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Army Public School Barrackpore
North Gate
Barrackpore Cantonment
24 Parganas (North)
Kolkata: 700120

APS/Tuck Shop/2024

27 Dec 2024

CALL FOR QUOTATION FOR OPERATING TUCK SHOP FOR SALE OF BOOKS, STATIONERY, AND SCHOOL DRESS AT ARMY PUBLIC SCHOOL, BARRACKPORE

1. Army Public School, Barrackpore invites sealed quotations from reputed and experienced vendors/companies for the operation of a tuck shop on the school premises. The tuck shop will cater to the needs of students, staff, and other stakeholders by providing books, stationery, and school uniforms.

2. **Scope of Work:**

(a) **Products and Services:** Sell textbooks, reference books, notebooks, stationery, and other essential school supplies. Provide school uniforms and accessories as per prescribed specifications.

(b) **Maintenance and Compliance:** Maintain the tuck shop premises in a clean and hygienic condition. Ensure all items sold are of requisite quality and priced below the local market rates.

(c) **Rate List and Display:** Include a comprehensive rate list with quotations, distinguishing mandatory and desirable items (to be attached separately by bidders). Obtain approval for the rate list from the school authority and display it prominently inside and outside the shop.

3. **Eligibility Criteria:** To be eligible for this contract, the vendor must meet the following criteria:

(a) A minimum of three years of experience in operating similar tuck shops or providing school-related products.

(b) Valid business licenses and permits as per local regulations.

(c) A reliable supply chain ensuring timely delivery of books, stationery, and uniforms.

(d) Adequate trained staff to manage the tuck shop efficiently.

(e) Submission of at least two references from educational institutions where similar services were provided.

4. **Submission of Quotations:** Interested vendors must submit their sealed quotations by **06 Jan 2025 at 0900 hrs** to the following address: The Principal, Army Public School, Barrackpore, North Gate, Barrackpore Cantonment, Kolkata 700120

5. **Opening of Quotations:** the quotations will be opened on **06 Jan 2025 at 1100 hrs**. The bidder may remain present at the time of opening of tender.

6. **The quotation should include:**

- (a) A detailed list of products with proposed pricing for each category.
- (b) The rate of discount offered to parents on books, stationery and other items.
- (c) The annual rent and allied fees payable to the school for operating the tuck shop.
- (d) The terms and conditions of service.
- (e) Details of the vendor's experience and qualifications.
- (f) Copies of legal documents, including business licenses, PAN, GST Certificate.

7. **Terms and Conditions**

- (a) The contract duration will be for one year from the date of award, with the option for renewal based on performance and mutual agreement.
- (b) The successful vendor will be responsible for all costs related to the operation of the tuck shop, including rent, utilities, and staff salaries.
- (c) The vendor must ensure that the shop remains open during the school's working hours (Monday to Saturday, [0730 hrs to 1500 hrs]).
- (d) The school reserves the right to inspect the tuck shop premises and records at any time to ensure compliance with the terms of the agreement.
- (e) The vendor shall adhere to all school rules and regulations, including maintaining proper conduct and respecting the school's decorum.
- (f) The vendor shall be solely responsible for the collection of payments for any items sold. The school will not be liable for any unpaid debts or credit transactions associated with the vendor's sales. The vendor must ensure that all payment methods, including UPI, cash, and POS transactions, are made available for the convenience of students, parents, and staff.

8. **Legal Terms**

- (a) The contract will be governed by the laws of India.
- (b) The vendor shall indemnify and hold the school harmless against any claims, damages, or losses arising from the operation of the tuck shop.
- (c) The school reserves the right to terminate the contract with immediate effect in the event of any breach of the terms and conditions or failure to meet the agreed-upon standards.
- (d) In case of any dispute, the matter will be referred to arbitration, and the decision of the appointed arbitrator shall be binding on both parties.

9. We look forward to receiving your quotations. The school reserves the right to accept or reject any quotation without providing any explanation. Only the selected vendor will be contacted for further negotiations and agreement. For any queries or additional information, please contact the School Office during working hours.




Presiding Officer