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**CALL FOR QUOTATIONS/TENDERS: OPENING OF TUCK SHOP (BOOKS, STATIONERY AND UNIFORM) AT ARMY PUBLIC SCHOOL, UDHAMPUR**

1. Bids are invited for opening of **Tuck Shop for Books, Stationery and Uniform** at Army Public School, Senior Wing Udhampur.
2. Bids in sealed cover are invited for opening of Tuck Shop for Books, Stationery and Uniform from the registered vendors having proper TIN/GST Number. Please super scribe "**Opening of Tuck Shop for Books, Stationery and Uniform**" under one roof by setting up individual store inside school campus at **APS, Senior Wing Udhampur**". RFP number i.e 1058/APSU and date of opening of the bids i.e. **25 Apr 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. List of Books, Stationery and Uniform for quoting rates are given in the tender form attached to this RFP.
4. **Conditions** :-
  - (b) 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 24 Apr 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**: **25 Apr 2024 at 1000 hrs** at Main office, APS 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 30,000/-** 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 Books, Stationery and Uniform in the school premises 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. 5<sup>th</sup> of each month **(Minimum fixed Rebate for opening of Tuck Shop (Books, Stationery and Uniform) is Rs 15,000/- per month).**

### **Supply of Books**

(a) I shall provide discount as shown below:-

(a) NCERT Books - \_\_\_\_\_

(b) Reference Books - \_\_\_\_\_

(c) On Notebooks - \_\_\_\_\_

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 30,000/- (Rupees thirty 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. List of Stationery items and School Uniforms are attached as per Appx.

**13. 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

**LIST OF STATIONERY ITEMS**

Ser No	Nomenclature	A/U	Rate	Remarks
<b>Stationery Items</b>				
1	A4 Photostat paper (JK) 75 GSM	Reams		
2	FS Photostat Paper (JK) 75 GSM	Reams		
3	A3 Photostat paper (JK) 75 GSM	Reams		
4	Digital Colour copy Bond paper(Oddy) 100 GSM A4 (100 sheets)	Pkts		
5	Register (Classmate) 240 pages	Nos		
6	Register (Classmate) 160 pages	Nos		
7	Gum Bottle 700 ml (Camel)	Bottle		
8	Gum Bottle 150 ml (Camel)	Bottle		
9	Fevicol 200 Gms (MR) HI 6806	Bottle		
10	Fevicol 100 Gms (MR) SL 3214	Bottle		
11	Re-sticky notes (Oddy) Yellow	Pads		
12	Glue stick (Kores)	Pkts		
13	Kangaroo Scissor 178 mm	Nos		
14	Cartridge prodot (Laserjet 388A)	Nos		
15	Cartridge Prodote (Laserjet 12A)	Nos		
16	Transparent Tap Roll (2 inches)	Rolls		
17	Transparent Tape roll 1 ½ inch	Roll		
18	Transparent Tape roll 1 inch	Roll		
19	Transparent Tape roll ½ inch	Roll		
20	Pen Reynolds 045 (Blue)	Pkts		
21	Pen Gel (Normal)	Nos		
22	Pen V5(Blue) Pilot(HI-Tecpoint)	Nos		
23	Pen V5 (Green)Pilot (HI-tecpoint)	Nos		
24	Pen V5 (Black) Pilot (HI-Tecpoint)	Nos		
25	CD(Mouserbear)	Nos		
26	Plastic Flag (5 x 25) Five colour (45x12mm)	Pkts		
27	Matrix Sticky Notes Yellow(76x76 mm)	Pad		
28	Sticky Notes Yellow 25x75	Pad		
29	Re-stick three colours	Pad		
30	Flags(Oddy) Three Colours	Pad		
31	Binders Clips (Real One) 19 mm	Pkts		
32	Stapler Steel (Kangaroo) HD-10	Nos		
33	Dak Pad Superior with steel cips	Nos		

34	Computer wash brush	Nos		
34	Sticky Notes pad small	Pads		
35	Stapler Pins (No-10) Kangaroo	Pktd		
36	Tag File Cotton (Small)	Bdls		
37	Fevicol small (22.5) Gms	Bottle		
38	Pencil Natraj	Pkts		
39	Scale big plastic 12 inches	Nos		
40	Camlin Compass (Cattering mechanism)	Nos		
41	Clip Board (Omega)	Nos		
42	File Binder (Super)	Nos		
43	OHP Marker	Pkts		
44	Plastic Binder Rope	Rolls		
45	Paper Pins	Pkts		
46	Thumb Pins	Pkts		
47	Highlighters multi colours	Pkts		
48	CD Cover Plastic	Nos		
49	CD Marker	Nos		
50	Holder Pen Plastic(SAHIB) two-in-one	Nos		
51	Plastic Clips for folder Bindings	Nos		
52	Prodot Cartridge 188A	Nos		
53	Pen Uniball UB 157 (Blue)	Pkts		
54	Tag Small White	Bdls		
55	Flair correction pen (Whitener)	Nos		
56	Register 400 pages	Nos		
57	Samsung Cartridge 108S	Nos		
58	Transparent Tape 1 inch	Rolls		
59	Tape ½ inch Red	Rolls		
60	Tape ½ inch Green	Rolls		
61	Binder Clips 19 mm	Pkts		
62	Binder Clips 15 mm	Pkts		
63	Register Premium B+ 380 pages and Goodwill	Nos		
64	Blade cutter paper	Pkt		
65	Duster (Yellow) cloth	Nos		
66	Sketch Pens (Superior)	Pkts		
67	Engagement Pads Year 2019	Nos		
68	Colin Glass cleaning liquid-500 ml	Bottles		
69	Calulator (ORPAT)	Nos		

70	Glove Stick (Kores) 15 Gms	Pkts		
71	Drawing Sheets(White, Pink and Yellow)	Sheets		
82	Artline CD marker Black	Pkts		
73	Artline White Board Marker	Nos		
74	Natraj Sharpeners	Pkts		
75	Ink White Board Marker	Bottles		
76	Steel Scale 12 Inches	Nos		
77	Push Pins (Oddy)	Pkts		
78	Whitener Flair (2 in one)	Bottles		
79	Noting Pads (Rolled)	Pads		
80	Asaro not dust eraser	Pkts		
81	Paper clips (Plastic cover)	Pkts		
82	Talk Sheet 50 mtrs	Roll		
83	Stapler Steel Big HD-23524	Nos		
84	Stapler Pins HD-23524	Pkts		
85	Cartridge 388 AEPL	Nos		
86	Ink Coloured (NP GT-52)	Nos		
87	Ink Black (NP GT-51)	Nos		
88	Cartridge HP 678 (Black)	Nos		
89	Cartridge 678 (HP) Colour	Nos		
90	Register 272 pages Lion	Nos		
91	Register 172 pages (Sathi)	Nos		
92	Envelope with lamination (A4 size)	Nos		
93	Envelopes with lamination legal size	Nos		
94	Letter Pad (Printed) coloured 100 sheets	Pads		
95	Working cutter (Rolox)	Nos		
96	Working cutter Blade	Pkt		
97	Binder Clip 31/32 mm	Pkts		
98	Binder Clip 41/40 mm	Pkts		
99	Binder Clip 51/50 mm	Pkts		
100	Stapler Pins 24/6 mm	Pkts		
101	Riso Ink Cartridge (Z type for EZ-2300 AG)	Nos		
102	Riso Master Roll (Z type for EZ-2300 AG).	Nos		
103	Main Answer Sheet (16 pages) with title.	Nos		
104	Supplementary Sheet (4 pages) with title	Nos		
105	India Political Map	Nos		

106	India Physical Map	Nos		
107	World Political Map	Nos		
108	World Physical Map	Nos		
109	Graph Sheets (Large)	Nos		
110	Thread (for binding/tie up answer sheets)	Bdl		
111	Rubber Band (Large)	Kg		
112	Riso Ink Z type for JR-2420L	Nos		
113	Riso Master Roll for JR-2420 L	Nos		
114	File Covers printed (coloured)	Nos		
115	File Covers Printed (White)	Nos		
116	Envelopes printed (11" x 4.5")	Nos		
117	Envelopes Printed (9" x 4")	Nos		
118	Envelope Plain ( 6.5" x 4.5")	Nos		
119	Pen Stand Plastic	Nos		
120	Engagement Pad	Pad		
121	Stamp Pad	Nos		
122	Stamp Pad Ink	Btl		
123	Calculator (ORPAT) OT-400T	Nos		
124	Note Pad ruled	Pad		
125	Drawing Sheet White	Nos		
126	Drawing Sheet Coloured	Nos		
127	Glazed Sheets multi colours	Nos		
128	Hard File binders with clip	Nos		
129	Whitener Flair 2-in-1	Nos		
130	Dusting cloth Yellow	Nos		
131	Coline	Btl		
132	Dusters for Black/White Board (Packet of 10)	Pkt		
133	Chalk White pkt of 50 sticks	Pkt		
134	Chalk Coloured pkt of 50 sticks	Pkt		
135	Thermocol Sheet Large	Nos		
136	Thermocol Sheet small	Nos		
137	Golden/ Silver Gum Sheet	Nos		
138	Paper Cutter Large	Nos		
139	Paper Cutter small	Nos		
140	Blade for paper cutter large	Nos		
141	Blade for paper cutter small	Nos		
142	Florescent Sheet A3 size	Nos		
143	Florescent Sheet A4 size	Nos		

144	Florescent Sheet FS size	Nos		
145	Febric Colours	Pkt		
146	Thumb Pins Large	Pkt		
147	Thumb Pins small	Pkt		
148	Colour mixing plate plastic	Nos		
149	Brasso Btl large	Nos		
150	Brasso btl small	Nos		
151	Drawing Brush large	Nos		
152	Drawing brush medium	Nos		
153	Drawing brush large	Nos		
154	Register Classmate 100 pages	Nos		
155	Register Classmate 200 pages	Nos		
156	Register Classmate 300 pages	Nos		
157	Rubber Band packet large	Pkt		
158	Rubber Band pkt small	Pkt		
159	Pilot pen	Pkt		
160	Ball point pen	Pkt		
161	Eraser	Pkt		
162	Scale Steel 12"	Nos		
163	Whitener Pen	Nos		
164	Glue Stick small	Nos		
165	Glue Stick large	Nos		
166	Glazed Paper	Pkt		
167	Tape Glitter of different colours	Nos		
168	Tape plain of different collours	Nos		
169	Cello Tape small	Nos		
170	Cello Tape large	Nos		
171	Note Book Classmate of different sizes (10-100 pages)	Nos		
172	Stapler Nos 10	Pkt		
173	Stapler Pins Nos 10	Pkt		
174	Scissor small	Nos		
175	Pape cutter	Nos		
176	Highlighter	Nos		
177	Fevicol	Nos		



**SCHOOL UNIFORM**

Ser No	Nomenclature	Rate			
	<b>SUMMER</b>				
	<b>GIRLS I TO VIII</b>				
1.	White Half sleeved shirt size wise				
2.	Steel grey box-pleated skirt size wise				
3	school belt size wise				
4	school tie size wise				
5	Red elastic bands/White elastic bands				
6	Steel grey calf length socks				
7	Black knee-length cycling shorts size wise				
	<b>GIRLS IX TO XII</b>				
8	Steel Grey Kameez with V collar size wise				
9	White Salwar size wise				
10	White Dupatta size wise				
11	Steel Grey socks size wise				
12	Black shoes size wise				
	<b>WINTER</b>				
	<b>GIRLS I TO VIII</b>				
13	White full sleeves shirt size wise				
14	Dark Grey worsted trouser size wise				
15	school belt size wise				
16	school tie size wise				
17	Red elastic bands				
18	Dark Grey woolen socks size wise				
19	Black shoes size wise				
20	Navy Blue full sleeves sweater size wise				
21	Navy Blue Blazer size wise				
	<b>GIRLS IX TO XII</b>				
22	Navy Blue full sleeves sweater				
23	Navy Blue Blazer size wise				
	<b>SUMMER</b>				
	<b>BOYS I TO XII</b>				
24	White half sleeves shirt size wise				

25	Steel Grey shorts (Class 1-5) size wise	
26	Steel Grey trousers (Class 6-12) size wise	
27	school belt size wise	
28	school tie size wise	
29	Steel Grey Patka for sikh boys	
30	Turban for sikh boys	
31	Steel Grey calf length socks size wise	
32	Black shoes size wise	
	<b>WINTER</b>	
33	White full sleeves shirt size wise	
34	Steel Worsted Grey trousers (Class 1-12) size wise	
35	school belt size wise	
36	school tie size wise	
37	Steel Grey Patka for sikh boys	
38	Steel Grey Turban for sikh boys	
39	Steel Grey calf length socks size wise	
40	black shoes size wise	
41	Navy Blue full sleeves sweater size wise	
42	Navy Blue blazer size wise.	
	<b>SHOES</b>	
43	Black Shoes (size wise)	
44	White Shoes (Size wise)	
45	Sports Shoes (Size wise)	

**Note:**

1. The vendors who have quoted bids for uniform items are required to be present in the school alongwith sample of uniform as and when asked.
2. Final Selection of the vendor will depend upon rate of rebate and subject to approval of sample by board of Officers.

**BOOKS AND NOTE BOOKS FOR ARMY PUBLIC SCHOOL UDHAMPUR**

1. AWES Guidelines to supply the prescribed textbooks to Army Public Schools for the Academic year 2024-25 will be strictly followed by the Book Seller who will be further selected as School Channel Partner to buy the books from authorized **publishers' channel partners** and will be sold at Tuck Shop of the school. No books will be sold over MRP.
2. List of Books will be issued to the L1 vendor after selection.