

09/APS/BNG/

20 Dec 2024

CALL FOR QUOTATIONS/TENDERS: PROCUREMENT AND SELLING OF BOOKS, STATIONARY AND UNIFORM AT ARMY PUBLIC SCHOOL BINNAGURI

1. Bids are invited for procurement & selling of Books, Stationary and Uniform at Army Public School Binnaguri.

Eligibility Criteria.

2. Only authorized vendors are to submit the bids
3. Should have minimum 05 years of experience/on running and maintaining similar store in other organization preferably Schools.
4. Should have Company Registration, Valid PAN/GST certificate (Certificate required to be attached).
5. Ready to setup the complete store including development to presentable state
6. Should always keep the necessary items in stock.

Other Details.

7. Bids in sealed cover are invited for opening of Tuck Shop for procurement & selling of Books, Stationary and Uniform from the registered vendors having proper Trade License and TIN/GST Number.. Please super scribe "**Opening of Tuck shop for procurement & selling of Books, Stationary and Uniform**" under one roof by setting up individual store inside school campus at Army Public School Binnaguri. RFP No i.e 09/APS/BNG and date of opening of the bids i.e 02 Jan 2025 on the sealed cover to avoid the bid being declared invalid.

(a) Last date for submission of bids by or before 1500hrs on 02 Jan 2025. The sealed bids should be deposited/reached by the due date and time. The responsibility to ensure this lies with the bidder. Bids received beyond the time and date given above shall be rejected.

(b) Manner of depositing the bids : Sealed bids should be either dropped in the Quotation Box marked as "**Quotation box**" or send by registered post to APS Binnaguri, Binnaguri Cantt prior to the due date and time. No responsibility will be taken for postal delay or non-delivery/ non receipt of bid documents. Bids sent by FAX or email will not be considered.

(c) The exact date & time for opening of bids will be uploaded on school website as per the availability of Presiding Officer. If due to any exigency, the due date for opening of the bids is declared closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer.

Location of the Tender Box. Main gate (near Principal Office) of APS Binnaguri. Only those bids that are found in the quotation box or received by registered post will be opened.



Offg. Principal
Army Public School
Binnaguri Cantt

8. The address and contact number for bids or seeking clarification regarding this RFP are given below:-

- (a) Bids/queries will be addressed to: Principal, Army Public School, Binnaguri.
- (b) Postal Address for sending the bids: Army Public School Binnaguri, Binnaguri Cantt, Pin-735232, Dist-Jalpaiguri (WB).
- (c) Name/designation of the contact person: Mr Shubham Chanda, Offg Principal, APS Binnaguri.
- (d) Mob No – 7718747807
- (e) E-mail id – apsbinnaguri1@gmail.com

9. Following documents are reqd to be submitted alongwith quotation:-

- (a) Copy of Aadhar Card
- (b) Copy of Trade License
- (c) Copy of GST Registration No
- (d) Copy of PAN Card
- (e) Address proof including telephone number/email address
- (f) Tender fee (non-refundable) of Rs 500/- in the form of Demand draft favouring Army Public School Binnaguri will be attached to tender form.
- (g) EMD - NA
- (h) Selected vendor will deposit a security amount of Rs 10,000/- on award of the contract.

10. The RFP is being issued with no financial commitment and the school reserves the right to change or vary any part thereof at any stage. Undersigned reserves the right to withdraw the RFP, should it become necessary at any stage, without assigning any reason.

11. Note: The Principal Army Public School Binnaguri reserve the right to reject any or all application without assigning any reason therefore.



(Shubham Chanda)
Offg Principal
APS Binnaguri
Offg. Principal
Army Public School
Binnaguri Cantt

TENDER FORM

1. I, undersigned offer my services to the school for opening of Tuck Shop for procurement & selling of Books, Stationary and Uniform in the school premises of Army Public School Binnaguri and shall follow rules and regulations of the school as amended from time to time.
2. **Monthly Rebate** Rs _____ per month will be paid as monthly rebate in advance i.e 5th of each month (minimum fixed Rebate for running of Tuck Shop (Books, Stationary and Uniform) is Rs 5,000/- per month).
3. I will pay water, electricity and allied charges (if any) to MES auth as levied by them on monthly basis. Any liability towards MES for the building premises provided to me will be borne by me and I shall be clearing the same within 15 days of the raising of the liability.
4. Hygiene of the premises will be maintained by my staff as per the directions given by the school from time to time.
5. Ready to setup the complete store including development to presentable store as in any branded showroom.
6. For smooth functioning of the shop, I will provide staff at my cost.
7. If given contract, I shall deposit Rs 10,000/- (Rupees ten thousand only) as security on which no interest will accrue to me.
8. In case I fail to abide by any terms and conditions, I may be asked to vacate premises within 30 days.
9. If any additional items are being supplied by the vendor, a separate list can be attached to this form while quoting the rates.
10. The items not covered in the list will be provided by me less than the prevailing rates or as per print rate.
11. AWES Guidelines to supply the prescribed textbooks to Army Public School will be strictly followed by the Book seller who will be further selected as School Channel Partner.

Name & stamp of the Bidder
With full address & GST No


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