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| **TENDER NO - 167/33/APS/SUPPLY OF STATIONERY ITEMS**  **TENDER NOTICE FOR CONTRACT (FY 2024-2025) FOR SUPPLY OF STATIONERY ITEMS FOR GEN**  **B C JOSHI ARMY PUBLIC SCHOOL, PO-BIN ,**  **DISTT – PITHORAGARH**  **UTTARAKHAND** |

**Tender document sold to :-**

**M/S \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Important Instructions**

1. This tender document contains 10 pages.

2. Read the tender documents carefully before filling.

3. Each page of the tender document must be signed with seal of the firm / agency.

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**(Sig of Principal) (Sig of Applicant with Stamp)**

**TENDER NOTICE**

1. Tender is being issued for contract for supply of stationery items for students of Gen BC Joshi, APS Pithoragarh for the FY 2024-25. The bids for the said contract are invited in form of Two Bid System:-

(a) **Description &Specification**. The vendor will be required to provide Stationery items as per quoted rates. The list & specification of stationery items is as per format for Commercial Bid attached. No deviation from the same will be accepted.

(b) **Period & Terms of Delivery**. Applicable for period between **01 Apr 2024 to 31 Mar 2025**. Items will be delivered once ordered by management of school within a span of ten days.

1. Delivery based on approved rates for the period of contract.

(ii) Delivery as per books & stationery demanded either in bulk or in part.

(iv) Replacement of defective or items not matching specifications will be carried out within a period of three days, free of cost.

(v) Adequate stock will be maintained to cater for emergent requirements of Boarders of the school.

(vii) In case of delays – penalty @ 5% of the quantity ordered will be enforced.

(c) **Place & Sale of Tender Document**. Gen BC Joshi APS, Pithoragarh.

(d) **Place & Date of Receipt of Tender Document**. Bursar’s Office of Gen BC Joshi APS, Pithoragarh by **1300 hrs dt 03 Feb 2024.**

(e) **Place, Time & Date of Opening of Tender both Technical & Commercial Bid**. Will be intimated by the Presiding Officer.

(f) **Security/ Earnest Money Deposition**. To be deposited along with the Tender form.

(g) Publicity through local newspaper & Website [www.bcjaps.net.in](http://www.bcjaps.net.in).

(h) **Validity of Bids.**  The Bids should remain valid for 60 days from one   
 day after the last date of submission of bids.

(j) Any dispute between dealers & management will be settled as per the directions of Chairman School Management Committee.

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**(Sig of Principal) (Sig of Applicant with Stamp)**

2. **Terms & Conditions for Participation**.

(a) **Technical Bid- Part – A**.

(i) Technical Bid should be submitted separately in a sealed cover with superscription **“TENDER FOR CONTRACT FOR SUPPLY OF STATIONERY ITEMS FOR STUDENTS OF GEN BC JOSHI APS, PITHORAGARH”- PART – A.** Format for Technical Bid is attached.

(ii) Samples of each item mentioned in the list to be presented on the day of opening of quotations. The sample should be precisely as per specification.

(b) **Commercial Bid - Part – B.**

(i) It should contain only Commercial Bid with rates quoted for each item tendered.

(ii) Commercial Bid should be submitted separately in a sealed cover with superscription **“TENDER FOR CONTRACT FOR SUPPLY OF STATIONERY ITEMS FOR STUDENTS OF GEN BC JOSHI APS, PITHORAGARH”- PART – B**. Format for Commercial Bid is attached.

(c) Put Part-A & Part-B in separate sealed covers and put both the sealed covers in one cover addressed to the Principal, Gen BC Joshi APS, Pithoragarh with superscription **“TENDER FOR CONTRACT FOR SUPPLY OF STATIONERY ITEMS FOR STUDENTS OF GEN BC JOSHI APS, PITHORAGARH”** and send it to Gen BC Joshi APS, Pithoragarh. The bid documents should reach on or before the closing date and time.

4. **Conduct of (Technical Evaluation Committee)TEC**. The BOO will open Technical Bids in the presence of vendors present at date & time to be decided by the Presiding Officer. Comparative statement will be prepared by BOO in a tabulated form on the same day. The sealed envelope containing Technical Bid will be checked for intact seal and signed by BOO and two of the vendors present as witness.

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**(Sig of Principal) (Sig of Applicant with Stamp)**

**TECHNICAL BID – PUT IN PART – A**

**(TO BE PUT UP IN SEPERATE ENVELOPE)**

**TENDER FORM FOR THE CONTRACT FOR SUPPLY OF STATIONERY ITEMS FOR STUDENTS OF GEN B C JOSHI ARMY PUBLIC SCHOOL, PITHORAGARH**

1. Name of the applicant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Father’s name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Permanent address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Educational qualification : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Previous experience, if any : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(att photocopy of experience )

6. Present occupation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. GST Regn No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach self attested photocopy)

8. Income Tax Regn No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach self attested photocopy)

9. Details of DD on account of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Security

12. Bank Account No, bank name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

& address

**TERMS AND CONDITIONS**

1. A Bid Security Money Deposit of **Rs 15,000/- (Rupees Fifteen Thousand only)** will be deposited with the School Management in the form of Account Payee Demand Draft or Banker’s Cheque from any of the Commercial Banks in favor of **“Gen BC Joshi APS, Pithoragarh”** along with the tender form. The same will be refunded after expiry of the Contract on full clearance of dues and damages. Security/ Earnest Money Deposit of non selected firms will be refunded after selection of L-1 Bidder.

2. Items will not be supplied to the students without the permission of the School Management.

3. I will only supply Stationery items as approved by the School Management for the Students on priority.

4. All stationery items will be stocked and will be sold at the rates as per the appendix attached. The rates will not be revised without the prior permission of the School Management.

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**(Sig of Principal) (Sig of Applicant with Stamp)**

5. I will issue Stationery items to the students in the presence of the Hostel Warderns only and will obtain their signatures on the bills.

6. I will procure sufficient Stationery items as directed by the School authorities from time to time.

7. I will pay penalty as imposed by the School Management   
for non-adherence of the laid down terms and conditions.

8. I will make good the damages occurred during the period of the agreement. The School Management has got the right to deduct such amount from the bills, which is required for the repairs of such damages in case the second party does not undertake the repairs in a reasonable time frame.

9. All bills will be submitted in time, to enable the School Management to adhere to a payment schedule to be worked out mutually.

10. Any dispute between the parties will be settled as per directions of the Chairman School Management Committee.

11. I have read & understood the procedure mentioned in the tender notice as well as terms & conditions mentioned above & agree to abide by them.

**Note:-**

1.This tender form will be submitted in a sealed envelope duly filled to the **Gen BC Joshi APS, Pithoragarh by 1300 hrs on 03 Feb 2024.**

2. No tender form will be accepted after above mentioned date and time.

3. In case of any quarries, the following tele numbers can be contacted :-

(i) 7454928551

(09:00 AM to 03:00 PM on working days)

(ii) 05964- 297725

**Date :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Sig of Applicant with Stamp)**

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| **COMMERCIAL BID – PUT IN PART – B**  **( TO BE PUT UP IN SEPERATE ENVELOPE )**  **RATES QUOTED FOR SUPPLY OF STATIONERY ITEMS**  **(TENDER FOR THE CONTRACT OF SUPPLY OF STATIONERY ITEMS FOR STUDENTS OF GEN B C JOSHI ARMY PUBLIC SCHOOL, PITHORAGARH)**  **d`i;k gj vkbZVe dk jsV dksV djs** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S No** | **NAME OF ITEM** | | **Accounting Unit** | **RATE QUOTED** |
| 1 | **BALL PENS :- ( Rs 10/- )** | |  |  |
|  | (a) Cello | | Per pen |  |
|  | (b) Montex | | Per pen |  |
|  | (c) Reynolds | | Per pen |  |
| 2 | REFILL FOR BALL PEN **(Rs 5/- )** | | Per refill |  |
| 3 | **GRIPPER BALL PEN :- (Rs 10/- )** | |  |  |
|  | (a) Cello | | Per pen |  |
|  | (b) Montex | | Per pen |  |
|  | (c) Reynolds | | Per pen |  |
| 4 | REFILL FOR GRIPPER BALL PEN (**Rs 5/-** ) | | Per refill |  |
| 5 | **GEL PEN :- (Rs 20/- )** | |  |  |
|  | (a) Cello | | Per Pen |  |
|  | (b) Montex | | Per Pen |  |
|  | (c) Reynold | | Per Pen |  |
| 6 | REFILL FOR GEL PEN | | Per refill |  |
| 7 | PILOT V5 ROLLER PEN (RED, BLUE, BLACK) | | Per pen |  |
| 8 | PILOT HITECH POINT PEN | | Per pen |  |
| 9 | PILOT PEN INK  (RED, BLUE, BLACK) , | | Per bottle |  |
| 10 | **FOUNTAIN PEN :- (Rs 60/-)** | | Per pen |  |
|  | (a) Camlin | |  |  |
|  | (b) Reynolds | |  |  |
|  | (c) Cello | |  |  |
| 11 | **SKETCH PEN :- ( Rs 3/- )** | |  |  |
|  | (a) Camlin | | Per pen |  |
|  | (b) Luxor | | Per pen |  |
|  | ( c) Faber Castell | | Per pen |  |
| 12 | **SKETCH PEN SET:- ( Rs 30/- )** | |  |  |
|  | (a) Camlin | | Set of 12 |  |
|  | (b) Luxor | | Set of 12 |  |
|  | (c) Faber Castell | | Set of 12 |  |
| 13 | **PENCIL :- ( Rs 5/- )** | |  |  |
|  | (a) Natraj | | Per pencil |  |
|  | (b) Navneet | | Per pencil |  |
|  | (c) Apsara | | Per pencil |  |
| 14 | **PENCIL SET :- ( Rs 50/-)** | |  |  |
|  | (a) Natraj | | Pack of 10 |  |
|  | (b) Navneet | | Pack of 10 |  |
|  | (c) Apsara | | Pack of 10 |  |
| 15 | **MARKER :- ( Rs 20/- )** | |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Sig of Applicant with Stamp)** |
|  | (a) Cello | | Per marker |  |
|  | (b) Camlin | | Per marker |  |
|  | (c) Reynold | | Per marker |  |
| 16 | PAPER PINS | | Per box |  |
| 17 | **WHITENER / CORRECTION PEN :- (Rs 30/- )** | |  |  |
|  | (a) Luxor | | Per pen |  |
|  | (b) Faber Castell | | Per pen |  |
|  | (c) Cello | | Per pen |  |
| 18 | DRAWING PINS | | Per box |  |
| 19 | **ERASER:- ( Rs 3/- )** | |  |  |
|  | (a) Camlin | | Per Eraser |  |
|  | (b) Natraj | | Per Eraser |  |
|  | (c) Apsara | | Per Eraser |  |
| 20 | **SHARPNER :- (Rs 5/- )** | |  |  |
|  | | (a) Camlin | Per Sharpener |  |
|  | | (b) Natraj | Per Sharpener |  |
|  | | ( c) Apsara | Per Sharpener |  |
| 21 | | STAPLER MEDIUM  (**Rs 60/-**) ( Kangaroo ) | Per Piece |  |
| 22 | | STAPLER PINS MEDIUM (**Rs 10/-** ) ( Kangaroo ) | Per Packet |  |
| 23 | | STAPLER BIG (Kangaroo) ( **Rs 120/-**) | Per Piece |  |
| 24 | | STAPLER PIN Big (**Rs 20/-**) ( Kangaroo ) | Per Packet |  |
| 25 | | **GUM TUBE 15 g :- (Rs 10/-)** |  |  |
|  | | (a) Camlin | Per Tube |  |
|  | | (b) Fevicol | Per Tube |  |
|  | | (c) Chelpark | Per Tube |  |
| 26 | | **GUM TUBE 100 g :- (Rs 30/-)** |  |  |
|  | | (a) Camlin | Per Tube |  |
|  | | (b) Fevicol | Per Tube |  |
|  | | (c) Chelpark | Per Tube |  |
|  | | (d) Navneet | Per Tube |  |
| 27 | | **GUM BOTTLE 150ml :- (Rs50/-)** |  |  |
|  | | (a) Camlin | Per bottle |  |
|  | | (b) Fevicol | Per bottle |  |
|  | | (c) Camel | Per bottle |  |
|  | | (d) Navneet | Per bottle |  |
| 29 | | TRANSPARENT TAPE BIG SIZE ( 2“) ( **Rs 50/- )** | Per Piece |  |
| 30 | | TRANSPARENT TAPE Medium SIZE (1 “) ( **Rs 20/- )** | Per Piece |  |
| 31 | | TRANSPARENT TAPE SMALL SIZE ( ½ “)( **Rs 10/- )** | Per Piece |  |
| 32 | | **INK BLUE 60ML :- (Rs 50/- )** |  |  |
|  | | (a) Cello | Per bottle |  |
|  | | (b) Luxor | Per bottle |  |
|  | | (c) Chelpark | Per bottle |  |
| 33 | | **POSTER COLOUR- 12 SHADES (Rs 190/- )** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Sig of Applicant with Stamp)** |
|  | | (a) Camlin | Per Box |  |
|  | | (b) Camel | Per Box |  |
|  | | (c) Navneet | Per Box |  |
|  | | (d) Faber Castell | Per Box |  |
| 34 | | **BRUSH ROUND :-**  **(a) 1 – 3 No .( Rs 20/-)**  **(b) 4-5 No . (Rs 20/- )**  **(c) 6-7 No .(Rs 30/- )**  **(d) 8-10 No .( Rs 40/- )** |  |  |
|  | | (a) Faber Castell | Per Set |  |
|  | | (b) Camlin | Per Set |  |
|  | | (c) Pidilite | Per Set |  |
| 35 | | TAG ( Bunch of 50 pcs )  (**Rs 30/- )** | Per Bunch |  |
| 36 | | PENCIL BOX ( Plastic) | Per Box |  |
| 37 | | **SCALE BIG SIZE 12 “ Plastic ( Rs 12/- )** |  |  |
|  | | (a) Apsara | Per piece |  |
|  | | (b) Natraj | Per piece |  |
|  | | (c) Camlin | Per piece |  |
| 38 | | **SCALE SMALL SIZE 6 “ Plastic( Rs 7/- )** |  |  |
|  | | (a) Apsara | Per piece |  |
|  | | (b) Natraj | Per piece |  |
|  | | (c) Camlin | Per piece |  |
| 39 | | CELLOPHANE SHEET  ( 4 MTR ) | Per Roll |  |
| 40 | | ADHESIVE TAPE COLOURED ( ½ “ ) | Per Roll |  |
| 41 | | COLOUR MIXING PLATE  ( SMALL ) | Per Plate |  |
| 42 | | **GEOMETRY COPY 150-200Page** :- |  |  |
|  | | (a) Navneet | Per Copy |  |
|  | | (b) Classmate | Per Copy |  |
|  | | (c) Paperkraft | Per Copy |  |
| 43 | | PRACTICAL FILE | Per File |  |
| 44 | | DRAWING FILE | Per File |  |
| 45 | | **HINDI (100 PAGE COPY ) :-** |  |  |
|  | | (a) Navneet | Per Copy |  |
|  | | (b) Classmate | Per Copy |  |
|  | | (c) Paperkraft | Per Copy |  |
| 46 | | **HINDI (200 PAGE COPY) :-** |  |  |
|  | | (a) Navneet | Per Copy |  |
|  | | (b) Classmate | Per Copy |  |
|  | | (c) Paperkraft | Per Copy |  |
| 47 | | **HINDI (300 PAGE COP ) :-** |  |  |
|  | | (a) Navneet | Per Copy |  |
|  | | (b) Classmate | Per Copy |  |
|  | | (c) Paperkraft | Per Copy |  |
| 48 | | **SCIENCE PRACTICAL COPY (150-200 PAGE) :-** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Sig of Applicant with Stamp)** |
|  | | (a) Navneet | Per Copy |  |
|  | | (b) Classmate | Per Copy |  |
|  | | (c) Paperkraft | Per Copy |  |
| 49 | | ROUGH COPY  ( 200 PAGE ) | Per Copy |  |
| 50 | | GRAPH COPY | Per Copy |  |
| 51 | | TEST COPY (48 PAGES ) | Per Copy |  |
| 52 | | **MATH COPY 100 PAGE:-** |  |  |
|  | | (a) Navneet | Per Copy |  |
|  | | (b) Classmate | Per Copy |  |
|  | | (c) Paperkraft | Per Copy |  |
| 53 | | **ENGLISH COPY 100 PAGE :-** |  |  |
|  | | (a) Navneet | Per Copy |  |
|  | | (b) Classmate | Per Copy |  |
|  | | (c) Paperkraft | Per Copy |  |
| 54 | | **REGISTER 148 PAGE :-** |  |  |
|  | | (a) Navneet | Per Register |  |
|  | | (b) Classmate | Per Register |  |
|  | | (c) Paperkraft | Per Register |  |
| 55 | | **REGISTER 196 PAGES :-** |  |  |
|  | | (a) Navneet | Per Register |  |
|  | | (b) Classmate | Per Register |  |
|  | | (c) Paperkraft | Per Register |  |
| 56 | | **REGISTER 220 PAGES :-** |  |  |
|  | | (a) Navneet | Per Register |  |
|  | | (b) Classmate | Per Register |  |
|  | | (c) Paperkraft | Per Register |  |
| 57 | | **REGISTER 292 PAGES :-** |  |  |
|  | | (a) Navneet | Per Register |  |
|  | | (b) Classmate | Per Register |  |
|  | | (c) Paperkraft | Per Register |  |
| 58 | | **REGISTER 340 PAGES :-** |  |  |
|  | | (a) Navneet | Per Register |  |
|  | | (b) Classmate | Per Register |  |
|  | | (c) Paperkraft | Per Register |  |
| 59 | | **REGISTER 400 PAGES :-** |  |  |
|  | | (a) Navneet | Per Register |  |
|  | | (b) Classmate | Per Register |  |
|  | | (c) Paperkraft | Per Register |  |
| 60 | | SCHOOL BAG  (range between  Rs 300 to Rs 600/- ) . | Per Bag |  |
| 61 | | **THERMOCOL ( 3 Ft x 1 Ft ) :-** |  |  |
|  | | (a) 1 “ . | Per Sheet |  |
|  | | (b) ½ “ . | Per Sheet |  |
| 62 | | **CHART PAPER :-** |  |  |
|  | | (a) Thick . | Per Sheet |  |
|  | | (b) Thin . | Per Sheet |  |
| 63 | | **GEOMETRY BOX :-** |  |  |
|  | | (a) Navneet | Per Box |  |
|  | | (b) Camlin | Per Box |  |
|  | | (c) Fabre Castell | Per Box |  |
| 64 | | Paper A-4 Size  (Ream of 500Pages) | Per Ream | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Sig of Applicant with Stamp)** |
| 65 | | Paper FS Size  (Ream of 500Pages) | Per Ream |  |
| 66 | | **Marker pen :- (Rs 10/- )** |  |  |
|  | | (a) Reynold | Per Pen |  |
|  | | (b) Camlin | Per Pen |  |
|  | | (c) Faber Castel) | Per Pen |  |
| 67 | | Sticky Pad 3 “x 4 “ | Per Pad |  |
| 68 | | Sticky pad small (Coloured) | Per Pad |  |
| 69 | | **Highlighter :- ( Rs 20/- )** |  |  |
|  | | (a) Camlin | Per piece |  |
|  | | (b) Doms | Per piece |  |
|  | | (c) Faber Castell | Per piece |  |
| 70 | | U-Clip | Per Packet |  |
| 71 | | Stamp Pad | Per piece |  |
| 72 | | **Glue Stick :- ( Rs 30/- )** |  |  |
|  | | (a) Camlin | Per Piece |  |
|  | | (b) Faber Castell | Per Piece |  |
|  | | (c) Fevistic | Per Piece |  |
| 73 | | Re-Writable CD | Per CD |  |
| 74 | | Fevicol (200 gm ) | Per Piece |  |
| 75 | | Fevicol Tube (100 gm) | Per Piece |  |
| 76 | | Scissor (Medium)  (Kangaroo ) | Per Piece |  |
| 77 | | Royal Executive Bond Paper (100 GSM ) | Per Ream |  |
| 78 | | Graph Paper ( long sheet ) | Per sheet |  |
| 79 | | Map India (Political ) | Per map |  |
| 80 | | Thread Rolls | Per roll |  |
| 81 | | Coloured tape (Big) 2 ½ “ | Per roll |  |
| 82 | | Coloured Tape (Small) ½ “ | Per roll |  |
| 83 | | Brown Tape ( 2 ½ “) | Per roll |  |
| 84 | | Camlin Ink Pen | Per pen |  |
| 85 | | Name Slip | Per sheet |  |
| 86 | | **Crayons Colour Set :- ( Rs 60/- )** |  |  |
|  | | (a) Camlin | Per set |  |
|  | | (b) Doms | Per set |  |
|  | | (c) Faber Castell | Per set |  |
| 87 | | Dictionary (Oxford ) | Per book |  |
| 88 | | Atlas (Oxford ) | Per book |  |
| 89 | | Cover Brown | Per roll |  |
| 90 | | Talk Sheets ( 3 Ft) | Per roll |  |
| 91 | | File Cover | Per piece |  |
| 92 | | Document File | Per piece |  |
| 93 | | Stick File | Per piece |  |
| 94 | | Box File | Per piece |  |
| 95 | | Discount in NCERT Books |  |  |
| 96 | | Discount in Private Publishers Books |  |  |
| 97 | | Discount in Refreshers |  |  |
| 98 | | Discount in Sample Papers |  |  |
| 99 | | Discount in Lab Manuals |  |  |
| 100 | | Discount in AWES Books |  |  |

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**(Sig of Applicant with Stamp)**