

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

**INVITATION OF TECHNICAL CUM COMMERCIAL BIDS FOR “ INSTALLATION OF
DUPLICATOR MACHINE**

1. Sealed bids under Open Tender Enquiry are invited by Army Public School Yol Cantt for purchase and installation of Duplicator Machine at APS, Yol Cantt. The tender reference number is 1064/Duplicator/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.** Jaspal Singh, LDC

(d) **Telephone numbers of the contact personnel:** 9459700350.

(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 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 on 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 **08 Jun 2023.**
2. **Eligibility Criteria and Forwarding of Bids.** The bidder must be OEM (Original Equipment Manufacturer)/ Authorized Dealer, Distributer 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 year.
 - (f) Bank details of complete postal and e-mail address of their office.
3. **Manner of Depositing the Bids.** Sealed Bids should be either dropped in the Tender Box marked as “Tender Box for Duplicator Machine” 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.
4. **Time and Date of Opening of Techno Commercial Bids.** **09 Jun 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 .
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.
7. **Opening of the Bids.** The physical verification of tender/techno commercial 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. **Bid System.** Only techno commercial bid (single bid) will be required from tenderers.
9. **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.
10. **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 **31 May 2023** . Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

11. **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.

12. **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.

13. **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.

14. **Validity of Bids.** The Bids should remain valid till 45 days from the last date of submission of the Bids.

15. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs 7,000/- (Rupees seven 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 repeat 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.

16. **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.

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

PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

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

S No	Nomenclature	Quantity	Remarks
(a)	DUPLICATOR MACHINE	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.**

3. **Bid Systems.** **Techno Commercial bid (single bid)** is required to be furnished clause by clause compliance of specifications bringing out clearly the deviations from specifications, if any. Techno Commercial bid has to be submitted on the forms attached at **Appendix B .**

4. **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. 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.**

5. **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.

6. **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.

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

8. **Consignee Details.**

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

TECHNICAL SPECIFICATION FOR DUPLICATOR MACHINE

S.No.	Description	Qty
01	DUPLICATOR MACHINE Master making : Digital master-High speed/automatic printing Resolution : Scanning – 600 dpi x 600 dpi Printing – 300 dpi x 600 dpi Scanning area : 297 mm x 432 mm Print paper size : 100 mm x 148 mm to 310 mm x 432 Print area : 210 mm x 357 mm Paper stacking capacity : 1000 sheets Print speed : 5 levels – 60, 80, 100, 120 and 130 ppm Zoom : 50% to 200% User Interface : LCD panel Ink Supply : Full automatic (1000 ml/catridge) Master supply/Disposal : Full automatic, Disposal capacity – 100 sheets Power Source : AC 100-120 V 3.4A, AC 220-240V 1.6A, 50-60 Hz	01 Nos

TECHNO COMMERCIAL BID AND COMPLIANCE STATEMENT
FOR DUPLICATOR MACHINE

1. **Technical Standard Conditions .**

S No	Product Make	Specification	Description	Compiled/ Not Compiled	Remarks
1		Master Making/Printing Methods	High-speed digital master-making/Fully automatic printing		
2		Original Type	Book or sheet		
3		Master Making Time	Approx. 17-19 seconds		
4		Resolution	Scanning 600 dpi × 600 dpi		
			Printing 300 dpi × 600 dpi, Quick Master Making mode: 300 dpi × 400 dpi		
5		Print Speed:	130ppm		
6		Maximum Scanning Area	297 mm × 432 mm		
7		Print Paper Weight	46 gsm to 157 gsm		
8		Print Paper Size	100 mm × 148 mm to 310 mm × 432 mm		
9		Maximum Printing Area	210 mm × 357 mm		
10		Paper Feed Tray Stacking Capacity	1000 sheets ^{*2} , stacking height of 110 mm or lower		
11		Paper Receiving Tray Stacking Capacity	1000 sheets ^{*2} , stacking height of 110 mm or lower		
12		Print Speed	5 levels: 60, 80, 100, 120 and 130 ppm		
13		Print Position Adjustment	Horizontal: ±15 mm, Vertical: ±10 mm		
14		Image Processing Mode	Line, Photo, Duo, Pencil		
15		Print Reproduction Ratio	Zoom: (50% to 200%), 100% reproduction ratio, 3 levels of enlargement (141%, 122%, 116%), 4 levels of reduction (94%, 87%, 82%, 71%)		
16		User Interface	LCD panel		
17		Functions	Original Scanning mode, Scanning Level, Enlargement/Reduction, Dot Process, 2-Up, Book, Ink Saving, Quick Master Making, ADF-Semi-Auto, Speed, Density, Print		

			Position, Program A/B, D-feed check, Slip sheet sorting, Job Separation ^{*4} , Idling, Confidential, Meter Display, Count Report Output, Proof, Direct Printing, USB Flash-via-Printing, Paper Memory Print, Auto Sleep Setting, Auto Power-OFF Setting, ECO Mode,		
18		PC Interface	USB2.0, Ethernet:100BASE-TX, 10BASE-T		
19		Ink Supply	Full automatic (1000 ml/cartridge)		
20		Master Supply/Disposal	Full automatic (Legal: approx. 250 sheets per roll)/Disposal capacity: approx. 100 sheets		
21		Power Source	AC 100-120 V 3.4 A, AC 220-240 V 1.6 A, 50-60 Hz		

2. **Commercial.**

(a) <u>DUPLICATOR MACHINE</u>						
S N o	Product Make	Product Name	Qty	Rate per unit	Qty Required	Total amount
1	Duplicator		01		1	
2	Taxes (GST)	Taxes (GST)				
3	Instln Ch.	Instln Charges				
4	Any other expdr incl tpt etc	Any other expdr				
	Total Amount					

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

S/No	Enclosure	Details Furnished Yes/No	Copy Attached Yes/No
(a)	Proof of the address with 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)	EMD		

**Name of Firm
Sig of Prop with seal.**