

ARMY PUBLIC SCHOOL

Near Army Recruiting Office
Ferozpur Cantt (Pb)-152001
Tele 01632-246209 Mob- 9876148209

TENDER NOTICE

1. The school invites sealed tenders for the following items before/on **20 Jun 2022**.

- | | |
|-----------------------------------|--------|
| (a) Student's Diary | - 1650 |
| (b) Health Card | - 1650 |
| (c) Student Attendance Register | - 50 |
| (d) Teacher's Diary | - 100 |
| (e) Class Transaction Register | - 70 |
| (f) I Card (PVC) Printing Machine | - 01 |

2. Interested parties to forward the rates alongwith details of Name of firm, TIN No/GST No/PAN No/Postal address & Mobile No and business profile. Sample of printing items are available with the School Office & Tender form is available on school website "apsferozpur.com" on prescribed format. In case of any query, please forward email/letter on email ID apsfzr@gmail.com Principal, Army Public School, Ferozpur.

Sd/- xxx
Principal
APS, Fzr

Size : 04cm x 06cm

TENDER DOCUMENTS

FOR

**Printing of Items & Procurement of ICard
Printing Machine**

ARMY PUBLIC SCHOOL, FEROZEPUR

No APS/FZR/TN (2022-23)

Form No.

(For office use only)

**TENDER FORM FOR PRINTING OF ITEMS & PROCUREMENT OF ICARD PRINTING
MACHINE FOR ARMY PUBLIC SCHOOL, FEROZEPUR**

1. Name of Firm/Agency : _____
2. PAN/GST No : _____
3. Complete Address : _____

_____ Pin _____
4. Phone No. : _____ (Shop/Office)
_____ (Residence)
_____ (Mobile)
5. Details of Earnest money : DD/CHQ No _____ dated _____
_____ Amount _____
Bank _____
6. Total amount of expenditure offered : _____
7. All docus to be signed separately : _____
8. Have you submitted relevant documents : YES/NO
as per Ser No 15 of general instructions.

Date : Jun 2022

Signature of the Applicant/
Contractor with Rubber
Stamp

ARMY PUBLIC SCHOOL, FEROZEPUR

TENDER FORM FOR PRINTING OF ITEMS & PROCUREMENT OF ICARD PRINTING MACHINE FOR ARMY PUBLIC SCHOOL, FEROZEPUR

1. On behalf of the Army Public School, Ferozepur I invite you to forward your Tender form for printing of school stationery & PVC iCard printing machine for Army Public School, Ferozepur.
2. The conditions, which will govern the contract are contained in appendices as under, any special conditions attached to this invitation to tender also form part of the conditions :-
 - (a) Details of Items - Appendix –A
 - (b) Technical Qualitative Requirement - Appendix – B
 - (c) Commercial Bid - Appendix – C
3. If you are in position to quote for supply in accordance with the requirement stated in this tender enquiry, the same will be filled in, signed on each page and returned in duplicate to the addressee as mentioned at Para 8 below. You must also furnish with tender all information called as far as indicated in this tender enquiry and any other relevant info.
4. The bids will be in two parts viz technical bids and commercial bids both these bids will be sealed envelope enclosed as per Para 8 below.
5. The technical and commercial bids will be duly authenticated and companies will affix their company's stamp in the space provided at the top of each sheet and authorized signatory of the company/dealer must sign on technical and commercial bid forms, additional sheets duly authenticated may be attached to elucidate specification/clarify a point.
6. The tender is not transferable.
7. **Scope of Work.** The project will encompass the printing & procurement of required items. The following will be required to be done:-
 - (a) The details of items are given at Appendix –A.
 - (b) Supply of all items(including installation of machine) will be as per the technical specifications given at Appendix-B.
8. **Schedule of events:**
 - (a) The bidder may depute their representative, duly authorized in writing, to attend the opening the bids on the due date and time. Rates and important Commercial clauses quoted by all bidders will be read out in the presence of the representative of all the bidders. The event will not be postponed due to non presence of your representative.
 - (b) **Cost of Tender.** Rs 500/- (Rupees Five Hundred Only) to be submitted in the form of Demand Draft in favor of Army Public School, Ferozepur.

(c) **Last date of submission.** Last date of submission of tender forms is 1500hrs on **20 Jun 2022** inside two different envelopes to be submitted through registered post as under :-

(d) **Venue.** Date and Time for opening of Tech Bids at 1600hrs on **20 Jun 2022** at Army Public School, Ferozepur.

(i) Forwarding letter as per Appx 'A' & 'B' (Details of items and Technical Qualitative Requirement).

(ii) Technical bid as Appx 'C'.

(e) **Address for submission of Tender Form.** Reception Office Principal, Army Public School, Near Army Recruiting Office, Ferozepur Cantt – 152001.

(f) Date & time for opening of Commercial Bids will be **23 Jun 2022**. Fresh dates will be intimated in case of any change.

9. **Pre Bid Meetings/Clarification of Bids.** No pre bid meeting to be held. Clarification sought by the bidder should be in writing (Letter/E-mail) and submission latest by date & time mentioned in schedule of events. The email of this office is apsfzr@gmail.com.

10. **Delivery and Implementation Schedule.** Delivery and installation of all items for acceptance at APS, Ferozepur completed in all respects by **03 Jul 2022**.

Commercial Aspects.

11. A locked box for receipt of tender will be placed at the Office of Principal, Army Public School, Ferozepur.

12. Tender received by post/courier by due date and time will be placed in the box.

13. The box will be sealed at 1500hrs on **20 Jun 22**.

14. The price charged for stores supplied by the firm shall in no event exceed the lowest price at which the stores of identical description would be made available by any firm at Ferozepur.

15. The customer reserves the right to order all or part of the items/stores being ordered in the tender at his discretion.

16. In case the vendor wishes to furnish any additional information/particulars of quotation conditions etc e.g. those relating to tax/duties or allowance of discount, rabbets etc that cannot be accommodated in tender form, they may do so by means of a note attached with tender form(to be attached with commercial bid).

17. **Manuals.** The vendor will provide all manuals required to maintain the system as applicable.

18. **Warranty(if applicable)**. The store(s) supplied by you are subject to warranty as given at Appendix B. In case the store(s) are found unfit/inferior quality or not to the specification you will be liable to replace the same free of cost during the warranty period. Minimum one year warranty or as applicable to the nature of item.
19. **Literature & Allied Items**. All related literature, user handbooks and allied items for each component and subsystem will also be handed over the equipment. Any allied items like spares etc will also be handed over.
20. Any further information required can be obtained on application on any working day from the office or the Principal Army Public School, Ferozepur between 1000hrs – 1400hrs till 20 Jun 22.
21. **Inspection & Tests**. Inspection & quality control tests will be recorded by BOO before evaluating prior to installation of I Card Printing Machine.
22. **Payment Terms**. The standard payment terms are given below :-
- (a) 95% (Ninety Five Percent) payment will be made after completion of tender & acceptance by the inspection Board of Officers.
 - (b) 5% (Five Percent) payment will hold with the school as bank guarantee form and be released after three months of the completion of work.
23. **Fall Clause**. The price charged for the stores supplied under the contract by the seller shall no event exceed the lowest prices at which the seller sells the stores or offer to sell stores of identical description to any persons/organization including the purchaser or any department or any statutory undertaking the central or state government as the case may be during the period till performance all Supply Order placed during the currency of the rate contract is completed.
24. **Earnest Money Deposit**. The Earnest Money Deposit (EMD) should be in separate envelope. Bidders are required to submit an EMD amount of Rs 10,000/- (Rupees Ten Thousand Only) in favour of Army Public School, Ferozepur alongwith their bids in current date.

Sd/-xxx
Presiding Officer

DETAILS OF ITEMS

(VENDOR MUST USE THIS FORM IN ORIGINAL)

Name of Vendor _____

S No	Item	Specification	Qty
(a)	Teachers Diary	Color Cover Page:- 01 (front/back) printed(size 21.5cm x 27 cm), inner page:- 105 both side b/w printing 75gsm (size 21cm x 26cm), Hard Bind	100
(b)	Student Diary	Color Cover Page- 01 (front/back) both side printed (size 17.5cm x 23.5 cm), inner page: 80 both side b/w printing 64gsm (size 17.5cm x 23.5cm), Soft Bind	1650
(c)	Health Card	Size - 14cm x 17.5cm B/w print on Single side Hard paper 125gsm	1650
(d)	Attendance Register	Inner page :- 32 both side b/w printing (size 33cm x 21cm) 75gsm, Hard Bind plain (size 34cm x 22cm)	50
(e)	Class Transaction Register	Inner Page:- 121 both side b/w printing (size 23.5cm x 17.5cm) 75gsm, soft bind with one side transparent sheet	70
(f)	I Card Printing Machine (Make IDP/EVOLIS or DATACARD)	Thermal printing with 10 ribbons and following accessories:-	01
		(i) PVC Card- size 8.5cm x 5.3cm	2000
		(ii) Card Holder- Horizontal/Vertical	2000
		(iii) Lanyard- Red/Blue/Yellow/Green (500 each) with screen printing	2000

TECHNICAL BID FORM

(VENDOR MUST USE THIS FORM IN ORIGINAL)

Brand Offered_____

Name of Vendor_____

- (a) Should be Original Equipment Manufacturer (OEM)/ Authorized Dealer(AUD)/Distributor of OEM.
- (b) Should be registered firm/company.
- (c) Should be existence/experience in relevant field at least 5 year.

(Vendor will use this sheet along with copies of supporting certificates)

S No	Desired Specification		Qty	Compliance (Same)	Deviated		Remarks
	Item Name	Specification			Higher	Lower	
(a)	Teachers Diary	Color Cover Page:- 01 (front/back) printed(size 21.5cm x 27 cm), inner page:- 105 both side b/w printing 75gsm (size 21cm x 26cm), Hard Bind	100				
(b)	Student Diary	Color Cover Page- 01 (front/back) both side printed (size 17.5cm x 23.5 cm), inner page: 80 both side b/w printing 64gsm (size 17.5cm x 23.5cm), Soft Bind	1650				
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(e)	Class Transaction Register	Inner Page:- 121 both side b/w printing (size 23.5cm x 17.5cm) 75gsm, soft bind with one side transparent sheet	70				
(f)	I Card Printing Machine (Make IDP/EVOLIS or DATACARD)	Thermal printing with 10 ribbons and following accessories:-	1				
		(i) PVC Card- size 8.5cm x 5.3cm	2000				
		(ii) Card Holder- Horizontal/Vertical	2000				
		(iii) Lanyard- Red/Blue/Yellow/Green 500 each with screen printing	2000				

COMMERCIAL BID FORM

(VENDOR MUST USE THIS FORM IN ORIGINAL)

Name of Vendor _____

Ser No	Desired Specifications		Qty	Rate per unit	Cost for all units	Tax/ GST	Total cost	Warranty period (If applicable)	Remarks
	Specifications								
(a)	Teachers Diary	Color Cover Page:- 01 (front/back) printed(size 21.5cm x 27 cm), inner page:- 105 both side b/w printing 75gsm (size 21cm x 26cm), Hard Bind	100						
(b)	Student Diary	Color Cover Page- 01 (front/back) both side printed (size 17.5cm x 23.5 cm), inner page: 80 both side b/w printing 64gsm (size 17.5cm x 23.5cm), Soft Bind	1650						
(c)	Health Card	Size - 14cm x 17.5cm B/w print on Single side Hard paper 125gsm	1650						
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(f)	I Card Printing Machine (Make IDP/EVOLIS or DATACARD)	Thermal printing with 10 ribbons and following accessories:-	1						
		(i) PVC Card- size 8.5cm x 5.3cm	2000						
		(ii) Card Holder- Horizontal/Vertical	2000						
		(iii) Lanyard- Red/Blue/Yellow/Green 500 each with screen printing	2000						