

**REQUEST FOR PROPOSAL (RFP)**  
**FOR PROCUREMENT OF STATIONERY**

**REQUEST FOR PROPOSAL (RFP/PROC/2025-26/APSMS)**

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

(a)	Bids/queries to be addressed to	Principal Army Public School Miran Sahib
(b)	Postal address for sending the Bids	Army Public School Miran Sahib
(c)	Name/designation of the contact Personnel	Head Clerk
(d)	Tele numbers of the contact Personnel	9419265839

2. The Request for proposal (RFP) consists of three parts as indicated below: -

- (a) **Part I.** Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- (b) **Part II.** Essential details of the items/services required and technical specifications.
- (c) **Part III.** Standard Condition of RFP.
- (d) **Part IV:** Evaluation criteria and Price Bid issues

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

## **PART I – GENERAL INFORMATION**

1. **Manner of Depositing the Bids.** The bids will be submitted in the following manner:-

- (a) The original of the following documents shall be submitted physically in the sealed tender box prior to the bid submission closing date.
- (b) Bidders are required to submit their technical and financial bids, with the company seal and signature of the authorized signatory. All the envelopes should be enclosed in a cover envelope, which is to be sealed with the company seal and signature of the authorized signatory. Each page of the bid would be required to be initialized by the authorized signatory along with the company stamp.
- (c) **Last date and time for depositing the Bids: 10 March 2025**
- (d) **Tentative Time and date for opening of Bids: 12 March 2025**
- (e) Location of Tender Box: 4 JAK Li, Near TCP Kharian, Miran Sahib, Jammu-181101, J&K.
- (f) **Clarification regarding the content of the RFP: 08 March 2025**
- (g) Validity of Bids: Bids should remain valid for a minimum period of 12 Months from the date of submission of bids.
- (h) The approval or rejection of tender (s) rests with the Competent Financial Authority (CFA) as applicable, which reserves to himself the right to reject any tenders in whole or in part.
- (i) Any further information required can be obtained on any working day between 0900 to 1600 Hours.
- (j) 100 % payment of bills of the successful bidder will be made through e-payment upon generation of bill from the firm and physical receipt and acceptance of stores by APS, Miran Sahib.
- (k) These instructions on 'Invitation to Bid' are to be signed by you and returned along with your Bid.

## **TECHNICAL BID ENVELOPE (ANNEXURE 1 TO 3)**

2. **Preparation and submission of Tenders:** - Tenders will be submitted in two parts i.e. Technical Bid and Financial Bid. Quotation will be valid for 180 days. Bids will be submitted in three envelopes by the bidder as under:-

**(a) Technical Bid Envelope –STATIONERY -<Name of the firm>**

Principal  
Army Public School,  
Miran Sahib, Jammu

**(b) Financial Bid Envelope**

Financial Bid - **STATIONERY** - <Name of the firm>

Principal  
Army Public School,  
Miran Sahib, Jammu

Financial bids of only technically successful vendors will be opened. Bidders are invited to be present at the date and time of the opening of financial bids at the school, the date and time will be emailed 48 hours in advance. The lowest bidder (L1) will be selected successfully to supply items. In case of failure, the next lowest bidder (L2) may be called upon to supply at the same cost, terms & conditions as for L1 bidder post-negotiations.

**(c) Cover Bid Envelope**

Bid – **STATIONERY** - <Name of the firm>

Principal  
Army Public School,  
Miran Sahib, Jammu

The Technical Bid, and Financial Bid are in different - different envelopes and these are in one envelope (Cover Bid Envelope)

## SAMPLE ENVELOPE

TECHNICAL BID

“ STATIONERY ”

Technical Bid  
Envelope Sample

Sender Address

COMMERCIAL BID

“ STATIONERY ”

Financial Bid  
Envelope Sample

Sender Address:

COVER BID ENVELOPE

“ STATIONERY ”

## PART II – SPECIFICATION

### Deliverables

1. Changes to selected products of the L-1 bidder will be intimated in writing by school management and explained in person to the bidder. Bidder is permitted to supply complete items in one go within Thirty days, items will be delivered as per under mentioned schedule: -

(a)	STATIONERY	Within 30 days of supply order.
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### MINIMUM SPECIFICATIONS

Bidders must submit a quote that meets the requirements of the below-mentioned specifications: -

S.NO	SPECIFICATIONS	QTY
<b><u>PRINTING ITEMS</u></b>		
<b>01</b>	<b><u>CUSTOMISED ENVELOPE</u></b> i. Offset print on 90 GSM paper ii. Size 3.5” x 7.23” iii. Designing of Envelope	<b>300</b> <b>Approx</b>
<b>02</b>	<b><u>FILE COVER</u></b> i. File Cover APS Monogram. ii. Size: Regular iii. Customize Design iv. Color: Yellow, Green, White	<b>200</b> <b>Approx</b>
<b>03</b>	<b><u>CUSTOMISED 4 PAGES ANSWER SHEETS</u></b> i. Material: 65 GSM ii. Size: 8.8 Inch x 10.8 inch (Approx) iii. Customize Designing of all pages	<b>80,000</b> <b>Approx</b>
<b>04</b>	<b><u>CUSTOMISED 8 PAGES ANSWER SHEETS</u></b> i. Material: 65 GSM ii. Size: 8.8 Inch x 10.8 inch (Approx) iii. Customize Designing of all pages	<b>50,000</b> <b>Approx</b>
<b>05</b>	<b><u>ATTENDANCE REGISTER</u></b> i. Size: Legal ii. Material: 70 GSM (65 leaf) iii. Color of pages: Green iv. Binding Type: Hardbound v. Customize Designing of all pages	<b>50</b> <b>Approx</b>
<b>06</b>	<b><u>TEACHER DIARY</u></b> i. Size : 26.5 inch * 21 inch ii. Material: 75 GSM (60 leaf) iii. Binding Type: Hardbound iv. Customize Designing of all pages	<b>100</b> <b>Approx</b>
<b>07</b>	<b><u>MONITOR DIARY</u></b> i. Size : A6 ii. Material: 75 GSM (60 leaf) iii. Color of pages: White iv. Binding Type: Hardbound v. Customize Designing of all pages	<b>50</b> <b>Approx</b>
<b>08</b>	<b><u>ANNUAL PLANNER</u></b> i. Size : A4 ii. Material: 70 GSM (55 leaf) iii. Color of pages: White iv. Binding Type: Hardbound v. Customize Designing of all pages	<b>100</b> <b>Approx</b>

<b>09</b>	<b><u>STUDENT DIARY</u></b> i. 105 leafs on 70 GSM Paper ii. Hard binding on 300 GSM iii. Front Pages 20 leaf on 70 GSM iv. Title Multi color v. Inner black and white vi. Size. 6 inch* 8 inch vii. Customize Designing of all pages	<b>1600 Approx</b>
<b>10</b>	<b><u>I-CARD</u></b> i. Type: Double-sided ii. Material: PVC material iii. Lanyard: School Name Logo Printed Lanyard iv. Collection of material and all the relevant data	<b>1600 Approx</b>
<b>11</b>	<b><u>SCHOOL MAGAZINE</u></b> I. 130 GSM Art paper – (80pages) II. Title= 4 Pages on 300 GSM Art card & Glossy lamination III. Perfect Binding IV. Size: A4 V. Customize Designing of all pages and collection of data	<b>1600 Approx</b>
<b>12</b>	<b><u>LETTER HEAD</u></b> i. Offset Print ii. Printed on 100 GSM Excel Bond paper. iii. School Details and 3D Monogram Printed iv. High-quality Multicolour printing.	<b>500</b>
<b>13</b>	<b><u>CLASS STUDENT GROUP PHOTOGRAPH</u></b> i. Print on Glossy Photo Paper ii. Water Resistant iii. Size: A4 iv. Name of the students typed in the bottom of Sheet according to the standing Position. v. Photography and other details collection required for the project is the responsibility of the vendor	<b>1600 Approx</b>
<b>14</b>	<b><u>COUNSELOR REGISTER</u></b> i. 100 leafs on 70 GSM Paper ii. Hard binding on 300 GSM iii. Title Multi-color iv. Inner black and white v. Size. A4 vi. Customize Designing of all pages	<b>05 Approx</b>
<b>15</b>	<b><u>CLEANLINESS RECORD REGISTER</u></b> i. 100 leafs on 70 GSM Paper ii. Hard binding on 300 GSM iii. Title Multi-color iv. Inner black and white v. Size. A4 vi. Customize Designing of all pages	<b>10 Approx</b>
<b>16</b>	<b><u>PROCUREMENT RECORD REGISTER</u></b> i. 100 leafs on 70 GSM Paper ii. Hard binding on 300 GSM iii. Title Multi-color iv. Inner black and white v. Size. A4 vi. Customize Designing of all pages	<b>05 Approx</b>
<b>17</b>	<b><u>STATIONARY ISSUE REGISTER</u></b> i. 100 leafs on 70 GSM Paper ii. Hard binding on 300 GSM iii. Title Multi-color iv. Inner black and white v. Size. A4 vi. Customize Designing of all pages	<b>05 Approx</b>

<b>18</b>	<b>TC REGISTER</b> i. 100 leafs on 70 GSM Paper ii. Hard binding on 300 GSM iii. Title Multi-color iv. Inner black and white v. Size. A4 vi. Customize Designing of all pages	<b>05 Approx</b>
<b>19</b>	<b>DAILY REPORT REGISTER OF LABS</b> i. 100 leafs on 70 GSM Paper ii. Hard binding on 300 GSM iii. Title Multi-color iv. Inner black and white v. Size. A4 vi. Customize Designing of all pages	<b>10 Approx</b>
<b>STATIONERY</b>		
<b>20</b>	<b>A4 PAPER RIM</b> I. A4 Size II. 70 GSM III. 500 Sheets   White Paper IV. 1 Ream V. For Laser jet & Inkjet Printer VI. Fast Drying VII. Both Side Print VIII. Eco Friendly	<b>450 Approx</b>
<b>21</b>	<b>2D RING BOX FILE, FOLDER COVER</b> i. Size : Regular ii. The folder organizer is made of good material which could protect inner items if it accidentally got wet and not easy to break and deformation. iii. Can hold up to 400 sheets of standard-sized paper iv. Material: Plastic	<b>50</b>
<b>22</b>	<b>PHOTO PAPER</b> i. Glossy Photo Paper ii. Water Resistant iii. Pack of 100 sheets iv. Compatible with all Inkjet Printers	<b>20</b>
<b>23</b>	<b>GRAPH PAPER</b> i. A4 Paper ii. 5 mm squared iii. Best For Plotting Graphs, iv. Statistical Data, v. Architect Work and Pencil Shading (Pack of 25 Sheets, 8.3 x 11.7 inch ) vi. 100 GSM Natural White	<b>200 Approx</b>
<b>24</b>	<b>INDIAN POLITICAL MAP</b> I. Map of India Latest Map of India With The Two New Union Territories of Jammu and Kashmir And Ladakh II. 30 Inches X 18 Inches	<b>1000 LEAFS Approx</b>
<b>25</b>	<b>INDIAN PHYSICAL MAP</b> I. Physical Map of India II. Latest Map of India III. 30 Inches X 18 Inches	<b>1000 LEAFS Approx</b>
<b>26</b>	<b>ANECDOTAL RECORD</b> I. Size : A4 II. Material: 70 GSM (45 leaf) III. Color of pages: White IV. Binding Type: Hardbound	<b>50 Approx</b>
<b>27</b>	<b>WORLD PHYSICAL MAP</b> I. Physical Map of India II. Latest Map of India	<b>1000 LEAFS Approx</b>

	III. 30 Inches X 18 Inches	
<b>28</b>	<b>WORLD POLITICAL MAP</b> I. Physical Map of India II. Latest Map of India III. 30 Inches X 18 Inches	<b>1000 LEAFS Approx</b>

**IMPLEMENTATION AND SUPPORT**

<b>Quality Assurance and Control</b>	<ul style="list-style-type: none"> <li>• The Contractor must guarantee full quality assurance of all</li> <li>• Works carried out by the requirements described in this call for tenders.</li> </ul>
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### **PART III – STANDARD CONDITIONS OF RFP**

1. **Delivery Period.** The delivery period for the supply of items would be within 30 days from the date of the supply order. Please note that the contract can be canceled unilaterally by the Army Public School Miran Sahib in case items are not received within the time which is given on the Supply Order. Extension of the contracted delivery period will be at the sole discretion of the Army Public School, Miran Sahib, with the applicability of the LD clause.

2. **Eligibility Criteria.** The Tenders must fulfill the following tender inquiry for a successful bidder as per the following laid down procedures. To be technically qualified, the bidder has to fulfill the following criteria:-

(a)	Participating entity should have a valid Permanent Account Number (PAN), manufacturing/trading license/contractor (if applicable), and Goods and Services Tax(GST) number.
(b)	MANDATE FORM Electronic Clearing Service (ECS) From Bank

3. **Repeat Order Clause:** The contract will have a Repeat Order Clause, wherein the Army Public School Miran Sahib can order upto 100% or more quantity of the items under the present contract within 3 years from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely at the discretion of the Army Public School, Miran Sahib to place the Repeat order or not.

4. **Tolerance Clause:** The quantity of items may be increased or decreased by at the time of placing a supply order within the tolerance limit. To take care of any change in the requirement during the period starting from the issue of tender inquiry till placement of the contract. Army Public School Miran Sahib reserves the right to **(50% plus/minus)** increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the Seller.

5. **Payments:** No advance payments will be made. Payment will be for items supplied only on successful acceptance of items by school management through duly constituted board of officers by the school management.

6. **Liquidated Damages:** In the event of the Seller's failure to supply the stores/goods, etc as specified in this contract, the Army Public School, Miran Sahib may, at his discretion, hold any payment until the completion of the contract. The Army Public School Miran Sahib may also deduct from the Seller as agreed, liquidated damages to the sum of upto 4% of the contract price of the delayed/undelivered stores/services mentioned above, liquidated damages for every week of delay or part of a week will be 0.5%, subject to the maximum value of the Liquidated Damages being not higher than 4% of the value of delayed stores.

7. **Transfer and Sub-letting** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

8. **Taxes and Duties:** The bidders should quote basic cost inclusive of the cost of

transportation upto destination and duly separately including various taxes as applicable

9. **Fall Clause:** Fall Clause will be invoked if price charged for stores supplied under the contract exceeds the lowest price at which the contractor sells identical stores to any other Org/department of Central Govt/State Govt/Undertaking during the current contract.
10. **Warranty Repair Register:** Vendor will maintain Defect / Warranty register for all Repair / Warranty Replacement / Schedule Maintenance for record.

### **ANNEXURE 1 – ORGANIZATION DETAILS**

1. The following information requested needs to be submitted in the technical bid to the concerned authorities with appropriate supporting documentation, duly attested by the authorized signatory of the firm/agency, failing which the bid would be rejected.

<b>S No</b>	<b>Information Requested</b>	
1	Name of the firm/agency	
2	Address of the firm/agency	
3	Telephone no.	
4	Email ID	
5	PAN card Number	
6	GST certificate Number	
7	MANDATE FORM Electronic Clearing Service (ECS) From Bank	

#### **PART IV – EVALUATION CRITERIA TECHNICAL AND PRICE BID ISSUES**

- a) The Demonstration will be carried out & the features of the product will be viz- a- viz compared with the specifications mentioned in the RFP.
- b) Only those bidders, whose technical specifications are correctly matched will be eligible for opening of financial bids.
- c) Once L-1 is decided and the supply order placed, technical testing of the product will be carried out before its acceptance.

## Financial/ Commercial Proposal

Details are given as per Scope of Work, specifications, and other indications/ illustrations/ details given in RFP, as under: -

S No	Item	Accounting Unit	Qty	Total Price (Rs) Including GST and Other Charges
01	<b><u>CUSTOMISED ENVELOPE</u></b> i. Offset print on 90 GSM paper ii. Size 3.5" x 7.23" iii. Designing of Envelope	01		
02	<b><u>FILE COVER</u></b> i. File Cover APS Monogram. ii. Size: Regular iii. Customize Design iv. Color: Yellow, Green, White	01		
03	<b><u>CUSTOMISED 4 PAGES ANSWER SHEETS</u></b> i. Material: 65 GSM ii. Size: 8.8 Inch x 10.8 inch (Approx) iii. Customize Designing of all pages	01		
04	<b><u>CUSTOMISED 8 PAGES ANSWER SHEETS</u></b> i. Material: 65 GSM ii. Size: 8.8 Inch x 10.8 inch (Approx) iii. Customize Designing of all pages	01		
05	<b><u>ATTENDANCE REGISTER</u></b> i. Size: Legal ii. Material: 70 GSM (65 leaf) iii. Color of pages: Green iv. Binding Type: Hardbound v. Customize Designing of all pages	01		
06	<b><u>TEACHER DIARY</u></b> i. Size : 26.5 inch * 21 inch ii. Material: 75 GSM (60 leaf) iii. Binding Type: Hardbound iv. Customize Designing of all pages	01		
07	<b><u>MONITOR DIARY</u></b> i. Size : A6 ii. Material: 75 GSM (60 leaf) iii. Color of pages: White iv. Binding Type: Hardbound v. Customize Designing of all pages	01		
08	<b><u>ANNUAL PLANNER</u></b> i. Size : A4 ii. Material: 70 GSM (55 leaf) iii. Color of pages: White iv. Binding Type: Hardbound v. Customize Designing of all pages	01		
09	<b><u>STUDENT DIARY</u></b> i. 105 leaves on 70 GSM Paper ii. Hard binding on 300 GSM iii. Front Pages 20 leaf on 70 GSM iv. Title Multi color v. Inner black and white vi. Size. 6 inch* 8 inch vii. Customize Designing of all pages	01		
10	<b><u>I-CARD</u></b> i. Type: Double-sided ii. Material: PVC material iii. Lanyard: School Name Logo Printed	01		

	Lanyard iv. Collection of material and all the relevant data			
11	<b><u>SCHOOL MAGAZINE</u></b> I. 130 GSM Art paper – (80pages) II. Title= 4 Pages on 300 GSM Art card & Glossy lamination III. Perfect Binding IV. Size: A4 V. Customize Designing of all pages and collection of data	01		
12	<b><u>LETTER HEAD</u></b> i. Offset Print ii. Printed on 100 GSM Excel Bond paper. iii. School Details and 3D Monogram Printed iv. High-quality Multicolour printing.	01		
13	<b><u>CLASS STUDENT GROUP PHOTOGRAPH</u></b> i. Print on Glossy Photo Paper ii. Water Resistant iii. Size: A4 iv. Name of the students typed in the bottom of Sheet according to the standing Position. v. Photography and other details collection required for the project is the responsibility of the vendor	01		
14	<b><u>COUNSELOR REGISTER</u></b> i. 100 leaves on 70 GSM Paper ii. Hard binding on 300 GSM iii. Title Multi-color iv. Inner black and white v. Size. A4 vi. Customize Designing of all pages	01		
15	<b><u>CLEANLINESS RECORD REGISTER</u></b> i. 100 leaves on 70 GSM Paper ii. Hard binding on 300 GSM iii. Title Multi-color iv. Inner black and white v. Size. A4 vi. Customize Designing of all pages	01		
16	<b><u>PROCUREMENT RECORD REGISTER</u></b> vii. 100 leaves on 70 GSM Paper viii. Hard binding on 300 GSM ix. Title Multi-color x. Inner black and white xi. Size. A4 xii. Customize Designing of all pages	01		
17	<b><u>STATIONARY ISSUE REGISTER</u></b> i. 100 leaves on 70 GSM Paper ii. Hard binding on 300 GSM iii. Title Multi-color iv. Inner black and white v. Size. A4 vi. Customize Designing of all pages	01		
18	<b><u>TC REGISTER</u></b> i. 100 leaves on 70 GSM Paper ii. Hard binding on 300 GSM iii. Title Multi-color iv. Inner black and white	01		

	v. Size. A4 vi. Customize Designing of all pages			
19	<b><u>DAILY REPORT REGISTER OF LABS</u></b> i. 100 leaves on 70 GSM Paper ii. Hard binding on 300 GSM iii. Title Multi-color iv. Inner black and white v. Size. A4 vi. Customize Designing of all pages	01		
20	<b><u>A4 PAPER RIM</u></b> I. A4 Size II. 70 GSM III. 500 Sheets   White Paper IV. 1 Ream V. For Laser jet & Inkjet Printer VI. Fast Drying VII. Both Side Print VIII. Eco Friendly	01		
21	<b><u>2D RING BOX FILE, FOLDER COVER</u></b> i. Size : Regular ii. The folder organizer is made of good material which could protect inner items if it accidentally got wet and not easy to break and deformation. iii. Can hold up to 400 sheets of standard-sized paper iv. Material: Plastic	01		
22	<b><u>PHOTO PAPER</u></b> i. Glossy Photo Paper ii. Water Resistant iii. Pack of 100 sheets iv. Compatible with all Inkjet Printers	01		
23	<b><u>GRAPH PAPER</u></b> i. A4 Paper ii. 5 mm squared iii. Best For Plotting Graphs, iv. Statistical Data, v. Architect Work and Pencil Shading (Pack of 25 Sheets, 8.3 x 11.7 inch ) vi. 100 GSM Natural White	01		
24	<b><u>INDIAN POLITICAL MAP</u></b> I. Map of India Latest Map of India With The Two New Union Territories of Jammu and Kashmir And Ladakh II. 30 Inches X 18 Inches	01		
25	<b><u>INDIAN PHYSICAL MAP</u></b> I. Physical Map of India II. Latest Map of India III. 30 Inches X 18 Inches	01		
26	<b><u>ANECDOTAL RECORD</u></b> I. Size : A4 II. Material: 70 GSM (45 leaf) III. Color of pages: White IV. Binding Type: Hardbound	01		
27	<b><u>WORLD PHYSICAL MAP</u></b> I. Physical Map of India II. Latest Map of India III. 30 Inches X 18 Inches	01		

28	<b>WORLD POLITICAL MAP</b> I. Physical Map of India II. Latest Map of India III. 30 Inches X 18 Inches	01		
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**IMPORTANT CLAUSE:**

1. PART III – STANDARD CONDITIONS OF RFP, POINT NO 5 (REPEAT ORDER CLAUSE) PAGE NO 10 OF RFP.

**Repeat Order Clause:** The contract will have a Repeat Order Clause, wherein the Army Public School Miran Sahib can order upto 100% or more quantity of the items under the present contract within 3 years from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely at the discretion of the Army Public School, Miran Sahib to place the Repeat order or not.

2. **Supply Order Placement:** based on item-wise L1, a supply order will be placed.