

CALL FOR QUOTATIONS/TENDERS: PREPARATION OF PVC IDEN CARD WITH HOLDER AND LANYARD FOR APS, UDHAMPUR

Introduction

1. Army Public School, Udhampur invites offer in two bids system from the vendors for preparation of PVC Iden Card with Holder and Lanyard for APS, Udhampur. Details are as under :-

S No	Details	A/U	Qty
(a)	PVC Iden Card with holder & Lanyard	Nos	4450 (Approx)

Technical Bid (Product Specification)

- (a) Shape - Rectangle
- (b) Material - PVC
- (c) Card Dimensions - 86 x 54 mm
- (d) Thickness - 0.76mm
- (e) Size - 85.5 x 54 mm
- (f) Card Holder Type - Lanyard (embedded with Army Public School, Udhampur)
- (g) Type - Single Sided
- (h) Printing Type - Digital Printing
- (j) Surface Finish - Glossy
- (k) Usage - School
- (l) Holder Material - Plastic

Note :-

- (a) Sample of PVC Iden card will be attached by vendor alongwith quotation.
- (b) Photographer will be provided by vendor only.

2. **Eligibility Criteria :** Vendors having GST Number to submit their bids.

Commercial Bid

- (a) Prices of the items should be inclusive of GST.
- (b) Cost of material, transportation, installation and labour charges etc complete should be mentioned.

3. Quotation in sealed cover are invited for preparation of PVC Iden Card with Holder and Lanyard for APS, Udhampur. Please super scribe "**Preparation of PVC Iden Card with Holder and Lanyard for APS, Udhampur**", RFP number i.e 1058/APSU and date of opening of the bids i.e. **02 Aug 2022** on the sealed cover to avoid the quotation being declared invalid.

4. (a) Last date for submission of quotation by **1500 hr on 01 Aug 2022**. The sealed quotation should be deposited/reach by the due date and time. The responsibility to ensure this lies with the vendor. Quotation received beyond the time and date given above shall be rejected.

(b) **Manner of depositing the quotations:** Sealed quotation should be either dropped in the Quotation Box marked as Quotation box, APS, Udhampur or sent by registered post at the address given above so as to reach by the due date and time. No responsibility will be taken for postal delay or non delivery/ non receipt of quotation. Quotations sent by FAX or e-mail will not be considered.

(c) **Time and date for opening of quotation:** **02 Aug 2022 at 1000 hrs** at Main office, APS Udhampur. (if due to any exigency, the due date for opening of the quotations is declared closed holiday, the quotation will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer).

(d) **Location of the Tender Box:** Reception of APS Sr Wing, Udhampur. Only those quotation that are found in the quotation box will be opened.

(e) **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) of **Rs 6,500/-** along with their bids. The EMD may be submitted in the form of Fixed Deposit Receipt or Call Deposit Receipt or Bankers Cheque from any of the public sector banks or a private sector bank authorized to conduct government business.

(f) Bids received without EMD will be rejected. **EMD will be attached with Technical Bids only.**

Special conditions

5. **Payment Terms:** It will be mandatory for the bidders to indicate their Bank Account numbers and other relevant e-payment details so that payments could be made through ESC/EFT mechanism instead of payment through cheques where feasible.

6. Full payments shall be made on completion of the full order as specified, after inspection and acceptance of items for quantity, completeness and serviceability by the Board detailed by the purchaser. Payment will be made for the complete order and not in parts.

7. Payment would be made through account payee cheque or through interbank transfer once the Acceptance has been issued by BOO after receipt, installation and commissioning of stores at loc which will be given in Supply Order. No advance payment is admissible.

8. **Paying Authority** : Army Public School Udhampur after prior approval of Competent Financial authority.

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

(a) **Bids/queries to be addressed to** : Principal, Army Public School, Udhampur.

(b) **Postal Address for sending the bids:** Army Public School, PO PTA, Udhampur- 182104.

(c) **Name/ designation of the contact person:** Sanjeev Kumar, Principal, APS, Udhampur.

(d) **Telephone No** : Mil : 2167, Civil : 01992-295370 Mobile : 9596881756

(e) **E-mail id:** apsudhampur @ 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.

Yours faithfully,



(Sanjeev Kumar)
Principal