

**ARMY PUBLIC SCHOOL**  
**NEAR CANTT RLY STATION, MEERUT CANTT**  
Tele No 0121-2970133 Email-apsmeerut559@gmail.com

**TENDER NOTICE**

1. Separate sealed tenders are invited from experienced financially sound and reputed firms / agencies /contractor for providing following projects / works at Army Public School, Meerut Cantt :-

Ser. No.	Nature of Work / Service	Earnest Money	Last Date of Submission of Tender
(a)	AMC for CCTVs (213)	Rs.20,000/-	16 Jan 2023 at 1300 hrs
(b)	Renovation of Adm and Admission office (PW)	Rs.20,000/-	

2. Tender forms along with various details, terms and conditions can be obtained from school website [www.apsmeerut.com](http://www.apsmeerut.com) & school office @ Rs 500/- (Non refundable) on any working days between 1000hrs to 1300 hrs. Contenders downloading tender form online are required to submit a demand draft of Rs 500/- in favour of Army Public School, Meerut Cantt separately as tender form fee.

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

4. For more details you may visit school office at any working day between 1000 hrs to 1300 hrs.

**Principal, Army Public School,  
Meerut Cantt**

**NOTE : DRAFT FOR RS 500/- AS TENDER FEES NOT REQUIRED**

**NOTE : TENDER FEES RS 500/- NOT REQUIRED**

**TENDER FORM: RENOVATION OF ADM AND ADMISSION OFFICE AT APS  
MEERUT CANTT (PRIMARY WING)**

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 : Jan 2023

(Signature of Contractor)

**Last date for submission of Tender Form: 16 Jan 2023 (1100 hrs)**

**Tender will be opened at 1200 hrs on 17 Jan 2023**

**Name of Work: Renovation of Adm and Admission office at APS, Meerut Cantt (Primary Wing)**

**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.
6. Site clearance after completion of work will be done by contractor.

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

Date: Jan 2023

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

Contd..3/-

### **TERMS AND CONDITIONS**

1. The scope of the work would include Renovation of Adm and Admission office at APS, Meerut Cantt (Primary Wing) 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 Renovation of Adm & Admission Office** . 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 completion of project. In case vendor/firm failed to complete the project within the stipulated period security money will be forfeited.
7. **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 60 days from the date of receipt of the work 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 work is found defective, the same will be rectified immediately free of charge.

Date: Jan 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 60 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 60 days, penalty @ 05% 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 envelopes:-
  - (a) Technical Bid for RENOVATION OF ADM & ADMISSION OFFICE.
  - (b) Commercial Bid for RENOVATION OF ADM & ADMISSION OFFICE.
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 should be verified physically before submitting the quotation. The representatives of the company/ firm may visit the site at 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: Jan 2023

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



**Appendix 'A'**  
(Refers to terms and conditions Para 2 of Tender Form)

**TECHNICAL BID**

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: Jan 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: Jan 2023

(Signature of Contractor)

**Appendix 'B'**

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

**COMMERCIAL BID**  
**RENOVATION OF ADM & ADMISSION OFFICE AT APS MEERUT CANTT**  
**(PRIMARY WING)**

<b>Ser No.</b>	<b>Name of Brand offered</b>	<b>Nomenclature</b>	<b>A/U</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
1.		Removal of old plaster, cleaning of wall	Sqft	500		
2		Plastering with 15mm thick of 1:3 ratio over rough face of brick wall	Sqft	500		
3.		Priming the plastered surface with two coats of POP Putty and priming with two coats of wall primer (Asian Paint)	Sqft	17550		
4		Painting of inner walls with two coats of Ace Asian Paint	Sqft	9000		
5		Painting of exterior walls with two coats of exterior wall paints. Asian	Sqft	8520		
6.		Repair of cracks, groove cutting in wall of roofs cracks into V sec, cleaning, washing and grouting with cement-sand 1:3 top with two coat of cement, Dr Fixit URP Slurry 1:1.5	Sqft	550		
7		Removing old felt, cleaning then priming surface, apply hot bitumen and placing bitumen felt sheet.	Sqft	2000		
		<b>Total</b>				
		<b>GST @ %</b>				
		<b>Total Amount</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 renovation should be same as sample available.
- (f) Prices quoted inclusive of all taxes, duties and levies. Price should be valid up to 90 days.

Date: Jan 2023

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

**NOTE : TENDER FEES RS 500/-NOT REQUIRED**

**TENDER FORM: AMC OF CCTV CAMERAS 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 : Jan 2023

(Signature of Contractor)

**Last date for submission of Tender Form: 16 Jan 2023 (1100 hrs)**

**Tender will be opened at 1200 hrs on 17 Jan 2023**

**Name of Work: AMC of CCTV Cameras at APS, Meerut Cantt**

**Eligibility Criteria**

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

8. The firm must have adequate capacity to do such type of work within the given time schedule.

**TERMS AND CONDITIONS**

6. The scope of the work would include Annual Maintenance of CCTVs at APS, Meerut Cantt (Senior and Primary Wing) and as per directions.

7. 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.

8. The envelopes should be clearly marked **TECHNICAL/ COMMERCIAL BIDS for Annual Maintenance of CCTVs**. 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.

9. **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.

5. **Amount of Bid Security**. Earnest money of selected vendor will be kept as security money and will be refunded after completion of AMC. In case vendor/firm failed to complete the project security money will be forfeited.

6. **Period for AMC**: Period of Annual Maintenance Contract will be of ONE Year from the date contract signed.

7. **Payment Terms**: Payments will be made through NEFT/Cheque on quarterly basis after completion of three months period.

8. At the time of completion of AMC period, all CCTVs and DVR should be in serviceable condition.

9. During the AMC period, school will pay only for CCTV/DVR/Wire found damaged due to any reason. Labour charge on that will be borne by contractor.

Date: Jan 2023

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

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10. **Penalties/Liquidity Damages.** In case of delay in rectification of defects within 24 hours of complaint penalty @ 05% of the quarterly payment shall be levied.

11. **Bid Validity.** Bid shall remain valid for 90(Ninety) days from the date of opening of tender.

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

- (c) Technical Bid
- (d) Commercial Bid

13. **Penalties/Liquidity Damages.** In case of delay in rectification of defects within 24 hours of complaint penalty @ 05% of the quarterly payment shall be levied.

14. **Bid Validity.** Bid shall remain valid for 90(Ninety) days from the date of opening of tender.

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

- (e) Technical Bid
- (f) Commercial Bid

16. The duly compiled Technical Bid and Commercial Bid for your firm/agency, in sealed Envelops drooped in respective Tender Box marked PRIMARY WING) at School main Gate (Senior Wing) or send through registered 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:-

- (c) Technical Bid for AMC OF CCTVs.
- (d) Commercial Bid for AMC OF CCTVs.

17. **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.

18. 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.

19. **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.

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

Date: Jan 2023

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

**Appendix**

**'A'**

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

**TECHNICAL BID: AMC OF CCTVs**

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 10,000/- (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: Jan 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: Jan 2023

(Signature of Contractor)



**Appendix 'B'**

(Refers to terms and conditions of Tender Form)

**COMMERCIAL BID**

**AMC OF CCTVs 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.		AMC OF CCTVs	Nos	213		
		<b>Total</b>				
		<b>GST @ %</b>				
		<b>Total Amount</b>				

(g) Vendors/Contractors are requested to visit the site/school and carry out detailed survey before quoting the bid.

(h) All CCTVs, DVR should be serviceable at all time. Recording is to be available at any time.

(i) One visit in a month is to be carried out in addition on call for rectification of defects.

(j) Prices quoted inclusive of all taxes, duties and levies. Price should be valid up to 90 days.

(f) Details of CCTVs may be obtained from school on any working day from 1000AM to 1300 PM.

(g) Terms and condition for AMC should be mentioned on firm/company letter head duly signed and stamped.

Date: Jan 2023

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