

TENDER DOCUMENT

FOR

RENOVATION OF CHEMISTRY LAB NO 2 OF APS JODHPUR

GENERAL INSTRUCTIONS

TENDER NO 10792/APSJ/TENDER–RENOVATION OF CHEMISTRY LAB NO 2

Principal Army Public School, Jodhpur invites item rate tender (in two bid system – Part I & II) from reputed and experienced manufacturer/contractors/suppliers for **Renovation of Chemistry Lab No 2**

1. **Particulars of Work: Renovation of Chemistry Lab No 2.**

2. **Technical specification/Scope of Work and Quantity**: As per **Annexure-G attached.** Vendors to ensure that construction/renovation work will be carried out in complete accordance with 3D models (copies attached). There will be no compromise or variation in the design and specification of construction. **Colour of items/stores/furniture if any will be utilized only after physical approval from the APS Management Cell.**

3. **Earnest Money Deposit (EMD) in DD/BG/FDR in favour of PRINCIPAL, ARMY PUBLIC SCHOOL, JODHPUR ie 5% of tender value(subject to return after placing supply order to the firm/vendor).**

4. **Completion period:** Within 30 days on issue of work order/supply order. For specific days, work timing will be extended till 2100 hrs.

5. **Availability of Tender Document:** Tender Documents with detail terms & conditions can be downloaded from website i.e., www.apsjodhpur.com or can directly be purchased from school reception.

6. **Validity Period of Offer:** The rates offered in Part II (Financial bid) should be valid for one hundred and Eighty (180) days from the date of opening of Part II (Financial Bid) of the Tender.

7. **Location of the Tender Box:** Guard room, near the main gate of Army Public School Jodhpur.

8. **Manner of depositing the bids:** Sealed bid should be either put in **Tender box** or sent by registered post at the school address. (No responsibility will be taken by school Management cell for postal delay/non delivery/no receipt of Bid document).

9. **Place of opening Bids**: Conference Room, Army Public School Jodhpur.

10. **Receipt and opening of Tenders:** The Technical bid along with EMD should reach this office on or before **19 Dec 2024 (1100 hr)**. The Technical Bid will be opened on the same day at **1115 hr AM**.

11. **Two Bid System**: The tender will be two bid systems. The Technical Bid will be opened on the time and date mentioned above. **Financial Bid will be opened on 21 Dec 2024 ie after two days of opening of Technical Bids.** Commercial Bids of only those firms will be opened whose technical bids are found compliant/suitable after Technical evaluation is done by the Buyer.

Note: -

- The required EMD as stated above in the form of DD/BG from any scheduled bank must be enclosed with the technical bid failing which the offer will be treated as non-responsive.
- Principal, Army Public School Jodhpur reserves the right to accept or reject any or all the tenders wholly or partially without assigning any reasons thereof.
- The Principal Army Public School, Jodhpur reserves the right to relax any terms & conditions in the interest of the ARMY PUBLIC SCHOOL, Jodhpur, after due consonance of APS Management cell.

INSTRUCTIONS TO BIDDERS

12.0 **Scope of Work.**

12.1 **Renovation of Chemistry Lab No 2. - As per Annexure G attached.**

13.0 **Who can apply:**

13.1 If the bidder is a proprietary firm, the application shall be signed by the proprietor with his full name in a typed format and the full name of his firm with its current address, Contact details etc.

13.2 If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full names duly typed and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.

13.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The bidder should also furnish a certified copy of the Memorandum and Articles of Association duly attested by a Public Notary.

13.4 **Joint Venture/ Consortiums are not accepted.**

14.0 **Sealing and Marking of Bids**

14.1 Technical Bid shall be submitted along with EMD.

14.2 The bidder shall place the two separate sealed envelopes marked "**Technical Bid**" and "**Earnest Money Deposit**" in one outer envelope. The inner envelopes will have marking as follows: -

(a) Technical Bid.

(b) Earnest Money Deposit(EMD).

14.3 The sealed outer envelope containing the technical bid and EMD shall be addressed to the **PRINCIPAL ARMY PUBLIC SCHOOL, JODHPUR**.

14.4 The sealed tender shall bear the name and identification number of the Tender on the cover of the Envelope(s).

14.5 In addition to the identification required as above, **each** of the envelopes shall indicate the name and address of the bidder to enable the bid to be **returned unopened** in case it is **declared late** or is **declared non- responsive**.

15.1 **Bid Submission:**

15.2 The envelope named **"Technical Bid"** shall comprise of all documents as per **Clause-16 and must be Physical submission**

15.3 The **"Financial Bid"** must be physical submission.

15.4 Each page of the Technical Bid, Tender Document must be sealed and signed by the authorized signatory of the bidder.

15.5 Duly signed tender document along with all corrigenda, addendum issued, if any, should also be sealed as part of technical bid.

15.6 Conditions other than those laid down in the Tender document will not be entertained.

16.0 **Eligibility Criteria for Technical Bid:** All eligibility documents with EMD must also be submitted in hard copy as per the date and time mentioned above. **The formats/Annexure for the documents to be submitted, with Technical bids are placed at** Section –I (Annexure– A, A1, A2 to Annexure – M):

16.1	Letter of Transmittal	Annexure - A
	Declaration by Bidder	Annexure - A1
	Compliance to Bid Requirement	Annexure - A2
	A declaration by the manufacturer/Bidder.	Annexure - A3
16.2	Organizational Structure:- Legal status of the company/ organisation with legal proof along with certified copies.	Annexure - B
16.3	Income Tax Registration (PAN No) of the Company.	Annexure – C
	GST Registration	Annexture - D
16.4	That the bidder/organization has not been blacklisted/debarred by any of the government/ public sector agencies in India. A declaration of fair business practice by the Bidder.	Annexure - E
16.5	The intending bidder must submit compliance report of the each item of the bid.	Annexure F
16.6	The bidder must submit the technical specification of the quoted items.	Annexure G
16.7	Form of performance Guarantee/Bank Guarantee Bond	Annexure H
16.8	Certificate by Vendor that all items being utilized in the Renovation/Construction will be purchased from authorized dealership /distributor.	Annexure J
16.9	Turnover Certificate of last 3 years. The annual turnover value of the firm must exceed 2.5 times of the project value in a financial year. **(Certificate to be enclosed with CA seal and signature)**	Annexure K

16.10	The project will be considered for the L1 Vendor on the total cost including GST & other expenditures if any	Price to be quoted as per Financial bid format.
16.11	(a) All electrical/electronic equipment/items to have a minimum period of one year of warranty. Manufacturer warranty will be provided to Army Public School, Jodhpur. All original invoices for warranty will also be provided. Warranty applicable as per Para 30.1 below. (On letter head of bidder)	Annexure L
	(b) A period of one year will be treated as warranty for all works being carried out to include painting, pasting, ceiling, flooring, furniture & wiring etc. Performance Guarantee of 10% of total value of the project will be kept with school for a period of one year and will be released to the vendor after one year from date of completion. (On letter head of bidder)	Annexure M

17.0 **Opening of Technical Bids & Evaluation:-** The details submitted by the bidders will be evaluated in the following manner:

17.1 The "initial eligibility criteria" prescribed in Para 16.1 to 16.9 above in respect of experience in similar class of works completed, financial turnover, profitability and valid registrations, etc. will first be scrutinized.

17.2 Even though any bidder may satisfy the above requirements, he/she would be **liable to disqualification** if he/she has:-

- Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.

- Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

18.0 **Opening of Financial Bid and Evaluation**. After the Technical evaluation of the bids, the School will open the 'Financial Bids' of all the bidders who have qualified in the Technical Eligibility Criteria as per Clause 16, at notified time, date and place, if any. The **lowest financial bidder** shall only be considered for award of work.

19.0 Earnest Money Deposit:

19.1 The Earnest Money Deposit (EMD) must be attached (see Clause 3). The Earnest money shall be accepted in the following forms and shall be in favour of **"PRINCIPAL ARMY PUBLIC SCHOOL, JODHPUR"**.

19.2 Tenders with **no earnest money deposit** will **summarily** be rejected. In case of successful bidder of the financial bids, the earnest money will be returned after obtaining the required **10% Performance Security** in the form of FDR/BG should be valid for a period of one year along with the agreement on non-judiciary stamp paper on Rs 500/-.. However, the successful bidder shall be required to enter into an agreement with the School for providing the **Comprehensive Irrecoverable Warrantee** of one year.

19.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

20.0 **Financial Bid:**

20.1 The bidder shall quote unit item rates in INR only, both in words and figures in the Financial Bid only. In case of difference between the rates of items written in figures and in words, the **rates of items written in words shall be taken as correct**. No changes in unit rates shall be allowed. The rates quoted in schedule of quantity (Financial Bid) are for finished and completed items and no extra amount for cartage or transporting material, labour etc. shall be paid. The rates should be inclusive of all loads and lifts for all materials for the completed items and also **include all taxes, insurance, royalties etc**. as applicable. Supplier has to quote the price inclusive of all charges i.e. freight, insurance, packing, handling, assembling, installation, commissioning upto the School or as given in the work order.

21.0 **General:**

21.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a "Nil" or "No Such Case" entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as "not applicable". The bidders are cautioned that incomplete information called for in the tender document or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.

21.2 The bid document should be legibly written and serially numbered with proper tagging and binding. The bidder should **sign on each** page of the bid.

21.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. Bid should be submitted as a **package with signed letter of transmittal**.

21.4 References, information and certificates from the respective clients certifying Army Public School, Jodhpur, the ability technical knowledge or capability of the bidder should be signed by officer of the client organisation with name & designation.

21.5 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for specifically by the School.

21.6 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in ARMY PUBLIC SCHOOL, Jodhpur **which may also result in forfeiture of EMD/performance security.**

21.7 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract **/ award of work** that will be in force from time to time shall be recovered / deducted from the released payment amount.

21.8 Sales Tax, purchase Tax, turnover tax or any other tax on material applicable on the date of submission of bid in respect of this contract shall be payable by the contractor and School will not entertain any claim whatsoever in respect of the same.

21.9 On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from ARMY PUBLIC SCHOOL, Jodhpur shall be communicated in writing to the Principal.

21.10 The contractor shall furnish a list of ARMY PUBLIC SCHOOL, Jodhpur employees **related to him**, if any in the "Technical Bid".

21.11 If the bidder obtains a contract with ARMY PUBLIC SCHOOL, Jodhpur as a result of wrong tendering or other non-bonafide methods of competitive tendering, the School reserves the **right to terminate the contract without any liability** to the contractor, which may also result to **forfeiture of EMD/performance security**.

21.12 Without prejudice to any of the rights or remedies under this contract if the contractor dies, the ARMY PUBLIC SCHOOL shall have the option of **terminating the contract without compensation to the legal heir** of the contractor.

21.13 Escalation: Increase in rates of material / Labour shall **not be payable** on any account. Price quoted shall be **firm** and **no escalation** will be allowed on any account.

21.14 The successful bidder will have to **sign an agreement** within stipulated time period as mentioned in the letter of intent. The necessary fees, stamp paper, etc. required for completing the agreement have to be **borne by the bidder**.

21.15 The School reserves the **right to vary in quantities** at the time of placement of Purchase Order/signing of contract.

22.1 **Scope of Works**. The Scope of work shall consist, **Renovation of Chemistry Lab No 2** of Army Public School Jodhpur, complete in all respects, and its maintenance during warranty period for items mentioned as per specification given under Section-I.

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22.2 Specification for Work and Quality. The procurement of various materials shall be either from the manufacturers or their main authorised dealers to ensure that no duplicate/spurious makes are used in the works. The entire work shall be **warranted for a period of one year**. Safety and Security of workers/staff, material, equipments, etc. will be the **responsibility of the contractor**. ARMY PUBLIC SCHOOL, Jodhpur will **not** be held responsible on this account.

22.2 ARMY PUBLIC SCHOOL, Jodhpur reserves the right, without being liable for any damages or obligation to inform the bidder, to:

(a) Amend the scope and value of contract to the bidder.

(b) Reject any or all the applications without assigning any reason.

22.3 Any effort on the part of the bidder or his agent to exercise influence or to pressurize ARMY PUBLIC SCHOOL, Jodhpur would result in **rejection of his bid**. **Canvassing** of any kind is **prohibited**.

23.0 **Final Decision Making Authority**. The School Management reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the School to the bidder(s).

24.0 **Summary Rejection of Tender:**

24.1 The tenders not accompanied with Earnest Money Deposit shall be summarily rejected. Similarly, if the bidder proposes any **alternation** in or additions to the prescribed form of tender or **decline** to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be **rejected**.

25.0 **Particular Provisions**

25.1 ARMY PUBLIC SCHOOL reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.

25.2 ARMY PUBLIC SCHOOL has the power to make alteration in, omission from, addition of or substitution for the original specifications, drawings, designs etc.

26.0 **Site Visit**. The bidder is requested to visit the work site and get acquainted with site conditions regarding layout and all other matters, affecting the work before filling in the item rates. Submission of a tender by a bidder, **implies** that they have read these instructions and have made themselves aware of the scope of the work, conditions of contract and School will **not**, therefore, **bear any extra charges** on any account, in case the bidder finds later on to have **misjudged** the site conditions or specification.

27.0 **Amendment of Tender Document:**

27.1 Before the deadline for submission of tender, ARMY PUBLIC SCHOOL, Jodhpur may **modify** the tender document by issuing addenda.

27.2 Any addendum thus issued shall be a part of the tender document and shall be uploaded ON OUR WEBSITE. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

28.0 **Validity of Tender: One Hundred and Eighty (180) days** from the date of opening of Financial Bid of the tender. During this period, no bidder shall be allowed to modify/withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be **forfeited** and no claim shall be entertained on this regard.

29.0 **Performance Guarantee:**

29.1 The successful bidder shall be required to furnish a **Performance Guarantee of 10% of the total tendered value** within the 5 days of issue of **Supply cum work order** of the requisite job. The Performance Guarantee should be valid upto **01 (one) year**. The Performance Guarantee shall be accepted in the FD form and shall be in favour of "PRINCIPAL ARMY PUBLIC SCHOOL, JODHPUR.

29.2 Performance Guarantee will be refunded after completion of the **warranty period**.

29.3 In case of non-submission of Performance Guarantee within specified time, the earnest money will be forfeited and the School may consider to **black list/de-bar** the contractor.

29.4 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the contractor to the School as part of the Performance Guarantee and the Bank is unable to make payment against the said item. The loss caused thereby shall fall on the supplier and the supplier shall forthwith **on demand furnish additional security** to the School to make good the deficit.

30.0 **Warranty**

30.1 The bidder shall provide one-year Warranty (on-site and comprehensive) on all items from the last date of final acceptance by the School and shall be responsible for any defects that develop in the item to include peeling, cracking of paint, broken ceiling, cracks/cut in vinyl flooring, broken glasses etc, fuse blubs/lights, defective fan, wiring and switches. They shall also replace any defective part of the product supplied and other accessories, without any exception and recourse, on free of cost till one year.

30.2 The bidder is responsible for all packing, unpacking, assembly, installation of units. The bidder will test the products and accomplish the adjustments necessary for successful and continuous operation of the products supplied at all installation sites and shall ensure maintenance of the supplied products during the warranty period. All the repairing / replacing of defects items/material shall be done by the bidder **totally free of cost**.

30.3 In case of major defects requiring the defective item to be taken to the Supplier's workshop, it should be **returned within two weeks** duly repaired and an immediate substitute item will be provided by the Supplier for the smooth operation of the System. The to and fro transportation of the item will be **borne** by the **Supplier**.

30.4 Delays in attending the calls and or repairing the defective item beyond time limit specified, without providing the substitute, will attract penalties in accordance with Clause 37.

30.5 If the Supplier fails to repair or replace the defective item, the School will be free to get the same repaired/replaced from the market and its cost will be **adjusted** from the **Supplier's Performance Bank Guarantee**.

31.0 **Training**

31.1 The scope of work envisages that the Bidder shall undertake to train the staff nominated by the School in different aspects of equipment design, functioning, maintenance and repair.

33.0 **Site Preparation**: The site for **Renovation of Chemistry Lab No 2** shall be provided by the School as per the required environmental conditions before the start of work. The Supplier shall provide site plan and other layout plan for the project. The complete job at the School site shall be the responsibility of the Supplier.

34.0 **Responsibility of Completion**: Any fittings or items which may not be specially mentioned in the specifications but which are necessary are to be provided by the Supplier **without any extra charge** for completeness of the work under this Tender.

35.0 **Duration**

35.1 The time given for completing the Project is **30 days** from placing of Supply Order/work order. The firm has to apply in writing with valid reasons for extension of **15 days** which will be approved by **Chairman**, Army Public School, Jodhpur. Thereafter necessary penalties will be levied as under: -

(a) 1% liquidated damages will be deducted up to 10 days.

(b) There after 2% penalties will be levied for every 10 days or part thereof.

36.0 **Payment Terms**

36.1 Payment will be made after completing the requisite work/job and checking and serviceability by **verification board**.

36.2 **No advance payment** will be made under **any circumstances**.

37.0 **Delay and Non-Conformance**

37.1 The time given for completing the Project is 30 days from placing of Supply Order/work order. The firm has to apply in **writing** with valid reasons for extension of 15 days which will be approved by Chairman, APS Jodhpur. Thereafter necessary penalties will be levied as under: -

(a) 1% liquidated damages will be deducted up to 10 days.

(b) Thereafter 2% penalties will be levied for every 10 days or part thereof.

38.0. **Arbitration and Settlement of Disputes:**

38.1 ARMY PUBLIC SCHOOL, JODHPUR and the contractor shall make every effort to resolve **amicably** by direct information negotiation by difference or dispute arising between them under or in connection with the ARMY PUBLIC SCHOOL, Jodhpur order.

38.2 If after thirty (30) days from the commencement of such informal negotiations, ARMY PUBLIC SCHOOL, JODHPUR and the supplier are unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified here under:

38.3 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by **arbitration** in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The sole arbitrator shall be appointed by Principal, ARMY PUBLIC SCHOOL, JODHPUR.

38.4 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by ARMY PUBLIC SCHOOL, JODHPUR to desist from working in this behalf.

38.5 If any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

39.0 **Force Majeure:** For purpose of this Clause, Force Majeure shall mean **fires**, **floods**, **natural disasters** or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise **reasonable diligence** to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Supply Order.

39.1 If a Force Majeure situation arises, the supplier shall promptly notify the ARMY PUBLIC SCHOOL, JODHPUR in writing of such conditions and the cause thereof. Unless otherwise directed by the ARMY PUBLIC SCHOOL, JODHPUR in writing, the Supplier shall continue to perform its obligations under the Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

40.1 **Pre-Bid Meeting**. A pre bid meeting will be held for all interested vendors on **11 Dec 2024** at 1100 hrs at Army Public School, Jodhpur. Pre Bid meeting attendance is **compulsory** for all participating bidders for the said tender.

41.1 Vendors to ensure that construction work will be carried out in accordance with 3D models (copies attached). There will be **no compromise** in the design and specification of construction.

आचार्य / PRINCIPAL
आर्मी पब्लिक स्कूल
Army Public School
जोधपुर / Jodhpur



SECTION – I

INFORMATION REGARDING TECHNICAL ELIGIBILITY
(Annexure A to M)

Annexure - A

LETTER OF TRANSMITTAL

From:

_____

_____

_____

To

_____

_____

_____

1. Sub: Submission of Tender Document for the work of **Renovation of Chemistry Lab No 2."**

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Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information: -

2. I/we hereby certify that all the statement made and information supplied in the enclosed annexure / forms accompanying statement are true and correct.

3. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to carry out "**Renovation of Chemistry Lab No 2."**

4. I/we submit the requisite certified solvency certificate and authorize the ----------to approach Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize the ---------- to approach individuals, employers, firms and corporation to verify our competence and general reputation.

Name & Signature(s) of Bidder(s)
withseal

Annexure – A1

DECLARATION BY THE BIDDER

We_____(Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which is in two parts) in Part-I (Technical Section) and Part-II (Schedule of Quantities/ Financial Section) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting a copy of Bidding Document marked "Original" as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Part-I and Part-II of the Bidding Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Contract Agreement. Further, we shall sign and stamp each page of this Part-I and Part-II as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have indicated prices in Schedule of Quantities and submitted in Price Bid in separately sealed envelope. We confirm that rate quoted by us includes price for all works/activities/supply etc. as mentioned in item description of the items in Schedule of Quantities.

SIGNATURE OF BIDDER :_____

NAME OF BIDDER :_____

COMPANY SEAL :_____

Note: This declaration should be signed by the Bidder's representative who is signing the Bid.

Annexure – A2

COMPLIANCE TO BID REQUIREMENT

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by Army Public School, Jodhpur.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

ARMY PUBLIC SCHOOL
NEAR FOL DEPOT, AJMER ROAD, JODHPUR
CALL FOR TENDER

Sealed tender is hereby invited for **Procurement of Ride on Scrubber Drier (Cleaning Machine)** as per details mentioned in the tender document. Tender document is available for issue in the school office on all working days with effect from **28 Nov 2024 to 18 Dec 2024** between **0900** to **1300 hrs** on cash payment of **Rs 500/- only**. The tender document is also available on the school website www.apsjodhpur.com. The document duly filled in all respect alongwith DD of Rs 500/- in favour of Principal, APS Jodhpur (if downloaded from website) to be delivered in the School Quotation Box placed at Main Gate in a sealed envelope addressed to the Principal, Army Public School Jodhpur latest by **19 Dec 2024 (1100 hrs)**. A pre-bid meeting will be held for all interested vendors at **1100 hrs on 11 Dec 2024** at Army Public School Jodhpur. Technical Bid will be opened on **19 Dec 2024 (1115 hrs)**. Financial Bid will be opened on **21 Dec 2024 (1000)** ie after two days of opening of Technical Bid. For any query, contact 0291-2510559 or 9414005442.

Principal
Army Public School Jodhpur

आचार्य / PRINCIPAL
आर्मी पब्लिक स्कूल
Army Public School
जोधपुर / Jodhpur

Annexure – A3

DECLARATION BY THE BIDDER

We_____(Name of the Bidder) hereby declare that the item for which we have quoted our price in the Financial Bid would not be an item used so far for demo/any other purposes and will be unused (brand new).

SIGNATURE OF BIDDER:_____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Note: This declaration should be signed by the Bidder's representative who is signing the Bid.

Annexure - B

ORGANISATION STRUCTURE

1. Name & Address of the Bidder :

2. Telephone No./FaxNo./e-mail :

3. Legal status of the Bidder (attach copies of original document defining the legal status)

   (a) An Individual
   (b) A Proprietary Firm
   (c) A Firm in Partnership
   (d) A Limited Company or Corporation
   (e) A Public Sector Undertaking

4. Particulars of registration with various Government Bodies (Attach attested Photo Copy) Organization / Place of registration and Registration No.

5. A. PAN No. _____

   B. GST No. _____

6. Names and Titles of Directors & Officers With designation to be concerned with this work. :

7. Name & Designation of individuals authorized to act for the organization (Please attach power of attorney in favor of authorized representative duly signed by authorized signatory) :

8. Has the Bidder ever required to suspended work for a period of more than six months continuously after you commenced the business? If so, give the name of the project and reasons of suspension of work. :

9. Has the Bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :

10. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :

11. Has the Bidder or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. :

12. Any other information considered necessary but not included above:

(Stamp, Name & Signature of Bidder)

Annexure - C



INCOME TAX REGISTRATION (PAN NO) OF THE COMPANY

Annexure - D

GST REGISTRATION

Annexure - E

DECLARATION FOR FAIR BUSINESS BY THE BIDDER

This is to certify that We, M/s_____in submission of this offer confirm that:-

(i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.

(ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

(iii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / StateGovernment.

(iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.

(v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

(vi) We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be fortified and business dealings will be banned.

(vii) We have not been punished / penalized by way of imprisonment in last three years.

(viii) We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.

SEAL, SIGNATURE & NAME OF THEBIDDER

Signing this document

Annexure - F

CHECK LIST FOR SUBMISSION OF BID/COMPLIANCE REPORT

Bidder is requested to fill this check list and ensure that all details/documents have been furnished as called for in the Bidding Document along with duly filled in, signed & stamped checklist **with each copy of the "Un- priced** bid (Part –I)".

Please tick the box and ensure compliance:

1 EMD :

2 Bid Forwarding Letter :

3 Power of Attorney in favor of the person who has signed the bid on stamp paper of appropriate value. :

4 Partnership Deed in case of partnership firm and Article of Association in case of limited company. :

5 Compliance to Bid :

6 Declaration by the bidder :

7 All pages of the bid have been page numbered in sequential manner. :

8 Annexure(s) – A to E :

9 Valid, PAN, GST :

SIGNATURE OF BIDDER :_____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Annexure G

SECTION III

SCOPE OF WORK : RENOVATION OF CHEMISTRY LAB NO 2

S.NO.	ITEM DESCRIPTION	AUTH UNIT	QTY	Compliance (To be filled by the Vendor)
	False ceiling :			
1	(40'x28') P/F Gypsum false ceiling made out of 12 to 12.5mm thick standard gypsum board or equivalent at all height G.I. channel or frame work as per design and pattern, to be laid in true horizontal and vertical level bottom to bottom distance 3 feet, cross patti on every 2 feet, every support between 2 feet with other raw material like fastener size – 6mm, screw size – 25 mm, channel 24 gauge, connecting clips and socket clip in channel.brand :saint gobin /india gypsum or equivalent any.	Job	1 Job	
	Flooring :			
2	(40'x28')vinyl flooring, P/F vinyl flooring 4.5mm thickness. The flooring should be 100% Washable and stain resistant. The flooring should be commercial grade and total weight of flooring should be 3.3kg/m2. Acoustical sound impact should be of 18dB.	Job	1 Job	
	5 Window replacement : (6'x 5'5",3'6"X 4.6")			
3	gray aluminium sliding with fixed glass. In aluminiun system window we will provide you the system : Jindal or equivalent any 27mm deluxe sliding series, (5mm toughen glass), track size: sliding 3 track frame 80mmx45mm , shutter frame size 27mmx65mm, mesh ss finish , concealed handles (ette, hivic, c mech or equivalent any)	SQFT	146	
	2 Fixed glass for ventalation : (8'x1'6")			
4	In aluminiun system window we will provide you the system : Jindal or equivalent any 40mm casement series, (5mm toughen glass), fixed frame 40mmx40mm , (Jindal ette, hivic, c mech - similar or equivalent any) , all the required hardware also included.	SQFT	24	
	Lights :			
5	(40'x28') (Round panel light, Natural white) Cob &panels-neptune ,lotus,gold medal or equivalet any. Wires –polycab or havells or equilent . Switches as per requirement ,5 AMP SWITCHES –7-8 , 15 AMP SWITCHES – 5 ,5 AMP SOCKET – 7-8,15 AMP SOCKET – 2,AC SWITCH – 1	SQFT	1120	
6	Wiring for 250 volts single phase and neutral 1X6 amps switched socket outlet (Primary Point) with 3X1.5 sq.mm PVC insulated copper conductor 1100 volts grade stranded flexible FRLS wires in concealed or surface mounted 25 mm dia PVC conduit and earthing the third pin of each socket outlet complete as per specification and as required.all kind of wiring will include in it.,existing unwanted wires would be remove,lan wiring will shift according to layout.			

PUBLIC SCHOOL, JODHPUR ARMY PUBLIC SCHOOL आर्मी पब्लिक स्कूल

7	**Wallpaper** : Large-Scale 50 to 60 micron thick 3D wallpaper	SQFT	476	
8	Window customize **vinyl blinds** The Blind system consist of a coated aluminium tube of 38 mm diameter with provision of fabric clamping. The Fabric is rolled up and down through a chain drive system with built in drive gear and an over run brake system. The side brackets are universal type suitable both for wall and ceiling mounting. The bottom end of the fabric is rolled over an oval shape aluminium tube with provision to lock the fabric.	SQFT	224	
	Paint :			
9	Burger paint or equivalent : Suppying and applying 2 coat of putty ,one coat primer, and painted with 2 coat of plastic emulsion paint after cleaning the surface .	Job	1 Job	
10	Exahust Fan : Havells Ventil Air Dx 150 Mm Exhaust Fan or equivalent.	PER PCS	4	
11	Fan : Fan, STEALTH AIR ES 3 Blade Ceiling Fan 1200 mm sweep (Elegant White) Havells /usha/bajaj or equivalent any.	PER PCS	8	
	Furniture :			
12	Teacher's working Table Providing and fixing tables made out of 19mm thick marine plywood of approved make finished with 1 mm thick laminate of approved colour with & pattern in all visible areas. The inner sides are with 0.8 mm thick laminate. And the table top will be in LAMINATE finish and provide 12mm thick glass on top .48"x24"x30" , side table for teacher same finish as main table size to be18"x36"x 30"	PER PCS	1	
13	Chairs :Raxine seat and back are upholstered hydraulic pump 1 year warranty adjustable according comfort.Frame Material: Glass Filled Nylon Structure with Breathable Mesh | Size: High Back | Swivel: 360º swivel | Mechanism: Synchro Multi-Tilt Lock Mechanism| Gas-lift : Class 4 | Base: Heavy Duty Metal Base | Castors:50mm Dual Caster Wheels | 2D Adjustable Armrest | 2D Adjustable Lumbar Support | 2D Adjustable Headrest | Maximum Weight Capacity: Upto 125Kgs | Height Suitability: 5ft to 5ft.10" | Color: Black ,Material Mesh,Product Dimensions 50D x 65W x 115H Centimeters,Size High Back,Back Style Solid Back Special Feature Ergonomic, Adjustable Lumbar, Adjustable Height, Arm Rest, Swivel, Adjustable Backrest, Rolling, Seat Lock, Cushion AvailabilityErgonomic, Adjustable Lumbar, Adjustable Height, Arm Rest, Swivel, Adjustable Backrest, Rolling, Seat Lock, Cushion Availability,Product Care Instructions Dry Clean Net Quantity 1 Count,Seat Material Type Memory Foam.in minimum range 20,000	PER PCS	2	

14	Round stools: provide highted stool with iron leg and wooden top with polish.	PER PCS	40	
15	Drawers under table : with 19 mm thickness waterproof plywood finished with 1 mm laminate . As per drawing provided.	PER PCS	9	
16	Provide malamine polishing and repairing as required on existing rack.	PER PCS	9	
17	**Basin foucet** :Material: Virgin Brass. Finish: Chrome.Basin Mounted Pattern. Mirror Finish look technology, is highly reflective for a mirror-like look and keep it a life long bright.High Durable and Easy To Clean.as per selection by lab incharge .	PER PCS	9	
18	Door: renovation of door with 2 acp scheet	PER PCS	2	
19	**Tile work** : Providing and fixing 3' ht 1st quality ceramic glazed wall (thickness to be specified by the manufacture) of approved make in selected colour, shades with replastering on all walls including store and teacher's room and all side of tables.	Job	1 Job	
20	dismential work of stone tile for 9 table (8'x4'x3') and wall.Gas pipe line and other instrument if remove by contractor (if required)reinstallation will include in it	Job	1 Job	

Principal

प्राचार्य / PRINCIPAL
आर्मी पब्लिक स्कूल
Army Public School
जोधपुर / Jodhpur

To be filled by the Firm before Delivery

Name & address of the firm : _____

GST No (Compulsory) : _____

Name of the Firm's owner/Rep : _____

Signature of the firm's owner/rep with seal : _____

Telephone & Mobile No : _____

E-mail address of the Firm : _____

Annexure – H

FORM OF PERFORMANCE GUARANTEE BANK GUARANTEE BOND

1. In consideration of the ARMY PUBLIC SCHOOL, JODHPUR having offered to accept the terms and conditions of the proposed agreement between _____ and _____(hereinafter called "the said Contractor(s)") for the work _____(here in after called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs._____(Rupees _____ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, _____(indicate the name of the Bank) _____(here in after referred as "the Bank") hereby undertake to pay to the ARMY PUBLIC SCHOOL, JODHPUR an amount not exceeding Rs. _____ (Rupees _____only) on demand by the ARMY PUBLIC SCHOOL, JODHPUR.

2. We, _____(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the ARMY PUBLIC SCHOOL, JODHPUR stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____only).

3. We, the said bank further undertake to pay the ARMY PUBLIC SCHOOL, JODHPUR any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any Army Public School or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We, _____(indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the ARMY PUBLIC SCHOOL, JODHPUR under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-Charge on behalf of the ARMY PUBLIC SCHOOL, JODHPUR certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We, _____(indicate the name of the Bank) further agree with the ARMY PUBLIC SCHOOL, JODHPUR that the ARMY PUBLIC SCHOOL, JODHPUR shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the ARMY PUBLIC SCHOOL, JODHPUR against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the ARMY PUBLIC SCHOOL, JODHPUR or any indulgence by the ARMY PUBLIC SCHOOL, JODHPUR to the said Contractor(s) or by any such matter or thing whatsoever which under the lawrelating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. We, _____(indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the ARMY PUBLIC SCHOOL, JODHPUR in writing.

8. This guarantee shall be valid upto_____unless extended on demand by the ARMY PUBLIC SCHOOL, JODHPUR. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs._____ (Rupees _____only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall standdischarged.

Dated the_____ day of_____ for _____ (indicate the name of the Bank)

Annexure – J

CERTIFICATE OF PURCHASE FROM AUTHORIZED DEALERSHIP/DISTRIBUTOR

Certified that all items being utilized in the Renovation/construction will be purchased from authorized dealership/distributor.

SIGNATURE OF BIDDER :_____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Annexure – K

TURNOVER CERTIFICATE

1. We have verified the books of accounts of _____ to certify that the total annual turnover of _____ for the three financial years as stated below is true and found correct as per details provided by the organization.

Name of organization	Financial Year 2021-22	Financial Year 2022-23	Financial Year 2023-24
Total Turnover			

2. This certificate has been provided at the request of the firm for the purpose of submission for tender requirement on confidential basis. This certificate is not to be reproduced or used for any other purpose without our prior written consent, other than for the purpose stated above.

SIGNATURE OF CA :_____

NAME OF CA : _____

CA SEAL : _____

Annexure – L

WARRANTY

Certified that all electrical/electronic equipment/items will have one year Warranty (on-site and comprehensive) from the last date of final acceptance by the School and I shall be responsible for any defects that develop in the item to include peeling, cracking of paint, broken ceiling, cracks/cut in vinyl flooring, broken glasses etc, fuse blubs/lights, defective fan, wiring and switches. I shall also replace any defective part of the product supplied and other accessories, without any exception and recourse, on free of cost till one year.

SIGNATURE OF BIDDER :_____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Annexure – M

WARRANTY

Certified that a period of one year warranty will be given for all works being carried out to include painting, pasting, ceiling, flooring, furniture & wiring etc. It is also certified that I shall kept Performance Guarantee of 10% of total value of the project with school for a period of one year and the same be released to me after one year from the date of completion.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

SECTION IV

FINANCIAL BID : RENOIVATION OF CHEMISTRY LAB NO 2

S.NO.	ITEM DESCRIPTION	UNIT	QTY	Cost per sqft/pc/job	TOTAL AMOUNT
	False ceiling :				
1	(40'x28') P/F Gypsum false ceiling made out of 12 to 12.5mm thick standard gypsum board or equivalent at all height G.I. channel or frame work as per design and pattern, to be laid in true horizontal and vertical level bottom to bottom distance 3 feet, cross patti on every 2 feet, every support between 2 feet with other raw material like fastener size – 6mm, screw size – 25 mm, channel 24 gauge, connecting clips and socket clip in channel.brand :saint gobin /india gypsum or equivalent any.	Job	1		
	Flooring :				
2	(40'x28')vinyl flooring, P/F vinyl flooring 4.5mm thickness. The flooring should be 100% Washable and stain resistant. The flooring should be commercial grade and total weight of flooring should be 3.3kg/m2. Acoustical sound impact should be of 18dB.	Job	1		
	5 Window replacement : (6'x 5'5",3'6"X 4.6")				
3	gray aluminium sliding with fixed glass. In aluminiun system window we will provide you the system : Jindal or equivalent any 27mm deluxe sliding series, (5mm toughen glass), track size: sliding 3 track frame 80mmx45mm , shutter frame size 27mmx65mm, mesh ss finish , concealed handles (ette, hivic, c mech or equivalent any)	SQFT	146		
	2 Fixed glass for ventalation : (8'x1'6")				
4	In aluminiun system window we will provide you the system : Jindal or equivalent any 40mm casement series, (5mm toughen glass), fixed frame 40mmx40mm , (Jindal ette, hivic, c mech - similar or equivalent any) , all the required hardware also included.	SQFT	24		
	Lights :				
5	(40'x28') (Round panel light, Natural white) Cob &panels-neptune ,lotus,gold medal or equivalet any. Wires –polycab or havells or equilent . Switches as per requirement ,5 AMP SWITCHES –7-8 , 15 AMP SWITCHES – 5 ,5 AMP SOCKET – 7-8,15 AMP SOCKET – 2,AC SWITCH – 1	SQFT	1120		

6	Wiring for 250 volts single phase and neutral 1X6 amps switched socket outlet (Primary Point) with 3X1.5 sq.mm PVC insulated copper conductor 1100 volts grade stranded flexible FRLS wires in concealed or surface mounted 25 mm dia PVC conduit and earthing the third pin of each socket outlet complete as per specification and as required.all kind of wiring will include in it.,existing unwanted wires would be remove,lan wiring will shift according to layout.				
7	**Wallpaper** : Large-Scale 50 to 60 micron thick 3D wallpaper	SQFT	476		
8	Window customize **vinyl blinds** The Blind system consist of a coated aluminium tube of 38 mm diameter with provision of fabric clamping. The Fabric is rolled up and down through a chain drive system with built in drive gear and an over run brake system. The side brackets are universal type suitable both for wall and ceiling mounting. The bottom end of the fabric is rolled over an oval shape aluminium tube with provision to lock the fabric.	SQFT	224		
	Paint :				
9	Burger paint or equivalent : Suppying and applying 2 coat of putty ,one coat primer, and painted with 2 coat of plastic emulsion paint after cleaning the surface .	Job	1		
10	Exahust Fan : Havells Ventil Air Dx 150 Mm Exhaust Fan or equivalent.	PER PCS	4		
11	Fan : Fan, STEALTH AIR ES 3 Blade Ceiling Fan 1200 mm sweep (Elegant White) Havells /usha/bajaj or equivalent any.	PER PCS	8		
	Furniture :				
12	Teacher's working Table Providing and fixing tables made out of 19mm thick marine plywood of approved make finished with 1 mm thick laminate of approved colour with & pattern in all visible areas. The inner sides are with 0.8 mm thick laminate. And the table top will be in LAMINATE finish and provide 12mm thick glass on top .48"x24"x30" , side table for teacher same finish as main table size to be18"x36"x 30"	PER PCS	1		
13	Chairs :Raxine seat and back are upholstered hydraulic pump 1 year warranty adjustable according comfort.Frame Material: Glass Filled Nylon Structure with Breathable Mesh | Size: High Back | Swivel: 360º swivel | Mechanism: Synchro Multi-Tilt Lock Mechanism| Gas-lift : Class 4 | Base: Heavy Duty Metal Base | Castors:50mm Dual Caster Wheels | 2D Adjustable Armrest | 2D Adjustable Lumbar Support | 2D Adjustable Headrest | Maximum Weight Capacity: Upto 125Kgs | Height Suitability: 5ft to 5ft.10" | Color: Black ,Material Mesh,Product Dimensions 50D x 65W x 115H Centimeters,Size High Back,Back Style Solid Back Special Feature Ergonomic, Adjustable Lumbar, Adjustable Height, Arm Rest, Swivel, Adjustable Backrest, Rolling, Seat Lock, Cushion AvailabilityErgonomic, Adjustable Lumbar, Adjustable Height, Arm Rest, Swivel, Adjustable Backrest, Rolling, Seat Lock, Cushion Availability,Product Care Instructions Dry Clean Net Quantity 1 Count,Seat Material Type Memory Foam.in minimum range 20,000	PER PCS	2		

ARMY PUBLIC SCHOOL JODHPUR
आर्मी पब्लिक स्कूल, जोधपुर

14	Round stools: provide highted stool with iron leg and wooden top with polish.	PER PCS	40		
15	Drawers under table : with 19 mm thickness waterproof plywood finished with 1 mm laminate . As per drawing provided.	PER PCS	9		
16	Provide malamine polishing and repairing as required on existing racks.	PER PCS	9		
17	**Basin foucet** :Material: Virgin Brass. Finish: Chrome.Basin Mounted Pattern. Mirror Finish look technology, is highly reflective for a mirror-like look and keep it a life long bright.High Durable and Easy To Clean.as per selection by lab incharge .	PER PCS	9		
18	Door: renovation of door with 2 acp scheet	PER PCS	2		
19	**Tile work** : Providing and fixing 3' ht 1st quality ceramic glazed wall (thickness to be specified by the manufacture) of approved make in selected colour, shades with replastering on all walls including store and teacher's room and all side of tables.	Job	1		
20	dismential work of stone tile for 9 table (8'x4'x3') and wall.Gas pipe line and other instrument if remove by contractor (if required)reinstallation will include in it	Job	1		
	Amount				
	Add: GST (@18%of amount)				
	Total Amount				

ARMY PUBLIC SCHOOL JODHPUR
आर्मी पब्लिक स्कूल जोधपुर

Principal
PRINCIPAL
APS Jodhpur
आर्मी पब्लिक स्कूल
Army Public Schoo
जोधपुर / Jodhpur

To be filled by the Firm before Delivery

Name & address of the firm : _____

GST No (Compulsory) : _____

Name of the Firm's owner/Rep : _____

Signature of the firm's owner/rep with seal : _____

Telephone & Mobile No : _____

E-mail address of the Firm : _____