

09/APS/BNG/Sty Item/Exam Cell/2024

29 May 2024

**CALL FOR QUOTATION FOR PURCHASE OF STATIONARY ITEMS FOR  
EXAM CELL FOR THE ACADEMIC YEAR 2024-25**

1. Bids are invited in single bid system for 'Purchase of stationary items for Exam Cell' for Army Public School Binnaguri.

**Eligibility Criteria.**

2. The bidder should have valid GST No.

3. The store/items/construction works required are categorized in **Appx** attached to this RFP. It may please be noted that quotation will be submitted in sealed envelope only.

**Other Details.**

4. Bids in sealed cover are invited for 'Purchase of stationary items for Exam Cell'. Please super scribe " \_\_\_\_\_ (Category of items i.e. 'Purchase of stationary items for Exam Cell' RFP No 09/APS/BNG/Sty Item/Exam Cell/2024 dated \_\_\_\_\_ May 2024 on sealed cover will be super scribed to avoid the bid being declared invalid.

(a) Last date for submission of bids by or before 1500hrs on 05 Jun 2024. The sealed bids should be deposited/reach 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.

(d) **Location of the Tender Box.** Main gate (near Principal Office) of APS Binnaguri. Only those bids that are found in the quotation box will be opened.

5. 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.



*Seehar*  
Principal  
Army Public School  
Binnaguri Cantt

(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: Rajeeva Nayan Pathak, Principal, APS Binnaguri

(d) Land Line No – **03563-259446**

(e) E-mail id – [apsbinnaguri1@gmail.com](mailto:apsbinnaguri1@gmail.com)

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

- (a) Copy of Aadhar Card
- (b) Copy of Trade License (Preferable)
- (c) Copy of GST Registration No
- (d) Copy of PAN Card
- (e) Tender on firm's letter pad printed with GST Number and contact Number.
- (f) Address proof including telephone number/email address
- (g) EMD - NA

7. 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.



*Rajeeva Nayan Pathak*

(Rajeeva Nayan Pathak)  
Principal  
APS Binnaguri

**Principal**  
**Army Public School**  
**Binnaguri Cantt**

**Appx 'A'**

(Ref APS Binnaguri call for quotation No  
09/APS/BNG/Sty Item/Exam Cell/2024 dt  
29 May 24)

**TENDER FORM**  
**(TO BE RETURNED IN ORIGINAL AFTER FILLING THE RATES ALONGWITH**  
**QUOTATION)**

**ARMY PUBLIC SCHOOL BINNAGURI**  
**PURCHASE OF STATIONARY ITEMS FOR EXAM CELL OF THE SCHOOL**

Ser No	Description/Particulars	Qty	Rate	Total Amount incl GST
1.	Thread	16 roll		
2.	Transparent Tape (1")	02 Pc		
3.	Graph Paper (cm)	2000 pcs		
4.	Rubber Band (large)	500 gm		
5.	Stapler Pin (No 10)	30 pkts		
6.	Whitener	02 pcs		
7.	Answer Sheet (main 4 sheets, 8 pages) 4 colour	20000		
8.	Brown Envelope 11"x4.5"	50 pcs		
9.	Sealing Wax round type	02 pkts		
10.	Paper Cutter	01 pc		
11.	Transparent Stretch Wrap	1 Roll		
12.	Duplicating Paper (A4)	250 reams		
13.	HP Laser Jet M506 (Toner No CF287A)	06 pcs		
14.	Canon MF3010 Ink	05 pcs		
15.	Epson L3110 (4 colour)	01 pcs		
16.	Wall Clock (Large)	01 Pc		

**Note:-**

1. Price should be incl of GST.
2. The quotation/tender form to be given only on the letter head bearing the name of Firm with GST No. Quotation/Tender form should be signed by the head of firms and vendor duly affixed with the office stamp.
3. Rate should be as per the items mentioned in the tender form. Price mentioned of any other items will not be considered.
4. No alteration/cutting in the quotation is acceptable.
5. Firm/vendor for supply of store will be decided by the School Purchase Committee/Board of Officer based on lowest rates and quality of stores being provided by them.
6. Stores/items so demanded to be provided/supplied by Firm/vendor in School office and no extra charges on account of transportation will be added later on.



*Seelan*  
Principal  
Army Public School  
Binnaguri Cantt