

ARMY PUBLIC SCHOOL YOL CANTT DISTRICT KANGRA
HIMACHAL PRADESH, PIN 176052

INVITATION OF TECHNICAL CUM COMMERCIAL BIDS FOR “ PURCHASE AND
INSTALLATION OF DESKTOP COMPUTER /WORKSTATION DESKTOP AT
ARMY PUBLIC SCHOOL YOL CANTT”

1. Sealed bids under Open Tender Enquiry are invited by Army Public School Yol Cantt for purchase and installation of Desktop Computer /Workstation Desktop at APS, Yol Cantt. The tender reference number is 1064/Works/ /Comp/2023-24
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below: –
 - (a) **Bids / Queries to be addressed to.** Principal
Army Public School, Yol Cantt
District Kangra, HP, PIN
176052.
 - (b) **Postal address for sending the Bids.** Same as above.
 - (c) **Name/designation of the contact personnel.** : Mr Aditya Sharma TGT
 - (d) **Telephone numbers of the contact personnel:** Mob No.: 9816647028
 - (e) **E-mail ids of contact personnel.** apsyolcantt@gmail.com
3. This RFP is divided into two Parts as follows:-
 - (a) **Part I.** Contains General Information and Instructions for the Bidders about the RFP such as a the time, place of submission and opening of tenders, Validity period of tenders, pre-requisite for OEM (Original Equipment Manufacturer)/Dealer/Channel Partner/ Distributar etc.
 - (b) **Part II.** Contains essential details of Scope of work, Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
4. **Placement of Order** : The Supply Order will be placed on successful conclusion of negotiations with L1 bidder.
5. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
6. The vendors will submit their technical and commercial bids as per the format given in the tender document. The original copy should be attested the remaining two can be photocopies. If the original tender enquiry along with its appendices are not forwarded then the submitted tender would be rejected.

Name of person issuing tender



Part I – General Information

1. **Last date and time for depositing the bids.** The last date for depositing bids is 06 Nov 2023.
2. **Bid System.** Two bid system will be adopted for the project i.e (a) Technical Bid (b) Commercial Bid.
3. **Forwarding of Bid.** Bid should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing details of GST Regn No, Bank details and complete postal and e-mail address of their office. Bid should be sealed pack consisting of three separate envelops as here under:-
 - (a) One separate envelop consisting of Technical bid including all connected documents. Envelop should be annotated as “TECHNICAL BID”.
 - (b) One separate envelop consisting of Commercial bid. Envelop should be annotated as “COMMERCIAL BID”.
 - (c) One separate envelop consisting of EMD/MSME, whichever is applicable. Envelop should be annotated as “EMD”.

All the documents/bids should be counter signed with firm’s stamp/impression by the authorized signatory of the firm.

4. **Eligibility Criteria and Forwarding of Bids.** The bidder must be OEM (Original Equipment Manufacturer)/Dealer/Channel Partner / Distributor and should have preferably installed at least one similar project in any school/Institution. Work order of the previous jobs to be Submitted (if any). Bids should be forwarded by Bidders under their original memo letter pad inter alia furnishing the under mentioned details :-
 - (a) Proof of Address of firm.
 - (b) Valid GST Regn No alongwith documentary support.
 - (c) PAN No along with documentary support.
 - (d) Work order of the previous job of similar nature (if any)
 - (e) ITR of last financial year.
 - (f) Bank details.
 - (g) Complete postal and e-mail address of their office.

5. **Manner of Depositing the Bids.** Sealed Bids should be either dropped in the Tender Box marked as “Tender Box for PURCHASE OF COMPUTERS” and placed at Patiala Gate, Yol Cantt or sent by registered post/speed post at the address given below so as to reach by due date and time. Late tenders will not be considered. No responsibility will be taken for postal delays or non – delivery/ non – receipt of Bid documents. Bids forwarded/received through e-mail shall not be considered.

Principal
Army Public School, Yol Cantt,
District Kangra, HP
PIN 176052.

The Tender Box will be available at
Patiala Gate from 16 Oct 23 to
06 Nov 23 (till 1700 hrs)

4. **Time and Date of Opening of Technical Bids.** 09 Nov 23 at **1200** hrs. If due to any exigency, the due date for opening of the Bids is declared a 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 School. Only the Technical bid will be opened on the time and date mentioned above. Date of opening of Commercial Bids will be intimated after acceptance of



qualified technical bids. Commercial bids of only those firms will be opened whose Technical bids have been accepted and found complete in all respects.

5. **Location of Tender Box.** Patiala Gate, Yol Cantt. Only those bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid. Bids may also be fwd through registered post. Such bids should reach school office well in time. Bids reaching late due to any reason (including postal delay) will not be accepted.

6. **Cost of Tender.** Crossed demand draft of Rs. 100/- (Rupees One Hundred only) in favour APS Yol Cantt, payable at SBI Yol Cantt will be deposited as tender fee (non-refundable). DD should be valid for minimum six months period. Tender fee is NOT exempted for any firm. The Demand draft will be deposited along with the bids. Bids will be rejected summarily if received without tender cost.

7. **Opening of the Bids.** The physical verification of bids will be done by a Procurement Committee at Army Public School, Yol Cantt. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of bids on the due date and time. However, the same is not mandatory. This event will not be postponed due to non-presence of your representative.

8. **Clarification Regarding Contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 25 Oct 2023 . Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. **Modification and Withdrawal of Bids.**

(a) Any Tenderer, who proposes alterations to any of the condition, specifications laid down in the Tender documents or any new condition, whatsoever, is liable to be rejected. No bid shall be modified after the deadline for submission of bids.

(b) If a bidder desires to withdraw before bid submission closing date/time, he may do so but cost of the tender will not be refunded.

(c) No bid may be withdrawn in the interval between the deadline for submission of bids and expiry of the period of the specified bid validity.

10. **Clarification Regarding Contents of the Bids.** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained. Should there be any requirement the buyer may ask the vendor to give a presentation and demonstration to clarify any matter on no cost no commitment basis.

11. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. This being a turnkey project, Bidders will bid for all items. Piecemeal/partial bids will be rejected. Bids lacking in any sort of documents will be rejected summarily. Quotations with assembled configuration of computer will also be rejected.



12. **Liquidated Damages -** In the event of the Contractor's failure to render the services in within the delivery period specified in this contract, the Customer may, at his

discretion, withhold any payment until the completion of the contract. The Customer may also deduct liquidated damages from the Contractor as agreed, to the sum of 0.5 % of the contract price of the Delayed services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed services.

13. **Validity of Bids.** The Bids should remain valid till 180 days from the last date of submission of the Bids.

14. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs 25,000/- (Rupees twenty five thousand only) or exemption certificate, if any** along with their bids. Further details are furnished below:-

(a) The same is to be enclosed in a separate envelope inside the main envelope and **NOT enclosed** in the envelope of Technical/Commercial Bids.

(b) The EMD may be submitted in the form of a Bank draft/BG from any of the public sector banks or a private sector bank authorised to conduct business with government. The same is to be drawn in favour of **Army Public School Yol Cantt, payable at Yol.**

(c) **Validity.** The EMD is to remain valid for a period of two months beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them, without any interest whatsoever, at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Bank guarantee from them as called for in the contract.

(d) **Forfeiture.** The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. If the successful vendor/firm fails to furnish the required performance security then the EMD furnished will be forfeited.

(e) **Payment.** **80%** payment will be made on completion of the project and rest **20%** payment will be made after **one month** ie after successful working of the system for **one month and satisfactory performance certificate** by the user.

15. **Performance Bank Guarantee (PBG).** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorised to conduct government business (ICICI Bank Ltd, Axis Bank Ltd or HDFC Bank Ltd) for amount of **10%** of the total cost of the project within **20 days** of receipt of the confirmed order. Performance Bank Guarantee will be kept with the **Principal, Army Public School, Yol Cantt, Himachal Pradesh, Pin 176052** and should be valid upto **12 months** from the date of supply order.

16 **TDS Deduction** - TDS/Taxes will be deducted as per norms/Govt policy on the subject.

17. **Pre-Requisite for OEM (Original Equipment Manufacturer)/Dealer/Channel Partner/ Distributor:**

(a) Should have a registered office in India to provide after Sales service support in India. Copy of Certificate of Incorporation must be submitted.

(b) Must be complied with BIS and ISI standards.



PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Scope of Work.** The scope of work is given below.

S No	Nomenclature of Work (In Short)	Quantity	Remarks
(a)	Desktop Computer Intel i5,8GB,512 GB SSD (with licensed Window home (11) and MS Office (21)) Branded only	14 Nos	
b)	Workstation Desktop Intel i7,16GB,1 TB SSD (with licensed Window (11) Pro and MS Office (21)) Branded only	01 Nos	

2. **Specifications.** The technical specifications and details of the work as mentioned at Ser No 1 above are shown as per **Appendix A**. The compliance statement, commercial bid and other details to be furnished is placed at **Appendix B**.

3. **Inspection and Acceptance Testing.**

(a) **Initial Inspection.** Physical inspection will be first carried out at **Army Public School Yol Cantt by the user**. The **user** will ensure that all the items delivered are as per bill of material. Technical evaluation and acceptance testing procedures (ATP) of software and hardware will be undertaken by running of eqpt for 72 hours continuously. Items found defective/damaged/not conforming to technical QR will be replaced immediately by the seller with stores of correct specifications within **21 days** of inspection at his own cost and risk. **In case of any dispute, decision of the buyer will be final and binding.**

4. **Delivery Period.** Delivery period / installation would be **45 days** from the effective date of **supply order**. Please note that contract can be cancelled unilaterally by the Buyer in case item is not install within the contracted delivery period. Extension of installation period will be at the sole discretion of the Buyer, with applicability of LD clause.

5. **Delivery & Installation.** The **tenderer** shall be responsible for the safe delivery and installation of the above nomenclature of work and at the consignee's site, free of cost.

6. **Consignee Details.**

**Principal,
Army Public School,
Yol Camp,
Himachal Pradesh,
Pin 176052.**

**Contact Person : Mr Aditya Sharma
Mob No.: 9816647028
E-mail : apsyolcantt@gmail.com**



Appx A

(Ref to Para 2 Part II)

TECHNICAL SPECIFICATION FOR DESKTOP COMPUTER /WORKSTATION
DESKTOP

SNo	Product Make	Product Name	Description
1.	Desktop Computer Computer Branded (With Make and Model)	Desktop Computer i5 12 Gen, (8GB/ 512 GB SATA SSD/ Licensed Windows 11 Home, MS office) With 49.5 cm (19.5") Display	Processor Type: Intel Core i5 Generation: 12 th Gen or higher Processor Speed: 2.50 or higher RAM Size: 8 GB Memory Technology: DDR4 Computer Memory Type: GDDR4 Hard Drive Size: 512 SATA SSD Graphics Coprocessor: Intel UHD Graphics Connectivity Type: Wi-Fi, Bluetooth v 4.2 Optical Drive Type: DVD – RW Number of USB 2.0 Port: 2 or more Number of USB 3.2 Port: 2 or more Number of HDMI Port: 1 or more Number of Audio Output: 1 or more Number of Microphone Port: 1 or more Number of VGA Port: 1 or more Ethernet Port: Ethernet 10/100/1000 Ethernet Controller: Gigabit Ethernet Display: 19.5' LED (1920 * 1080), with inbuilt speaker Operating System: Windows 11 (Original) MS Office: MS Office 2021(Original) Included Components: CPU, USB Keyboard, Mouse, Power Cords, User Guide, Warranty Documents Warranty: On-site 3 years Down Time : On registration of complaint by email/letter/SMS/Whatsapp to rep of Company, repair mechanic to report within 24 hours (working days) and repair to be done within 48 hours. Replacement workstation with same/similar/higher specification may be permitted while repair/replacement is being done for more of 10 days, after which penalty @ 10% will be charged and deducted from PBG.



2	Workstation Desktop (Branded) (With Make and Model)	Workstation Computer i7 12 Gen, (16GB/ 1 TB SATA SSD/ Licensed Windows 11 , MS office 21) With 49.5 cm (19.5") Display	<p>Processor Type: Intel Core i7 Generation: 12th Gen or higher Processor Speed: 3.0 or higher RAM Size: 16 GB Memory Technology: DDR4 Computer Memory Type: DDR4 Hard Drive Size: 1TB SATA SSD Graphics Coprocessor: Intel UHD Graphics Connectivity Type: Wi-Fi, Bluetooth Optical Drive Type: DVD – RW Number of USB 2.0 Port: 2 or more Number of USB 3.2 Port: 2 or more Number of HDMI Port: 1 or more Number of Audio Output: 1 or more Number of Microphone Port: 1 or more Number of VGA Port: 1 or more Ethernet Port: Ethernet 10/100/1000 Ethernet Controller: Gigabit Ethernet Display: 19.5' LED (1920 * 1080), with inbuilt speaker Operating System: Windows 11 (Original) MS Office: MS Office 2021(Original) Included Components: CPU, USB Keyboard, Mouse, Power Cords, User Guide, Warranty Documents Warranty: On-site 3 years Down Time : On registration of complaint by email/letter/SMS/Whatsapp to rep of Company, repair mechanic to report within 24 hours (working days) and repair to be done within 48 hours. Replacement workstation with same/similar/higher specification may be permitted while repair/replacement is being done for more of 10 days, after which penalty @ _____ will be charged and deducted from PBG.</p>
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Appx B
(Ref to Para 2 Part II)

COMPLIANCE STATEMENT
FOR DESKTOP COMPUTER /WORKSTATION DESKTOP.

1. **Technical Standard Conditions .**

SNo	Product Make	Product Name	Description	Compiled /Not Compiled	Remarks Mention Brand
1.	Desktop Computer Branded (With Make and Model)	Desktop Computer i5 12 Gen, (8GB/ 512 GB SATA SSD/ Licensed Windows 11 Home, MS office) With 49.5 cm (19.5") Display	<p>Processor Type: Intel Core i5 Generation: 12th Gen or higher Processor Speed: 2.50 or higher RAM Size: 8 GB Memory Technology: DDR4 Computer Memory Type: GDDR4 Hard Drive Size: 512 SATA SSD Graphics Coprocessor: Intel UHD Graphics Connectivity Type: Wi-Fi, Bluetooth v 4.2 Optical Drive Type: DVD – RW Number of USB 2.0 Port: 2 or more Number of USB 3.2 Port: 2 or more Number of HDMI Port: 1 or more Number of Audio Output: 1 or more Number of Microphone Port: 1 or more Number of VGA Port: 1 or more Ethernet Port: Ethernet 10/100/1000 Ethernet Controller: Gigabit Ethernet Display: 19.5' LED (1920 * 1080), with inbuilt speaker Operating System: Windows 11 (Original) MS Office: MS Office 2021(Original) Included Components: CPU, USB Keyboard, Mouse, Power Cords, User Guide, Warranty Documents Warranty: On-site 3 years</p>	Yes/No	



2	Workstation Desktop (Branded) (With Make and Model)	Workstation Computer i7 12 Gen, (16GB/ 1 TB SATA SSD/ Licensed Windows 11 , MS office 21) With 49.5 cm (19.5") Display	Processor Type: Intel Core i7 Generation: 12 th Gen or higher Processor Speed: 2.5 or higher RAM Size: 16 GB Memory Technology: DDR4 Computer Memory Type: GDDR4 Hard Drive Size: 1TB SATA SSD Graphics Coprocessor: Intel UHD Graphics Connectivity Type: Wi-Fi, Bluetooth Optical Drive Type: DVD – RW Number of USB 2.0 Port: 2 or more Number of USB 3.2 Port: 2 or more Number of HDMI Port: 1 or more Number of Audio Output: 1 or more Number of Microphone Port: 1 or more Number of VGA Port: 1 or more Ethernet Port: Ethernet 10/100/1000 Ethernet Controller: Gigabit Ethernet Display: 19.5' LED(1920 * 1080), with inbuilt speaker Operating System: Windows 11 (Original) MS Office: MS Office 2021(Original) Included Components: CPU, USB Keyboard, Mouse, Power Cords, User Guide, Warranty Documents Warranty: On-site 3 years	Yes/No	
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Name of Firm
Sig of Prop with seal.



2. **Details to be furnished by the Bidder.**

S/No	Enclosure	Details Furnished Yes/No	Copy Attached Yes/No
(a)	Proof of the address with e-mail/phone/fax/mobile numbers		
(b)	GST No		
(c)	GST Proof		
(d)	PAN/TAN		
(e)	PAN/TAN Proof		
(f)	Proof of Aadhar Card		
(g)	Bank Details		
(h)	Last year ITR		
(j)	Proof of similar work done in past, if any		
(k)	Cost of Tender (DD of Rs.100/-)		
(l)	Brand of Computer System		



Name of Firm
Sig of Prop with seal.

3. **Commercial Bid.**

b) Workstation Desktop (Branded) (With Make and Model)	Gen, (16GB/ 1 TB SATA SSD/ Windows 11 Pro, MS office 21) With 49.5 cm (19.5") Display	Generation: 12 th Gen or higher Processor Speed: 2.5 or higher RAM Size: 16 GB Memory Technology: DDR4 Computer Memory Type: GDDR4 Hard Drive Size: 1TB SATA SSD Graphics Coprocessor: Intel UHD Graphics Connectivity Type: Wi-Fi, Bluetooth Optical Drive Type: DVD – RW Number of USB 2.0 Port: 2 or more Number of USB 3.2 Port: 2 or more Number of HDMI Port: 1 or more Number of Audio Output: 1 or more Number of Microphone Port: 1 or more Number of VGA Port: 1 or more Ethernet Port: Ethernet 10/100/1000 Ethernet Controller: Gigabit Ethernet Display: 19.5' LED(1920 * 1080), with inbuilt speaker Operating System: Windows 11 (Original) MS Office: MS Office 2021(Original) Included Components: CPU, USB Keyboard, Mouse, Power Cords, User Guide, Warranty Documents Warranty: On-site 3 years			
2	Taxes (GST) etc.				
3	Installation Charges (if any).				
4	Any other expenditure including transport etc				
Total Amount					

Name of Firm
Sig of Prop with seal

