
**CALL FOR QUOTATIONS/TENDERS: PROCUREMENT AND SELLING OF BOOKS,
STATIONERY AND UNIFORM AT DAPPS**

1. Bids are invited for procurement & selling of **Books, Stationery and Uniform** at DAPPS (being renamed as APS Udhampur Pre-Pry Wing).
2. Bids in sealed cover are invited for opening of Tuck Shop for procurement & selling of Books, Stationery and Uniform from the registered vendors having proper TIN/GST Number. Please super scribe "**Opening of Tuck Shop for procurement & selling of Books, Stationery and Uniform**" under one roof by setting up individual store inside school campus at DAPPS (being renamed as APS Udhampur Pre-Pry Wing)". RFP number i.e 1058/APSU and date of opening of the bids i.e. **15 Mar 2024** on the sealed cover to avoid the bid being declared invalid.
3. **Tender form** to be filled up by the vendors is attached to this RFP.
4. **Conditions** :-
 - (c) Only authorized vendors to be submitted the bids.
 - (b) Should have minimum 05 years of experience/ on running and maintaining similar store in other organization preferably Schools.
 - (c) Should have Company Registration, Valid PAN/ GST certificate (Certificate required to be attached).
 - (d) Ready to setup the complete store including development to presentable state.
 - (e) Always keep the necessary items in stock.
5.
 - (a) Last date for submission of bids by **1500 hr on 14 Mar 2024**. The sealed bids should be deposited/ reach by the due date and time. Bids received beyond the time and date given above shall be rejected.
 - (b) **Manner of depositing the bid**: Sealed bid should be sent by **Registered Post / Courier only** at the address mentioned in **Para 6 below** so as to reach by 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 e-mail or deposit by himself in Tender Box will not be considered (unless the latter has been specifically called for by these modes due to urgency).
 - (c) **Time and date for opening of bids**: **15 Mar 2024 at 1000 hrs** at APS Pry Wing Udhampur. (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) Tender fee (non-refundable) of **Rs 500/-** in the form of Demand draft favouring Army Public School, Udhampur will be attached to tender form.
 - (e) **EMD of Rs 3,000/-** in the shape of Demand Draft will be attached to the tender form. The draft will be returned to the bidders whose bid is not accepted.

(f) Selected vendor will deposit a security amount of **Rs 10,000/-** on award of the contract.

6. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below :-

(a) Postal Address :-

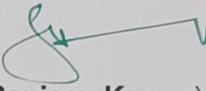
**Coordinator
Army Public School
Primary Wing, Udampur
PO - Garhi
Tehsil & Dist - Udampur
Pin - 182121
Jammu & Kashmir**

(b) Telephone number : **01992-295370** & Mobile : **9596881756**

(c) E-mail id: **apsudhpurchase@gmail.com**

7. This RFP is being issued with no financial commitment and the customer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

8. **Note** : The Principal Army Public School, Udampur reserves the right to reject any or all application without assigning any reason therefore.


**(Sanjeev Kumar)
Principal**

TENDER FORM

1. I, undersigned offer my services to the school for opening of Tuck Shop for procurement & selling of Books, Stationery and Uniform in the school premises of DAPPS (being renamed as APS Udhampur Pre Primary Wing) 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, Stationery 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 set up 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 45 days.
9. I know that Tuck Shop operating hours are 8 AM to 3 PM on all working days.
10. If any additional items are being supplied by the vendor, a separate list can be attached to this form while quoting the rates.
11. The items not covered in the list will be provided by me less than the prevailing rates or as per print rates.
12. **AWES Guidelines to supply the prescribed textbooks to Army Public Schools 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