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Army Public School
PO : Binnaguri Cantt
Dist : Jalpaiguri (WB)

09/APS/BNG//Sty Item/2024

29 May 2024

**CALL FOR QUOTATION FOR PURCHASE OF STATIONARY ITEMS FOR
OFFICE, LIBRARY, CLASSROOM & ART ROOM OF THE SCHOOL
FOR THE ACADEMIC YEAR 2024-25**

1. Bids are invited in single bid system for 'Purchase of stationary items for office, Library, Classroom & Art room of the school for the academic year 2024-25' for Army Public School Binnaguri.

Eligibility Criteria.

2. The bidder should have valid GST No.
3. The store/items/construction works required are categorized in **Appx A** attached to this RFP. It may please be noted that quotation will be submitted in sealed envelope only.

Other Details.

4. Bids in sealed cover are invited for "Purchase of stationary items for office, Library, Classroom & Art room of the school for the academic year 2024-25". Please super scribe "_____ (Category of items i.e. 'Purchase of stationary items for office, Library, Classroom & Art room of the school for the academic year 2024-25') RFP No 09/APS/BNG//Sty Item/2024 dated _____ May 2024 on sealed cover will be super scribed to avoid the bid being declared invalid.

(a) Last date for submission of bids by or before 1500hrs on 05 Jun 2024. The sealed bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the bidder. Bids received beyond the time and date given above shall be rejected.

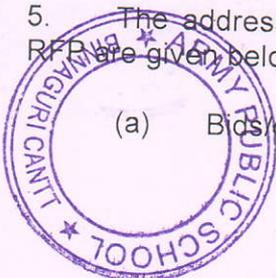
(b) Manner of depositing the bids : Sealed bids should be either dropped in the Quotation Box marked as Quotation box or send by registered post to APS Binnaguri, Binnaguri Cantt prior to the due date and time. No responsibility will be taken for postal delay or non-delivery/ non receipt of bid documents. Bids sent by FAX or email will not be considered.

(c) **The exact date & time for opening of bids will be uploaded on school website as per the availability of Presiding Officer.** If due to any exigency, the due date for opening of the bids is declared closed holiday, the bids 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.** Main gate (near Principal Office) of APS Binnaguri. Only those bids that are found in the quotation box will be opened.

5. The address and contact number for bids or seeking clarification regarding this RFP are given below:-

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



Principal
Army Public School
Binnaguri Cantt

(b) Postal Address for sending the bids : Army Public School Binnaguri, Binnaguri Cantt, Pin-735232, Dist-Jalpaiguri (WB).

(c) Name/designation of the contact person: Rajeeva Nayan Pathak, Principal, APS Binnaguri

(d) Land Line No – **03563-259446**

(e) E-mail id – apsbinnaguri1@gmail.com

6. Following documents are reqd to be submitted alongwith quotation:-

- (h) Copy of Aadhar Card
- (i) Copy of Trade License (Preferable)
- (j) Copy of GST Registration No
- (k) Copy of PAN Card
- (l) Tender on firm's letter pad printed with GST Number and contact Number.
- (m) Address proof including telephone number/email address
- (n) EMD - NA

7. The RFP is being issued with no financial commitment and the school reserves the right to change or vary any part thereof at any stage. Undersigned reserves the right to withdraw the RFP, should it become necessary at any stage, without assigning any reason.




(Rajeeva Nayan Pathak)
Principal
APS Binnaguri
Principal
Army Public School
Binnaguri Cantt

Appx 'A'

(Ref APS Binnaguri call for quotation No
09/APS/BNG//Sty Item/2024 dt 29 May 24)

TENDER FORM
**(TO BE RETURNED IN ORIGINAL AFTER FILLING THE RATES ALONGWITH
QUOTATION)**

ARMY PUBLIC SCHOOL BINNAGURI
**PURCHASE OF STATIONARY ITEMS FOR OFFICE, LIBRARY, CLASSROOM &
ART ROOM OF THE SCHOOL FOR THE ACADEMIC YEAR 2024-25**

Ser No	Description/Particulars	Qty	Rate In Rupees	Total Amount incl GST
01.	AA Battery	60 Nos		
02.	AAA Battery	20 Nos		
03.	9 Volt Battery for cordless	30 Nos		
04.	White Board Marker Camlin Blue	250 Nos		
05.	White Board Marker Ink Camlin Blue	350 Nos		
06.	Dustbin Cloths Black	30 Nos		
07.	White Board Duster	90 Nos		
08.	Cello Tap ½ inch	20 Nos		
09.	Thumb pin	03 Box		
10.	Pen Pentanic	30 Nos		
11.	Photocopy Paper A4	125 Ream		
12.	Chart Paper White	46 Nos		
13.	Fevicol 100 gm	10 Nos		
14.	Brown Paper	70 Nos		
15.	Register 06 Nos	95 Nos		
16.	Arch File	20 Nos		
17.	File Cover(Printed) Green/Red	200 Nos		
18.	File Cover (Plane White)	50 Nos		
19.	Cartridge CANON 3010 (925)	10 Nos		
20.	Cartridge LASER JET PRO M202dw(88A)	10Nos		
21.	Cartridge HP LASER JET 1020(12A)	10 Nos		
22.	Cartridge EPSON M2140 Ink	05 Nos		
23.	EPSON L8050 eco Tank Color Ink (combo pack)057	04 Nos		
24.	Stapler Pin (No 10) 01 Box	20 Pkts		
25.	Permanent Marker(Blue)	10 Nos		
26.	Permanent Marker(Green)	06 Nos		
27.	Pencil(05 Box)	6 pkt		
28.	'U' Clip(Plastic Cotted 01 Box)	1Box		
29.	Whitener Pen	05 Nos		
30.	Cloth coated envelope B5	50 Nos		
31.	Brown Envelope 9 x 4 (02 Box)	500 Nos		
32.	Executive Bond Paper	07 Ream		
33.	Spiral Wire (Medium)	1 Pkt		
34.	Scissor	03 Nos		
35.	Paper cutter	03 Nos		



Principal
Army Public School
Binnaguri Cantt

Ser No	Description/Particulars	Qty	Rate in Rupees	Total Amount incl GST
36.	Paper flag 1 inch	1 Pkt		
37.	Ink Gel Pen(Blue Octangel)	20 Nos		
38.	Ink Gel Pen(Green 0.7)	12 Nos		
39.	CD (03 Box)	30 Nos		
40.	DVD(02 Box)	20 Nos		
41.	Spiral Sheet(Both Side)	100 Sheets		
42.	Ink Pad	2 Nos		
43.	Eraser (02 Box)	02 Box		
44.	Stapler (No.10)	03 Nos		
45.	Rubber Band	1 Pkt		
46.	Gift wrapping Paper	2 Pkt		
47.	Feviquick (Gel)	10 Nos		
48.	Laminated Paper pouch 3/4 inch	20 Pkt.		
49.	Laminated Paper Roll 12 inch	02 Roll		
50.	Water pad	03 Nos		
51.	Pen stand (standard)	20 Nos		
52.	White chart paper	100 Nos		
53.	Colour Febric (White)	01 Box		
54.	Fevicol 500gm	04 Jar		
55.	Painting Brush 12 No (Round)	12 Nos		
56.	Painting Brush 12 No (Flat)	12 Nos		
57.	Painting Brush 10 No(Flat)	10 Nos		
58.	Painting Brush 6 No (Round)	10 Nos		
59.	Ivory sheet A4 size	02Pkt		
60.	Glue Gun stick	01 Pkt		
61.	Artist acrylic colour tube	01 Pkt		
62.	Sketch Pen	10 Pkt		
63.	Clay (Febicryl)m Compound	05 Pkt		
64.	Fluorescent Paper (Orange & Green)	06 Dozen		

Note:-

1. Price should be incl of GST.
2. The quotation/tender form to be given only on the letter head bearing the name of Firm with GST No. Quotation/Tender form should be signed by the head of firms and vendor duly affixed with the office stamp.
3. Rate should be as per the items mentioned in the tender form. Price mentioned of any other items will not be considered.
4. No alteration/cutting in the quotation is acceptable.
5. Firm/vendor for supply of store will be decided by the School Purchase Committee/Board of Officer based on lowest rates and quality of stores being provided by them.
6. Stores/items so demanded to be provided/supplied by Firm/vendor in School office and no extra charges on account of transportation will be added later on.



Belhān
Principal
Army Public School
Binnaguri Cantt