

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

**INVITATION OF TECHNICAL CUM COMMERCIAL BIDS FOR "PURCHASE AND**  
**INSTALLATION OF DESKTOP COMPUTERS 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 Computers at APS, Yol Cantt. The tender reference number is 1064/Works/Comp/ /2024-25

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 **15 July 2024 (1700hrs)**.
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 25 June 2024 to  
15 July 2024 (till 1700 hrs)

4. **Time and Date of Opening of Technical Bids.** **16 July 2024 at 1100 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 **30 June 2024**. 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 24,000/- (Rupees Twenty Four 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 RAM,512 GB SSD (with licensed Windows 11 Home and MS Office 2021 Pro Plus) <b>Branded only</b>	<b>18 Nos</b>	

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.**

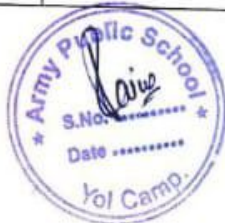
Principal,  
Army Public School,  
Yol Cantt,  
Himachal Pradesh,  
Pin 176052.  
Contact Person : Mr Aditya Sharma  
Mob No.: 9816647028  
E-mail : apsyolcantt@gmail.com





**TECHNICAL SPECIFICATION FOR DESKTOP COMPUTER**

SNo	Product Make	Product Name	Description
1.	Desktop Computer Computer <b>Branded (With Make and Model)</b>	Desktop Computer i5 12 <sup>th</sup> Gen, ( 8GB RAM/ 512 GB SSD/ Licensed Windows 11 Home and MS office 2021 Pro Plus) With 49.5 cm (19.5") Display	<p><b>Processor Type:</b> Intel Core i5  <b>Generation:</b> 12<sup>th</sup> Gen or higher  <b>Processor Speed:</b> 2.5 or higher  <b>RAM Size:</b> 8 GB  <b>Memory Technology:</b> DDR4  <b>Computer Memory Type:</b> GDDR4  <b>Hard Drive Size:</b> 512 GB SSD  <b>Graphics Coprocessor:</b> Intel UHD Graphics  <b>Connectivity Type:</b> Wi-Fi, Bluetooth v 4.2  <b>Optical Drive Type:</b> DVD – RW  <b>Number of USB 2.0 Port:</b> 2 or more  <b>Number of USB 3.2 Port:</b> 2 or more  <b>Number of HDMI Port:</b> 1 or more  <b>Number of Audio Output:</b> 1 or more  <b>Number of Microphone Port:</b> 1 or more  <b>Number of VGA Port:</b> 1 or more  <b>Ethernet Port:</b> Ethernet 10/100/1000  <b>Ethernet Controller:</b> Gigabit Ethernet  <b>Display:</b> 19.5' LED (1920 * 1080), with inbuilt speaker  <b>Operating System:</b> Windows 11 Home(licensed)  <b>MS Office:</b> MS Office 2021 Pro Plus (licensed)  <b>Included Components:</b> CPU, USB Keyboard, Mouse, Power Cords, User Guide, Warranty Documents  <b>Warranty:</b> On-site 3 years  <b>Down Time :</b> 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.</p>



**COMPLIANCE STATEMENT FOR DESKTOP COMPUTER**

**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 <sup>th</sup> Gen, ( 8GB RAM/ 512 GB SSD/ Licensed Windows 11 Home, MS office 2021 Pro Plus) With 49.5 cm (19.5") Display	<p><b>Processor Type:</b> Intel Core i5  <b>Generation:</b> 12<sup>th</sup> Gen or higher  <b>Processor Speed:</b> 2.50 or higher  <b>RAM Size:</b> 8 GB  <b>Memory Technology:</b> DDR4  <b>Computer Memory Type:</b> GDDR4  <b>Hard Drive Size:</b> 512 GB SSD  <b>Graphics Coprocessor:</b> Intel UHD Graphics  <b>Connectivity Type:</b> Wi-Fi, Bluetooth v 4.2  <b>Optical Drive Type:</b> DVD – RW  <b>Number of USB 2.0 Port:</b> 2 or more  <b>Number of USB 3.2 Port:</b> 2 or more  <b>Number of HDMI Port:</b> 1 or more  <b>Number of Audio Output:</b> 1 or more  <b>Number of Microphone Port:</b> 1 or more  <b>Number of VGA Port:</b> 1 or more  <b>Ethernet Port:</b> Ethernet 10/100/1000  <b>Ethernet Controller:</b> Gigabit Ethernet  <b>Display:</b> 19.5' LED (1920 * 1080), with inbuilt speaker  <b>Operating System:</b> Windows 11 Home(Licensed)  <b>MS Office:</b> MS Office 2021 Pro Plus(Licensed)  <b>Included Components:</b> CPU, USB Keyboard, Mouse, Power Cords, User Guide, Warranty Documents  <b>Warranty:</b> On-site 3 years</p>	Yes/No	



**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.**

S N o	Product Make	Product Name	Description	Rate per unit	Qty Requi red	Total amount
1	a) Desktop Computer (Branded) (With Make and Model)	Desktop Computer i5 12 <sup>th</sup> Gen,( 8GB RAM DDR 4, 512 GB SSD/Licensed Windows 11 Home, MS office 2021 Pro Plus) Monitor With 49.5 cm (19.5") Display 3xPC1/Slots PC 1E VGA /HDMI/DP Ports	<b>Processor Type:</b> Intel Core i5 <b>Generation:</b> 12 <sup>th</sup> Gen or higher <b>Processor Speed:</b> 2.50 or higher <b>RAM Size:</b> 8 GB <b>Memory Technology:</b> DDR4 <b>Computer Memory Type:</b> GDDR4 <b>Hard Drive Size:</b> 512 SSD <b>Graphics Coprocessor:</b> Intel UHD Graphics <b>Connectivity Type:</b> Wi-Fi, Bluetooth v 4.2 <b>Optical Drive Type:</b> DVD – RW <b>Number of USB 2.0 Port:</b> 2 or more <b>Number of USB 3.2 Port:</b> 2 or more <b>Number of HDMI Port:</b> 1 or more <b>Number of Audio Output:</b> 1 or more <b>Number of Microphone Port:</b> 1 or more <b>Number of VGA Port:</b> 1 or more <b>Ethernet Port:</b> Ethernet 10/100/1000 <b>Ethernet Controller:</b> Gigabit Ethernet <b>Display:</b> 19.5' LED (1920 * 1080), with inbuilt speaker <b>Operating System:</b> Windows 11 Home(Licensed) <b>MS Office:</b> MS Office 2021 Pro Plus(Licensed) <b>Included Components:</b> CPU, USB Keyboard, Mouse, Power Cords, User Guide, Warranty Documents <b>Warranty:</b> On-site 3 years		18	
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