

**EXPRESSION OF INTEREST (EOI) FOR HIRING OF VENDOR FOR SELLING OF
AWES BOOKS FOR ACADEMIC SESSION 2025-26 AT ARMY PUBLIC SCHOOL,
MATHURA CANTT (UP)**

1. Army Public School Mathura Cantt invites Expression of Interest (EOI) from established vendors/firms for selection of vendor/firm for selling of AWES Books for Academic Session 2025-26 at New RATC Lines, Mathura Cantt. For complete details and format of EOI, please log on to school website of Army Public School Mathura Cantt www.apsmathuracantt.edu.in
2. Date of commencement of issue of (EOI) : 05 Mar 2025
3. Last date of submission of EOI : 11 Mar 2025
4. Opening of EOI : 12 Mar 2025
5. All conditions and parameters will be evaluated with reference to the firms submitting EOI. The school reserves the right to reject any/all applications without assigning any reason whatsoever. No brokers/intermediaries shall be entertained.
6. For further enquiry please contact 9457469176 and 0565-2972785.

Principal
APS, Mathura Cantt

(Letter to the School on Supplier's Letterhead)

To,

The Principal,
APS Mathura,
RATC Lines,
Mathura Cantt (UP)

Sir / Madam,

**REF : YOUR EOI FOR HIRING OF VENDOR FOR SELLING OF AWES BOOKS FOR
ACADEMIC SESSION 2025-26 AT APS, MATHURA CANTT**

1. With ref to the above EOI, having examined and understood the instructions, terms and conditions forming part of the EOI, we hereby enclose our offer for empanelment and subsequent supply of books.
2. We confirm that we have not been disqualified by any PSU/Govt Organization for the same.
3. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the EOI.
4. We also confirm that the offer shall remain valid for a period of one Year i.e. 01 Apr 2025 to 31 Mar 2026 and also that the price finalized will remain valid for the entire academic session i.e. 01 Apr 2025 to 31 Mar 2026.
5. We understand that the School is not bound to accept the offer either in part or full and that the School has the right to reject the offer in full or in part without assigning any reason whatsoever.

Yours faithfully,

(Authorized Signatory)
Name & Designation, Seal of Firm

Date :

Time:

SUPPLIER'S PROFILE

1. Name of the Org/Company and Address
2. Year of establishment
3. Whether registered with Registrar of Companies/Firms. If so, mention number date and enclose copy of registration certificate
4. Name of Director / partner / proprietor
5. Name and address of Bankers
6. Turnover of the company (2022-23,2023-24 & 2024-25)
7. Whether registered for GST. Mention GST No.
8. Whether registered for IT. Mention PAN No.
9. Is the company a dealer / distributor
10. Since how long has the company been dealing in supplying of books
11. If you have provided similar services in other Govt offices/PSU. Please give details
12. Furnish names of important organizations where you have supplied in last three years.
13. **Certificate.** Certified that the above information is true. We have no objections to enquiries being made about our credentials.

Place :

Signature

Date :

Name and designation seal of firm / company

TERMS & CONDITIONS FOR SELLING OF BOOKS

1. As per the guidelines of the AWES, school is required to select/nominate **Only One School Channel Partner**. The method to be adopted for selecting / nominating the school channel partner will be decided by the SAMC.

2. It is recommended to ensure that schools are not burdened with the accounting, inventory management and distribution of the selected books to students. In this option the schools have the option of selecting a **School Channel Partner** who would undertake all the tasks mentioned above. However, it is emphasized here that the School's Channel Partner would be required to discharge all these functions without any additional cost to the parents/ students or the school. The procedure which is required to be followed by all schools and selected publishers is given below :-

(a) Each school is required to select/ nominate **ONLY ONE SCHOOL CHANNEL PARTNER**. The method to be adopted for selecting/nominating the school channel partner will be **decided by the SAMC**. The school will not be involved in the accounting and selling of books.

(b) Once the channel partner has been decided by the school, all the publishers and the publishers' channel partners will be informed of the details of the chosen channel partner by email.

(c) This chosen school channel partner will be responsible for the following :-

(i) Collate the demand of text books from the school.

(ii) Forward this demand to the channel partner selected by the publishers.

(iii) Receive, Store and account for these books once they are received from the publishers' channel partners.

(iv) Sell these books at the specially discounted prices to the students for Army Public Schools.

(v) Collect the proceeds of the sale, consolidate it and send the amount to the Publishers' channel partner within 45 days of the receipt of consignment at his end.

(vi) Bills will be prepared by the School Channel Partner as the requirement of the school/parents.

3. The publishers in turn will nominate their own Publishers' Channel Partner who will be responsible for the following:-

(a) They will receive the demand of text books from the School Channel Partner.

- (b) They will collate the demands from all schools and forward the consolidated demand to the publishers.
- (c) The publishers will then supply the books as per the consolidated demand to the Publishers Channel Partner.
- (d) The publishers Channel Partner will supply the books to the school Channel Partner.
- (e) The Publishers' Channel Partner will receive the proceed of the sales from the respective School Channel Partner. He will then submit the proceeds to the publishers.
- (f) The Publishers' Channel Partners will deal with only the channel partner chosen by the school.
- (g) **The Publishers' Channel Partner would not charge any extra amount on account of its functions. The books will be sold at the specially discounted prices.**

4. **Other Terms and Conditions**

- (a) You will deposit Rs 50000/-(Rupees fifty thousand only) as security amount and the same will be refunded in the end of academic session.
- (b) Sole responsibility for supply books and stationery to the students will be yours.
- (c) School will not responsible for unsold books
- (d) Students will not be bounded by the school to purchase books and stationery only from your agency.
- (e) The procurement of School Books is being done for the Academic Year 2025-26 only. Your agreement will automatically cease in the end of the academic session ie 31 Mar 2026.
- (f) If you fail in supply the books to the students, your security deposit will be ceased by the school.
- (g) **Selection of vendor will be only on the basis of highest discount rate preferable to the student on stationery items, notes books and registers etc.**

- (h) EMD submitted by the bidder shall be forfeited, if the bidder :-
- (i) Withdraws or modify or impairs or derogates from the bid in any respect within the period of validity of its bid.
 - (ii) It comes to notice that the information / documents furnished in its bid is false, misleading or forged.
 - (iii) EMD amount only be refunded after completion of the agreement.
- (j) The interested bidder should be an authorized dealer distributor or supplier of Books and Note Books.
- (k) The Successful bidder has to fulfill the demand of books within 15 days from the date of order received.
- (l) The department reserves the right to increase/decrease the ordered quantity up to 25% at any time, till final delivery date (or the extended delivery date of the contract), by giving prior intimation though mail or letter. The quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period).
- (m) If the bidder is delaying the delivery by 1 day or more from the date of delivery he will be liable, to pay the penalty of 5% of the total contract per week.
- (n) An amount of Rs. 50000/- (Rupees fifty thousand only) shall be submitted by the vendors through a demand draft in favour of Army Public School, Mathura Cantt. EMD submitted by the bidder shall be forfeited, if the bidder withdraws or modify or impairs or delegates from the bid in any respect.
- (o) **Delivery Period:-**
- (i) The successful bidder has to supply the books strictly as per specification / Sample within 30 days from date of issue of supply order.
 - (ii) This Delivery Period/Time shall be deemed to be essence of the Contract and delivery must be completed as per the requirement.
 - (iii) If the successful bidder fails to execute the supply of ordered books, registers and other stationery material in stipulated time as prescribed in the tender notice; the penalty of 0.5% per week of the price of the delayed material will be imposed.
 - (iv) **If delay in supply more than 10 days the tender order is liable to be cancelled and blacklisting procedure will be initiated.**

- (v) The post-delivery testing of School books and stationery items will be done. Based on recommendation(s) of testing result, if the sample(s) does not meet(s) the requirement of tender specification with respect of the test carried out by testing agency, payment will not be released and EMD / Security Deposit (SD) deposited with tender will be forfeited immediately and the firm will be blacklisted, with approval of the Competent Authority.
- (p) **Supplier Eligibility**. Only registered and authorized book suppliers are eligible to participate in the procurement process.
- (q) **Submission of Quotations**. Suppliers must submit detailed quotations, including unit prices, quantity discounts, and delivery timelines.
- (r) **Delivery and Distribution**.
- (i) Suppliers are responsible for timely delivery to the school premises, and distribution should be coordinated with the school administration.
- (ii) Defective or incorrect items may be returned within a specified period, and the supplier is responsible for providing replacements at no additional cost.
- (s) **Contract Duration**. The procurement contract is valid for a specified period (from 01 Apr 2025 to 31 Mar 2026), and any changes or extensions must be mutually agreed upon by both parties.
- (t) The supplier must open a stall/counter of books, Registers and Stationery items in the School premises at selected location for ease in purchase by the students/parents for duration of two months wef **25 Mar 25 to 25 May 25**. The books and stationery items stall/counter duration may be increased as per the requirement of students/parents.
- (u) The supplier must open separate stalls/counter each for selling of entire set and selling of loose books.
- (v) Parents must not be waiting over for considerable duration (not more than 3 minutes) at the stalls/counters.
- (w) Yearly turnover of the company/firm/vendor submitting bids should be minimum Rs. 2500000/- and documentary evidence to this effect for last three financial years ie 2022-23,2023-24 & 2024-25 be submitted alongwith the bid.
- (x) The company/firm/vendor submitting bids should have minimum **five** years experience in dealing with supply of Books, Register & Stationery Items to any educational institutes.

(y) The shop of the supplier/vendor/firm must be located on a road (Not in narrow streets) so that the students/parents could easily reach there and purchase required items.

(z) The successful bidder has to make the supply the books available to the students/parents strictly as per specification / Sample within 15 days from date of issue of supply order.

(aa) The Registers/Note Books and other stationery items to be sold to the students by the successful bidder should be of top quality and of branded company Classmate / DOMS only. All the stationery items has to be branded as APSARA/ DOMS/ CELLO only.