

**EXPRESSION OF INTEREST (APPLICATION) FOR REGISTRATION/EMPANELMENT OF  
VENDORS/FIRMS FOR FINANCIAL YEAR 2024-25 AT ARMY PUBLIC SCHOOL  
MATHURA CANTT UP**

1. APS, Mathura invites expression of interest (APPLICATION) from established vendors/firms for Registration/Empanelment for the Financial Year 2024-25 at APS, Mathura (Senior Wing at New RATC Lines, Mathura Cantt). For complete details and format of APPLICATION, please log on to school website of APS, Mathura [www.apsmathuracantt.edu.in](http://www.apsmathuracantt.edu.in)
2. Date of commencement of issue of APPLICATION : 29 Mar 2024
3. Last date of submission of APPLICATION : 10 Apr 2024
4. Opening of APPLICATION : 10 Apr 2024
5. All conditions and parameters will be evaluated with reference to the firms submitting APPLICATION. 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 +91-9457469176

Principal  
APS, Mathura Cantt

**INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR REGISTRATION/  
EMPANELMENT OF FIRMS/VENDORS**

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (Agency) is expected to examine all instructions, terms & conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. **Amendment in Bidding Documents.** Any time prior to the submission of the bids, the School may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective bidder, may modify the bidding documents by amendments. The amendment will be notified in writing or by telephone to all prospective bidders who have received the EOI documents.
4. **Deadline for Submission of Application.** The EOI documents should be submitted in original, duly signed and stamped and should be submitted in the tender box located outside the office of the Principal, APS Mathura, RATC Lines, Mathura Cantt-281001. EOI should be received not later than **1300 hrs on 10 Apr 2024**. Bids will be opened in the presence of the Board of Officers detailed for the purpose.
5. **Submission of Documents.** The following documents are required to be submitted with EOI :-
  - (a) Registration Forms (Annexure I).
  - (b) Copy of Trade License.
  - (c) Copy of GST Registration, PAN Card.
  - (d) Income tax return (Min last three years).
  - (e) Experience Certificate.
  - (f) Other Credentials.
6. **Date of Effect of Registration/Empanelment.** The registration / empanelment will be affected from 01 Apr 2024 to 31 Mar 2025 and contract will be renewed if services are found satisfactory.
7. **Terms and conditions :-**
  - (a) EOI submitted by the firm (s)/vendor (s) in the prescribed format will only be accepted.
  - (b) All pages of EOI shall be signed by the authorized representative o the firm.
  - (c) The school reserves the right to reject any application without showing any cause.

- (d) Preference will be given to those firms/vendors who are on the approved list of Govt Dept and PSU undertaking or ISO certificate holder or dealers authorized by manufacturers.
- (e) Intimation with regard to registration of the firm/vendor as "Approved Supplier" or otherwise will be communicated to each firm/vendor.
- (f) The registration as "Approved Supplier" will be kept valid for a period of one year (01 Apr 24 to 31 Mar 25), however, it will be reviewed for the next financial year.
- (g) In case of accredited agents and authorized dealers, satisfactory evidence for their manufacturers shall be submitted alongwith the completed EOI.
- (h) If APS Mathura Cantt registers any firm/vendor as "Approved Supplier", he has to supply the items at APS Mathura Cantt.
- (j) The vendor/firm has not been disqualified by any PSU, Govt Organization and school.
- (k) Firm/vendor has to accept the payment terms of the school i.e. payments will be made by **crossed cheque/NEFT** within 30 days from the date of supply of the material in good condition.
- (l) Any change in address, phone number, Fax number and e-mail ID shall be informed to the school immediately, so as to have proper communication with these firms/vendors.

Principal  
APS, Mathura

**FORM FOR THE REGISTRATION OF THE FIRM/VENDORS FOR THE  
FINANCIAL YEAR 2024-25**

1. Name & Address of the firms :.....  
.....
2. Telephone :.....
3. Email Id and Mobile no :.....
4. Name of the owner of the firm with address:.....
5. GST, TIN, TAN Number of firm : GST NO.....  
TIN NO.....  
TAN NO.....
6. PAN number of the owner :.....
7. Copies of IT return of last 03 years should be attached with format:.....
8. Details of experience & Place of work during the last 03 years:-

Institution where Rendered service/supplied articles	Period	Name of the service/ Supplies	If contract cancelled before expiry, mention reason

**NOTE: Without TIN/GST Registration No/PAN and VAT number, no firm will be registered. The School reserves the rights to cancel the name of the supplier/firm/service provider from its approved list satiate absolute discretion without assigning any reason.**

**DECLARATION**

I Mr./Ms. \_\_\_\_\_ Proprietor of M/S \_\_\_\_\_  
do hereby undertake that the above furnished information is correct to the best of my knowledge and belief. In case of any information / supporting document furnished by me found to be incorrect / false, the offer of my contract will be cancelled automatically and action may be taken as per APS rule. I assure you to provide the best service to the School.

Seal of Company

Signature with Date,  
Name and Designation of the  
Authorized Representative of the  
Firm