

**ARMY PUBLIC SCHOOL, FEROZEPUR**

**No APS/FZR./TN(2018-19)**

Form No. \_\_\_\_\_

Date of Issue \_\_\_\_\_

Signature \_\_\_\_\_

**TENDER FORM : BOOKS/STATIONERY CUM UNIFORM SHOP**

1. Name of Contractor/Firm : \_\_\_\_\_
2. Complete Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_
3. Phone No. : \_\_\_\_\_ (Shop/Office)  
\_\_\_\_\_ (Residence)  
\_\_\_\_\_ (Mobile)
4. Experience in the filed (Proof to be attached) : \_\_\_\_\_
5. Details of Earnest money : DD No \_\_\_\_\_ dated \_\_\_\_\_  
\_\_\_\_\_ Amount \_\_\_\_\_  
Bank \_\_\_\_\_
6. Rebate offered by you (Monthly) : \_\_\_\_\_
7. Please enclose separate documents duly signed. : \_\_\_\_\_
8. Have you submitted relevant documents as per the general instructions.. : YES/NO

Date : \_\_\_\_\_

Signature of the Applicant/  
Contractor with Rubber  
Stamp

Army Public School  
Near Army Recruiting Office  
Ferozpur - 152001

## **GENERAL INSTRUCTIONS**

### **TENDER NOTICE FOR BOOKS/STATIONERY CUM UNIFORM SHOP**

1. Sealed Tenders on the prescribed form are invited by the Army Public School, Ferozpur from the eligible contractors/firms so as to reach the school office on **03 Feb 2018** upto 1200hrs and the same shall be opened on **06 Feb 2018** at 12.30 hrs Or subsequent day in the presence of the tender opening board of officers and intending contractor/firm or their authorized representatives.
2. The tender should be accompanied by an earnest money of Rs 5000/- (Refundable) in the form of Demand draft in favour of Army Public School, Ferozpur. No exemption order of earnest money will be entertained. After awarding of contract, if the contractor denies, the earnest money will be forfeited.
3. Conditional tenders and the tenders received without earnest money will be summarily rejected.
4. The selected contractor/firm will ensure that the rate list of notebooks, stationery, books and uniform be submitted for approval from the competent authority. The approved list will be displayed in the Books Cum Uniform Shop.
5. The school reserves the right to reject any tender or all tenders without assigning any reason.
6. A set of tender document containing specific terms and conditions (Part-A) and General Agreement (Part-B) can be obtained alongwith tender form and the same be submitted duly signed with the tender form.
7. Those firms who have similar experience in handling such work and who furnish proof for the same at the time of submission of tender form will be favorably considered.

Sd/- x x x x x  
Principal  
APS/FZR

**CONTRACT FOR BOOK/STATIONERY CUM UNIFORM SHOP**

**PART - A**

**Specific Terms and Conditions:-**

- (a) The contract is allowed to run Book/Stationery Cum Uniform Shop for the Army School initially for a period of One year from 01 Apr 2018 to 31 Mar 2019.
- (b) The contractor will be responsible to provide the CBSE/NCERT books as per the syllabus recommended by the AWES alongwith other supplementary readers or reference books as directed by the Principal.
- (c) The Book/Stationery Cum Uniform Shop will be run in the school camps at the place allotted by the school authorities.
- (d) The parties agree that the second party (Contractor) will not sublet the premises or any portion thereof further to any person by such understand means such as calling that person an authorized agent or servant or by entering into a partnership with another or by any prior permission has been taken from the first party (Management) in writing. That in case of the death or disability other such method whatsoever.
- (e) The second party shall run the Books/Stationery Cum Uniform Shop exclusively by himself. The second party shall however be allowed to run the Books/Stationery Cum Uniform Shop through a servant or duly authorized agent, only after prior permission has been taken from the first party (Management) in writing. That in case of death or disability of the second party the heirs of the second party may be allowed to step into the shoes of the school party only after having obtained permission from the first party.
- (f) The contractor will also be responsible to equip with all the required Books/Stationery and items of school uniform like school belt, tie, Badge. Socks, Stocking etc before the start of academic session. The Principal will be empowered to check the items at any time.
- (g) All items at the Book/Stationery Cum Uniform will be sold on rates approved by the School Management Committee. Once the rates are recommended by a board of officers. The list of items along with the cost will be put up by the contractor to the School Managing Committee for approval. The rates in no way will be higher than those in the local market.
- (h) Approved rate list will be display in the Books/Stationery Cum Uniform Shop before started the said shop.
- (j) Principal of the school will be empowered to check/inspect the stocks at any time during the year for its suitability.
- (k) The contractor will pay negotiated amount to the school as a rebate in 4 equal installments in the first week of every quarter.

- (l) Beside this refundable security of Rs 30000/- will be deposited with the school for the contract period on the day the contract is made.
- (m) Contractor will be responsible to pay Rent and Allied charges to MES. This will be in addition to the rebate given to the school.
- (n) Contractor will ensure that no one including him stay/work in Book/Stationery Cum Uniform Shop without the security pass.
- (o) The Contractor will provide all stationery items are required by the office/stationery as & when demanded. The contractor of Book/Stationery Cum Uniform Shop will not be allowed to sell any kind of eatable and cold drinks etc in Book/Stationery Cum Uniform Shop.
- (p) A fine of Rs 500/- at a time may be imposed by the Principal/ management on the said contractor in case his services and conduct with regard to the following are found unsatisfactory.
- (i) Items are being sold at prices higher than the fixed rates.
  - (ii) The behavior and discipline of the contractor and his employees is not in accordance with the accepted norms.
- (q) Both parties may terminate the contract without assigning any reasons after giving a notice of 60 days (Sixty days).
- (r) In all disputes the decision of the Chairman will be final and binding. The contractor cannot challenge the decision in the court of law.

### **PART-B**

#### **The second party also agrees to accept the following terms and condition:-**

- (a) To obey all orders, regulations issued from time to time issued by the first party.
- (b) The second party, his servant, legal heirs or authorized agent is also subject to security rules and instructions issued from time to time.
- (d) The second party will not sell things on credit.
- (e) The second party or its authorized agents will not be allowed to indulge in any sort of gambling, drinking liquor or any other undesirable behavior of any sort.
- (f) That in any matter of dispute between the first and second parties regarding the interpretation of the contract, the decision of the first party will be final and binding upon the second party.
- (g) The first party will not be liable in any manner whatsoever for any loss occasioned or arising in the case of any fire or breach of security.

**NOTE:-** The above conditions of Part A & B will be submitted on a Stamp Paper (Non Judicial) at the time of entering into a contract (The value of Stamp Paper will be informed at the time of making contract).