a) DD No. : _____

(b) Bank Name & Br : _____

11. I understand that no interest will be paid on earnest money.

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

Date :

_____
(Signature of Contractor)

Last date for submission of Tender Form: 28 Jun 2022 (1100 hrs)
Tender will be opened on: 29 Jun 2022 (1100 hrs)

NAME OF WORK : AMC OF EPABX SYSTEM
ARMY PUBLIC SCHOOL, MEERUT CANTT

TERMS & CONDITIONS

1. The contract period would be for one year. Extension beyond one year will be at the discretion of the Management.

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

3. The firm must have adequate capacity to installation, test, supply, commission the EPBAX system with in the given time schedule.

4. All Transportation & Packing shall be arranged by the agency at their own cost.

5. 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.

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. **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.

8. 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.

9. At least one visit per week (in normal cases) is mandatory. Visit on call will be made if any repair work is required to be done. If contractor is unable to provide quality service the school reserves the right to terminate the contract at any point of time.

10. The AMC will start for all items from the date of finalization of contract with "as is where is" status. All services will be provided on site and within school timings.

11. If any part/ accessory is to be carried out of the school, the cost of carrying will be borne by the contractor.

12. Call from school will have to be attended on the same day. Normal problems will have to be rectified within 24 Hrs of call however in case of major faults the period may be extended.

13. All parts of machines & accessories will be covered under AMC. All parts will be repaired/ replaced by the contractor at his own cost including wiring & battery. The repairing should not affect the performance of the machine. If a part to be replaced is not available then a compatible part may be taken into account.

CONTD..3/-

14. **Liquidated Damages:** The Supplier understands that time is of the essence in providing the Services under this Contract. If the Supplier shall fail to complete the Services within the time for completion prescribed in the Contract, or any extended time for completion in accordance with the Contract, then the Supplier shall pay to Army Public School, Meerut Cantt 0.5% of the value of the delayed products per week of delay, as liquidated damages. The said sum shall be payable by the sole fact of the delay without the need for any previous notice or any legal proceedings, or proof of damage, which shall in all cases be considered as ascertained.

15. **Earnest Money deposit (EMD)**: All technical Bids must be accompanied with a Demand Draft/ FDR (No Cheque/ Cash) of Rs 5,000/- (Rupees five thousand only) in favour of the **ARMY PUBLIC SCHOOL MEERUT CANTT** which is refundable on non-acceptance of the tender. Earnest money of selected vendor will be refunded after completion of project.

16. A sum of Rs. 5,000/- will be paid as security deposit and shall be refunded on termination of the contract. No interest will be paid against security deposit.

17. **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 .

18. **Payment Terms**: Payments will be made through cheque/NEFT in the name of Firm on every quarterly basis after satisfactory of work.

19. **Opening of Tenders:** Date and Time for opening of technical and financial Bids shall be communicated separately. It is advised that one of your representatives is present accordingly. Commercial bid will be opened after opening of valid Technical Bids.

20. Scope of work should be verified physically before submitting the quotation. The representatives of the company/ firm may visit the site at School campus.

21. **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

22. All materials brought to site shall be subject to the approval of the School. In case if any substandard quality/ unapproved materials are used, the same shall be removed by the agency at his own expense.

23. 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.

(I agree to abide by the above instructions in case I am awarded the contract of AMC for EPABX system.)

Date :

_____

(Signature of Contractor)

Appendix 'A'

(Refers to terms and conditions Para 5 of Tender Form)

TECHNICAL BID

NAME OF WORK : AMC OF EPABX SYSTEM

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

S. No	Documents	Document Produced by Vendor Yes/ No	Document/ Certificate No.	Ser No. of Pages attached
(a)	Registration of GST of Firm/ Agency			
(b)	Nos of years of experience in providing AMC services to Schools (attach copy of different years)			
(c)	Aadhar Card of Proprietor (both side) optional			
(d)	PAN Card of Firm/Agency /Proprietor			
(e)	Last Two-Year Income Tax Return			
(f)	DD of Rs 5,000/- (refundable)			
(g)	Previous month of Electricity bill or Landline bill of registered office			
(h)	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

Appendix 'B'
(Refers to terms and conditions Para 5 of Tender Form)

COMMERCIAL BID

NAME OF WORK : AMC OF EPABX SYSTEM

I agree to charge Rs._____(Rupees_____) for AMC of the EPABX system with 16 lines (Primary wing) and 24 lines (Senior Wing) which will include cost of all spares (wire, telephone set and EPABX system etc). I also agree to accept the payment every quarter as per para 18 above.

Date :

_____
(Signature of 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.

Station: Signature of Contractor

Date: Name: _____

Address: _____

PRICE: Rs 500/- **Form No. :**

TENDER FORM: PURCHASE OF MODULAR STUDENT FURNITURE IN APS MEERUT CANTT (SR WING)

Tel No. : 0121 – 2970133
Mob No : 8279905972
Email Id: apsmeerut559@gmail.com
Email Id : vinodkumar@apsmeerut.com

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 : _____

: _____

Tel No.: Office _____ Residence _____Mobile _____

6. Business Experience Agency (attach copy) : _____

7. Name and contact No. of organization/institution where service is being provided currently (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. : _____

(c) Bank Br : _____

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

Date :

_____
(Signature of Contractor)

Last date for submission of Tender Form: 28 Jun 2022 (1100 hrs)
Tender will be opened on 29 Jun 2022 (1100 hrs).

NAME OF WORK: PURCHASE OF MODULAR STUDENT FURNITURE IN APS MEERUT CANTT (SR WING)

1. The School is interesting buying Modular student furniture with following specification:-

Ser No	Description of the item to be purchase	Qty
a.	Modular Dual Desk with drawers Size L 42", W 16", H 30" Material: 20mm*38mm 18 Gauge Capsule CRC Pipe MIG welded, Powder coated, 18mm thick PVC injection molded top	230
b.	Modular Chair – Seat Height from Ground 18" Material: 20mm*38mm 18 Gauge Capsule CRC Pipe MIG welded, Powder coated, 18mm thick PVC injection molded top	460

2. Technical Bid and Terms and conditions is attached as Appendix- A.

3. Commercial Bid is attached as Appendix-B.

Eligibility Criteria

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

5. The firm must have adequate capacity to installation, supply the Modular Student Furniture with in the given time schedule.

6. Please furnish a brief write up, backed-up with adequate data, explaining the available capacity and experience (both technical & commercial) for the supply and installation of the required systems and equipment within the specified time of completion.

8. All Transportation & Packing shall be arranged by the agency at their own cost.

TERMS AND CONDITIONS

10. 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. 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.

11. 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.

Date:

_____

(Signature of Contractor)

Contd…3

12. **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.

13. **Earnest Money deposit (EMD)**: All technical Bids must be accompanied with a Demand Draft/ FDR (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. Earnest money of selected vendor will be refunded after completion of project.

14. **Time for Completion of Work/Project:** Time for completion of the project will be specified in the supply/work order. In no case period of work would be more than 25 days from the date of receipt of the work order.

15. **Liquidated Damages:** The Supplier understands that time is of the essence in providing the Services under this Contract. If the Supplier shall fail to complete the Services within the time for completion prescribed in the Contract, or any extended time for completion in accordance with the Contract, then the Supplier shall pay to Army Public School, Meerut Cantt 0.5% of the value of the delayed products per week of delay, as liquidated damages. The said sum shall be payable by the sole fact of the delay without the need for any previous notice or any legal proceedings, or proof of damage, which shall in all cases be considered as ascertained.

16. **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. At the time of award of Contract or Purchase Order.

17. **Payment Terms**: Payments will be made through cheque/NEFT in the name of Firm, after completion of work 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 work is satisfactory.

18. **Warranty:** The following Warranty will from part of the Supply order: -

(a) The seller warrants for a minimum period of **Three years** for Modular Student Furniture from the date of supply of furniture.

(b) If within the period of warranty, any item/portion of the work is found defective, the same will be repaired/replaced immediately free of charge.

19. **Acceptance of Tenders**: The tenders / quotations are to be submitted separately as under:

(a) Technical Bid
(b) Commercial Bid

Date:

_____
(Signature of Contractor)

Contd…4

20. **Opening of Tenders:** Date and Time for opening of technical and financial Bids shall be communicated separately. It is advised that one of your representatives is present accordingly. Commercial bid will be opened after opening of valid Technical Bids.

21. **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.

22. Scope of work should be verified physically before submitting the quotation. The representatives of the company/ firm may visit the site at School campus.

23. **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

24. All materials brought to site shall be subject to the approval of the School. In case if any substandard quality/ unapproved materials are used, the same shall be removed by the agency at his own expense.

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 selected vendor will be produced a sample of modular student furniture in school for approval.

27. All disputes are subjected to Meerut Jurisdiction only.

(I agree to abide by the above instructions in case I am awarded the contract)

Date:

_____
(Signature of Contractor)

Appendix 'A'

(Refers to terms and conditions Para 10 of Tender Form)

TECHNICAL BID

NAME OF WORK: PURCHASE OF MODULAR STUDENT FURNITURE IN APS MEERUT CANTT (SR WING)

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

S. No	Documents	Document Produced by Vendor Yes/ No	Document/ Certificate No.	Ser No. of Pages attached
(a)	Registration of GST of Firm/ Agency			
(b)	Nos of years of experience in providing AMC Services to schools (attach copy of different years)			
(c)	Aadhar Card of Proprietor (both side) optional			
(d)	PAN Card of Firm/Agency /Proprietor			
(e)	Last Two-Year Income Tax Return			
(f)	DD of Rs 20,000/- (refundable)			
(g)	Previous month of Electricity bill of Registered Office			
(h)	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)

Appendix 'B'

(Refers to terms and conditions Para 10 of Tender Form)

COMMERCIAL BID

NAME OF WORK: PURCHASE OF MODULAR STUDENT FURNITURE IN APS MEERUT CANTT (SR WING)

Ser No.	Name of Brand offered	Nomenclature	Qty	Rate (per pcs) (Rate validity up to three months)	Amount
1		Modular Dual Desk with drawers Size L 42", W 16", H 30" Material : 20mm*38mm 18 Gauge Capsule CRC Pipe MIG welded, Powder coated, 18mm thick PVC injection molded top	230		
2.		Modular Chair – Seat Height from Ground 18" Material : 20mm*38mm 18 Gauge Capsule CRC Pipe MIG welded, Powder coated, 18mm thick PVC injection molded top	460		
		Taxes (if Any)			
		Total Amount			

(a) Prices quoted with GST and price validity should be three months from date of tendering.

(b) Vendors/Contractors are requested to visit the site 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 their prices for the total project as per the directions given by the school is given in the quotation.

(e) **Warranty:** The following Warranty will from part of the Supply order: -

(i) The seller warrants for a minimum period of **Three years** for Modular Student Furniture from the date of supply of furniture.

(ii) If within the period of warranty, any item/portion of the work is found defective, the same will be repaired/replaced immediately free of charge.

Date:

_____

(Signature & Stamp of Contractor)

Cost- Rs 500/- **Form No.:**

TENDER FORM: ANNUAL CONTRACT OF PHOTOGRAPHER SERVICES
ARMY PUBLIC SCHOOL, MEERUT CANTT

Tel No. : 0121 – 2970133 Email Id: apsmeerut559@gmail.com
Mob No : 8279905972 Email Id : vinodkumar@apsmeerut.com

1. Name of the Firm : _____

2. Name of the Contractor/Prop : _____

3. Address of the firm : _____

: _____

: _____

4. E.Mail address of contractor/Fir/Agency:_____

5. Residential address of proprietor : _____

Tel No. Office _____Residence _____ Mobile _____

6. Business experience : _____
for which tenders have been called (attach copy)

7. Name and contact No. of organization/institution where service is being provided currently. (i) :_____

(ii) : _____

(iii) : _____

8. GST registration No. : _____

9. Photocopy of Pan Card (a) Firm _____

(b) Proprietor _____

10. Payment details (a) Amount : _____

(a) DD No. : _____

(b) Bank Name & Br : _____

11. I understand that no interest will be paid on earnest money.

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

Date :

_____
(Signature of Contractor)

Last date for submission of Tender Form: 28 Jun 2022 (1100 hrs)
Tender will be opened on: 29 Jun 2022 (1100 hrs)

NAME OF WORK : ANNUAL CONTRACT OF PHOTOGRAPHER SERVICES
ARMY PUBLIC SCHOOL, MEERUT CANTT

TERMS & CONDITIONS

1. The contract period would be for one year. Extension beyond one year will be at the discretion of the Management.

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

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'** to this letter.

4. 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.

5. 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.

6. The contractor will be required to cover school functions for photography and videography. The contractor will make himself available to the school on call, to cover any function, in respect of the school, within city limits.

7. Students' order for photograph will be routed through the teachers/Vice Principal.

8. During the period of contract, the school Annual Day/Athletic Meet, functions will be covered free of cost (one still camera, video camera). Independence Day function and Republic Day will be covered free of cost for photography only. Soft copies of photographs required by school to be provided free of cost of all school events.

9. The school Management reserves the right to pass additional instructions for better services whenever these are issued and will be binding on the contractor.

10. A sum of Rs. 10,000/- will be deposited as security money and shall be refunded on termination/ completion of the contract. No interest will be paid against security deposit.

11. During his period of contract, he would be bound by rules and regulations of the school. In case of violations of terms and conditions, the contract will be terminated and security money forfeited.

12. The strength of the school is approx.5250 and all requirements will the assessed accordingly. School photographs including of senior Army officers coming to school will neither be used for advertisement nor given to any other vendor.

Contd..2/-

13. The photos of the school activities and students will not be shared with any one and will not be uploaded on any form of social media platform. I will solely responsible for any misuse of photos activities and students.

14. **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

15. All disputes are subjected to Meerut Jurisdiction only.

I agree to abide by the above instructions in case I am awarded the contract for photography.

Date :

_____

(Signature of Contractor)

Appendix 'A'
(Refers to terms and conditions Para 3 of Tender Form)

TECHNICAL BID

NAME OF WORK : ANNUAL CONTRACT OF PHOTOGRAPHER SERVICES ARMY PUBLIC SCHOOL, MEERUT CANTT

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

S. No	Documents	Document Produced by Vendor Yes/ No	Document/ Certificate No.	Ser No. of Pages attached
(a)	Registration of GST of Firm/ Agency (If any)			
(b)	Nos of years of experience in providing Photographer services to schools (attach copy of different years)			
(c)	Aadhar Card of Proprietor (both side) optional			
(d)	PAN Card of Firm/Agency /Proprietor			
(e)	DD of Rs 10,000/- (refundable)			
(f)	Previous month of Electricity bill or Landline bill			
(g)	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

Appendix 'B'
(Refers to terms and conditions Para 3 of Tender Form)

COMMERCIAL BID

NAME OF WORK : ANNUAL CONTRACT OF PHOTOGRAPHER SERVICES ARMY PUBLIC SCHOOL, MEERUT CANTT

1. I shall charge the following rates as indicated against each item: -
(Sample for each size and rate is enclosed)

I Card	**Rates (In Rs)**
i) Computerized Digital PVC I-card with nylon cord as per sample	_____
ii) I-Card of students with barcode with nylon cord (multi colour digital printing)	_____
iii) RIFD I card for Staff with nylon cord (multi colour digital printing)	_____

2. **Colour Photo of Size**

S.No.	Size of Photographs	Approx. Qty	Rate
(a)	5"x7"	250	
(b)	8"x12"	100	
	Class Group Photographs		
	10"x 12"(Glossy)	As per Strength	
	10"x 12"(Glossy) (With Names and Mount)	As per Strength	

3. Videography (Full HD)/event

   a. One day event - Rs. _____

   b. For more than one day vent - Rs._____

4. Cinematography (Full HD) With Editing (optional) - Rs. _____

5. LED Wall (6x8") (Optional) - Rs. _____

6. Extra Still Camera (Optional) - Rs. _____

7. Passport Size Photographs Of Students for Digi Camp (Soft copy) - Rs. _____

8. Name Plates size 2.5mm x 7.5mm - Rs. _____

9. Proof Sheet - Rs. _____

10. Visiting Charges (per visit) - Rs. _____

I /We agree to pay ____% of total business transacted by me as rebate to **ARMY PUBLIC SCHOOL, MEERUT CANTT**, if I am awarded the contract.

Date :

_____
(Signature of Contractor)

NEGOTIATED BID

1. I shall charge the following rates as indicated against each item: -
(Sample for each size and rate is enclosed)

I Card **Rates (In Rs)**

i) Computerized Digital PVC I-card with nylon cord as per sample _____

ii) I-Card of students with barcode with nylon cord (multi colour digital printing) _____

iii) RIFD I card for Staff with nylon cord (multi colour digital printing) _____

2. **Colour Photo of Size**

Ser No.	Size of Photographs	Approx. Qty	Rate
(a)	5”x7”	250	
(b)	8”x12”	100	
	Class Group Photographs		
	10”x 12”(Glossy)	As per Strength	
	10”x 12”(Glossy) (With Names and Mount)	As per Strength	

3. Videography (Full HD) - Rs. _____

4. Cinematography (Full HD) With Editing (optional) - Rs. _____

5. LED Wall (6x8”) (Optional) - Rs. _____

6. Extra Still Camera (Optional) - Rs. _____

7. Passport Size Photographs Of Students for Digi Camp (Soft copy) - Rs. _____

8. Name Plates - Rs. _____

9. Proof Sheet - Rs._____

10. Visiting Charges - Rs._____

I /We agree to pay ____% of total business transacted by me as rebate to **ARMY PUBLIC SCHOOL, MEERUT CANTT**, if I am awarded the contract.

Date :

_____
(Signature of Contractor)

Appendix 'A'

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

COMMERCIAL BID

1. I shall charge the following rates as indicated against each item: -

(Sample for each size and rate is enclosed)

I Card		**Rates (In Rs)**
(a)	i) Computerized Digital I-card with Lamination, chain, clip and nylon cord. (as per sample)	_____
	ii) I-Card with students/staff barcode with nylon cord (multi colour digital printing)	_____
(b)	Colour Photo of size	
(i)	5"x3.5" -	_____
(ii)	4"x6" -	_____
(iii)	5"x7" -	_____
(iv)	6"x8" -	_____
(v)	8"x10" -	_____
(vi)	8"x12" -	_____
(vii)	10"x12" -	_____
(c)	Group Photo	
(i)	6"x8" -	_____
(ii)	8"x10" -	_____
(iii)	8"x12" -	_____

2. Videography - _____

3. I/We agree to pay ____% of total business transacted by me as rebate to **ARMY PUBLIC SCHOOL, MEERUT CANTT**, if I am awarded the contract.

Date :

_____

(Signature of Contractor)

.Cost- Rs 500/- **Form No.:**

TENDER FORM: PRINTING WORK SERVICES
ARMY PUBLIC SCHOOL, MEERUT CANTT

Tel No. : 0121 – 2970133 Email Id: apsmeerut559@gmail.com
Mob No : 8279905972 Email Id : vinodkumar@apsmeerut.com

1. Name of the Firm : _____

2. Name of the Contractor/Prop : _____

3. Address of the firm : _____

: _____

: _____

4. E.Mail Address of Contractor/Firm:_____

5. Residential address of proprietor : _____

: _____

Tel No. Office _____Residence _____ Mobile _____

6. Business experience : _____
for which tenders have been called (attach copy)

7. Name and contact No. of organization/institution where service is being provided currently. (i) :_____

(ii) : _____

(iii) : _____

8. Whether firm is registered and paying GST No._____

9. Photocopy of Pan Card (a) Firm _____

(b) Proprietor _____

10. Payment details (a) Amount : _____

(a) DD No. : _____

(b) Bank Name & Br : _____

11. I understand that no interest will be paid on earnest money.

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

Date:

_____
(Signature of Contractor)

Last date for submission of Tender Form: 28 Jun 2022 (1100 hrs)
Tender will be opened on: 29 Jun 2022 (1100 hrs)

NAME OF WORK: ANNUAL CONTARCT OF PRINTING WORK SERVICES FOR THE SESSION OF 2022-23 IN APS, MEERUT CANTT

1. The School is interesting for Annual contract of printing work services for the session of 2022-23 with following terms and conditions:-

Eligibility Criteria

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

3. The firm should have minimum 03 years experience of providing same type of services.

4. All Transportation & Packing shall be arranged by the agency at their own cost.

5. Sealed tenders will be dropped in Tender Box during working hours.

6. The tender document in original duly signed and stamped on each & every page will be submitted.

7. Tender forms will be submitted in enclosed printed envelope only properly sealed by applicant.

TERMS & CONDITIONS :-

8. The contract period would be for one year. Extension beyond one year will be at the discretion of the Management.

9. 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.

10. 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.

11. 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.

12. The agency should have own printing press and registered office. The contractor should be submitting last two-month electricity bill of printing press.

Contd..3/-

13. Board of officers will visit the site of printing press to verify safety and security of printing question of papers and other printing stationery.

14. The quality of paper, printing and printed products will be shown to the contractors. Any detection of lower quality will render the contract null and void.

15. Supply of the products/ question papers will be made in sealed steel box with lock and key at the school campus.

16. The APS Management reserves the right to pass additional instructions for better printing jobs.

17. The Contractor is fully responsible and liable to maintain confidentiality of question papers and in case of any leakage of information, legal action should be taken against the contractor.

18. The applicant will also submit a Demand draft (No Cheque/Cash) of Rs 50,000/- (Rupees Fifty Thousand Only) in favour of **ARMY PUBLIC SCHOOL MEERUT CANTT** as earnest money with the tender form. The earnest money will be refunded after completion of one year/ session. No interest will be paid against security deposit.

19. The agency shall be responsible for making payment of stamp duty for execution of agreement or other allied taxes or fee imposed by the central /state Govt. In case default on the part of agency, the same will be recovered from his security deposit. APS, Meerut Cantt shall not be responsible for such payments/liabilities.

20. **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.

21. **Earnest Money deposit (EMD)**: All technical Bids must be accompanied with a Demand Draft/ FDR (No Cheque/ Cash) of Rs 50,000/- (Rupees Fifty Thousand only) in favour of the **ARMY PUBLIC SCHOOL MEERUT CANTT** which is refundable on non-acceptance of the tender. Earnest money of selected vendor will be refunded after completion of contract.

22. **Liquidated Damages:** The Supplier understands that time is of the essence in providing the Services under this Contract. If the Supplier shall fail to complete the Services within the time for completion prescribed in the Work order/Contract, or any extended time for completion in accordance with the Contract, then the Supplier shall pay to Army Public School, Meerut Cantt 10% of the value of the delayed products per week of delay, as liquidated damages. The said sum shall be payable by the sole fact of the delay without the need for any previous notice or any legal proceedings, or proof of damage, which shall in all cases be considered as ascertained.

23. **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. At the time of award of Contract or Purchase Order,

Contd..4/-

24. **Payment Terms**: Payments will be made through cheque/NEFT in the name of Firm, after completion of work 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 work is satisfactory.

25. **Opening of Tenders:** Date and Time for opening of technical and financial Bids shall be communicated separately. It is advised that one of your representatives is present accordingly. Commercial bid will be opened after opening of valid Technical Bids.

26. **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.

27. Scope of work should be verified physically before submitting the quotation. The representatives of the company/ firm may visit the School.

28. **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.

29. The contract is liable to be terminated by the school management in case of unsatisfactory services/poor quality of work/products or without assigning any reason.

30. In case of any violation of the provision of the agreement, the contract will be terminated on immediate basis and security money will be forfeited.

31. I understand the earnest money will be forfeited, if I DO NOT accept the contract awarded to me.

32. The **School** management will have the authority to terminate the Contract, without giving any reasons by giving one-month notice. The contractor also can terminate contract. However, notice period in that case will be minimum two months (60 days).

33. The overall strength of the school is approx. 5500 and as such volume of stationery has to be assessed accordingly.

34. The APS Management reserves the right to cancel/reject any quotation without assign any reason.

35. All disputes are subjected to Meerut Jurisdiction only.

(I agree to abide by the above instructions in case I am awarded the contract)

Date : (Signature of the contractor)

Appendix 'A'

(Refers to terms and conditions Para 9 of Tender Form)

TECHNICAL BID

NAME OF WORK: ANNUAL CONTARCT OF PRINTING WORK SERVICES FOR THE SESSION OF 2022-23 IN APS, MEERUT CANTT

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

S. No	Documents	Document Produced by Vendor Yes/ No	Document/ Certificate No.	Ser No. of Pages attached
(a)	Registration of GST of Firm/ Agency			
(b)	Nos of years of experience in supply of Printed stationery to schools (attach copy of different years)			
(c)	Aadhar Card of Proprietor (both side) optional			
(d)	PAN Card of Firm/Agency /Proprietor			
(e)	Last Two-Year Income Tax Return			
(f)	DD of Rs 50,000/- (refundable)			
(g)	Previous month of Electricity bill of Registered Printing press & office			
(h)	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:

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(Signature of Contractor