

TENDER FORM:**NAME OF WORK: PROCUREMENT OF IT HARDWARE FOR IMPLEMENTATION OF DIGITAL INFRASTRUCTURE AT APS, MEERUT CANTT WHICH INCLUDES SUPPLY, COMMISSIONING, FUNCTIONING AND INSTALLATION**

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1.	Name of the Firm/Agency	:		
2.	Name of the Contractor/Prop	:		
3.	Address of the Firm/Agency	:		
4.	Email Address of Firm/Agency/Contractor	:		
5.	Residential address of proprietor	:		
6.	Business Experience of the Agency in supply and installation of IT Hardware (attach copy)	:		
7.	Name and contact No. of organization/institution where such project has been implemented (Please attach certificate/proof)	:	(i)	
		:	(ii)	
		:	(iii)	
8.	GST Registration No.	:		
9.	ESIC Registration No.	:		
10.	Photocopy of Pan Card (as applicable) (a) Firm	:		
	(b) Proprietor	:		
11.	Payment details (a) Amount	:		
	(b) DD NO & dt	:		
	(c) Bank Br	:		
12.	I understand the earnest money will be adjusted against performance Bank Guarantee, if I am awarded the contract.			

Last date for submission of Tender Form : **20 Dec 2024 at 1000 hrs .**Opening of the Tender Box : **20 Dec 2024 at 1300 hrs.**

Date :

(Signature of Contractor)

NAME OF WORK: PROCUREMENT OF IT HARDWARE FOR IMPLEMENTATION OF DIGITAL INFRASTRUCTURE AT APS, MEERUT CANTT WHICH INCLUDES SUPPLY, COMMISSIONING, FUNCTIONING AND INSTALLATION

1. The School intends to purchase and install IT Hardware in computer labs of Army Public School, Meerut Cantt (Senior Wing): -

Ser No	Description of work	Remarks
(a)	Details of items with specification	As per Appendix -A

2. Technical Bid and Terms and conditions are attached at **Appendix- B.**

3. Commercial Bid with specification is attached at **Appendix-C.**

ELIGIBILITY CRITERIA

4. The firm should not have been black listed by any department. The relevant documents should be attached in the Technical Bid.

5. The firm must have adequate capacity to complete the order with in the given time schedule.

6. Please furnish a brief write up, supported with suitable documents highlighting the capacity and experience (both technical & commercial) for said work (supply and installation of IT Hardware within the specified time of completion) and details of similar work executed in the past.

7. All Transportation & Packing shall be arranged by the firm/agency at their own cost.

TERMS AND CONDITIONS

8. You are requested to give your TECHNICAL BIDS and COMMERCIAL BIDS separately in two different sealed envelopes. The format for Technical bid is attached as **Appendix 'B'** and for Commercial Bid is attached as **Appendix 'C'**. The duly compiled Technical Bid and Commercial Bid for your firm/agency, in sealed Envelops should be dropped in respective Tender Box at School latest by **1000hrs, 20 Dec 2024**. No other mode is accepted.

9. The envelopes should be clearly marked **TECHNICAL/ COMMERCIAL BID**. The Technical Bid of the vendors will be opened first and only those vendors, found to be meeting the Technical criteria their Commercial Bids will only be opened.

10. **Specification**. As per description attached with **Appendix-'A'**, item as specified only are to be supplied. Item not found genuine/satisfactory will be rejected and the supplier will remove the same from the school at his own cost.

11. **Quality**: All items and equipments being provided **shall be branded** and will conform to latest quality standards prevailing in the market/Industry.

12. **Earnest Money Deposit (EMD):**

(i) All technical Bids must be accompanied with a Demand Draft (No Cheque/ Cash) of Rs 50,000/- (Rupees Fifty Thousand only) in favour of the “**PRINCIPAL ARMY PUBLIC SCHOOL MEERUT CANTT**” which is refundable within ten days on non-acceptance of the tender. Earnest money of selected vendor will be refunded after completion of project.

(ii) **Exemption of EMD.** Firms registered with Department of Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) shall be exempted of the payment of EMD.

(iii) **Forfeiture of EMD:** EMD shall be forfeited if the vendor withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his tender.

13. **Performance Bank Guarantee (PBG).** 10% of the total cost will be retained by the school as PBG which will be refunded without interest after expiry of warranty period of three years from date of Acceptance Testing.

14. **Acceptance Testing Equipment.** All items will be subjected to a detailed **Acceptance Testing Procedure** by a Board of Officers as per scope of work and Technical Specifications of items/equipment being provided by the supplier. The details of the procedure will be worked out jointly by the supplier and the user and same shall be finalised within one week of issue of supply order. The specification of the items should be in conformity with the details provided by the vendor and as per the given specifications. Any additional equipment needed for Acceptance Testing would be provided by the supplier at his own cost. In case any item(s)/equipments is found not as per laid down specifications and the same item (s) will be rejected. The vendor shall remove the items from user premises at his cost and replace it with genuine item/equipment.

15. All Transportation & Packing shall be arranged by the supplier at their own cost.

16. **Time for Completion of Project:** Time for completion of the project will be specified in the supply/work order. In no case period of work would be more than **45 days (Forty-Five Days)** from the date of receipt of the Supply Order.

17. **Payment Terms:** No advance payment or part payment will be made. Payments will be made through cheque in the name of Firm. The Board of Officers for Acceptance Testing will check the quality and specifications of the items/equipment supplied. Accordingly, Board of Officers will endorse certificate for the same for making payment after completion Acceptance Testing and installation of item/equipment.

18. **Installation.** The supplier shall ensure all items/equipment supplied to APS, Meerut Cantt are duly Installed/Networked to the full satisfaction of the user (APS Meerut Cantt). On satisfactory installation of item/equipment the same will be subjected detailed ATE as mentioned in Para 14 above.

19. **Liquidated Damages**: The Supplier understands that time is of essence in providing the Services under this Contract. If the Supplier fails to complete the supply of item/equipment as per supply order within the time for completion prescribed in the Contract/Supply order, or any extended time for completion in accordance with the Contract, then the Supplier shall pay to Army Public School, Meerut Cantt 0.5% of the **contract value** per week of delay, as liquidated damages. The said sum shall be payable by the sole fact of the delay without the need for any previous notice or any legal proceedings, or proof of damage, which shall in all cases be considered as ascertained.

20. **Validity of Price**: At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Army Public School, Meerut Cantt after it has received the quotation and also at the time of award of contract.

21. Only on satisfactory completion of supply of items/equipment, bills of the supplier to be admitted for payment, the amount of Performance Bank Guarantee/Earnest Money Deposit will be refunded after expiry of guarantee / warranty period, or any such date / period as may be mutually agreed upon. The guarantee/warranty period will be from the date of completion of Acceptance Testing by the Board of Officers.

22. All contracts will be given to the overall lowest Bidder and not item wise due to technical reasons.

23. **Warranty**: -

(i) Vendors will provide minimum three-years (36 Months) of onsite comprehensive warranty for complete project. During warranty, the vendor will repair/replace without any cost any part/component which becomes defective except items of consumable nature.

(ii) The vendor shall guarantee minimum uptime of 99.99%. The methodology for calculating uptime shall be specified by the vendor.

24. **Opening of Tenders**: Date and Time for opening of technical bids is **1300h, 20 Dec 2024**. It is advised that one of your representative is present accordingly. Commercial bid will be opened after opening of valid Technical Bids. Date and time for opening of commercial bids shall be communicated later.

25. After opening of tenders, the finalisation of bidder will be carried out in three working days.

26. The school reserves the right to alter the quantities mentioned or to reject any tender without assigning any reasons thereof and no representation in this regard would be entertained.

27. The right to accept or reject without assigning any reasons any or all tenders in part or whole is reserved with the user (APS Meerut Cantt) and his decision(s) on all matters related to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

28. Scope of work should be verified physically before submitting the quotation. The representatives of the company/ firm may visit the site at School campus.

29. **ESIC and GST**. The firm/agencies should be registered with GST and ESIC department.

30. **Dispute Resolution**: In the event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation. Final deciding authority will be Chairman Army Public School, Meerut Cantt

Note: All above criteria should be strictly followed. The suppliers must quote only if he considers himself eligible.

Date:

(Signature of Contractor)

Appendix 'A'

(Refers to terms and conditions
Para 10 of Tender Form)

SPECIFICATIONS

**NAME OF WORK: PROCUREMENT OF IT HARDWARE FOR IMPLEMENTATION OF
DIGITAL INFRASTRUCTURE AT APS, MEERUT CANTT WHICH
INCLUDES SUPPLY, COMMISSIONING, FUNCTIONING AND
INSTALLATION**

Ser No	Make/ Brand	Description	Specifications
1.	HP/ Dell	Desktop and Peripherals	Core i5 (13 th Gen/16 GB RAM, 512 GB SSD, Window-11, MS Office package, Display 20" LED, Keyboard and Mouse, Browser-Latest Microsoft Edge/Google Chrome/ Mozilla Firefox with Javascript. Others- Headphone with inbuilt Microphone for Audioinput/output, External web cam, 3-years Warranty
2.	HP/ Dell	Laptop	Core i5 ,12 th Gen/16 GB RAM, 512 GB SSD, Window-11 & MS Office Display 15.6" Screen, Browser-Latest Microsoft Edge/Google Chrome/ Mozilla Firefox with Javascript. Others -External Web Cam, Biometric lock, carrying case. 3-years Warranty
3.	HP/ Dell	Server	Intel Xeon E-Series, 8 CPU Core, 16 GB RAM, 2 TB SSD x 3 Internal SSD. Win OS 2019/22. Display 20" LED, Key Board & Mouse, Browser-Latest Microsoft Edge/Google Chrome/ Mozilla Firefox with Javascript. Monitor. 3-Years Warranty
4.	Quick Heal Total	Antivirus	Licensed Software (Antivirus) 10 Users 3 year
5.	Seagate/ WD	SSD	External 2 TB SSD.
6.		Wi-Fi Router	Dual Band High Speed D-Link Wi-Fi 6 Router Gigabit
7.	HP	Printer	MFP 126 NW 3 Years Warranty

Date:

(Signature & Stamp of Contractor)

Appendix 'B'

(Refers to terms and conditions
Para 8 of Tender Form)

TECHNICAL BID

**NAME OF WORK: PROCUREMENT OF IT HARDWARE FOR IMPLEMENTATION OF
DIGITAL INFRASTRUCTURE AT APS, MEERUT CANTT WHICH
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INSTALLATION**

The following documents and specification will also be submitted with Technical Bid: -

S. No	Documents	Document Produced by Vendor Yes/ No	Document/ Certificate No.	Ser No. of Pages attached
(a)	Registration of GST of Firm/ Agency			
(b)	Registration of ESIC of firm/Agency			
(c)	Certificate stating that firm has not been black listed by any department			
(d)	Nos of years of experience in supply and installation of similar type of works. Please attach copy of SUPPLY ORDER and corresponding SATISFACTORY CERTIFICATE from the user.			
(e)	Aadhar Card of Proprietor (both side) optional			
(f)	PAN Card of Firm/Agency /Proprietor			
(g)	Last Two-Years Income Tax Return			
(h)	EMD, DD (Rs. 50,000/- (refundable)			
(i)	Terms and conditions accepted or not (Should be on company/firm letter pad duly stamped and signed)			

Note: (i) Please refer to Terms and conditions attached to this letter. The same are required to be duly signed by authorized and competent representative of the firm/ agency/ company and attached with other relevant documents for the Technical Bid.

(ii) If exemption from submission of EMD is claimed and valid supporting Documents as required above is not submitted along with techno-commercial bid, then the offer will be considered as non-responsive and will not be processed further.

Date:

(Signature of Contractor)

Contd...7/-

Appendix 'C'
(Refers to terms and conditions
Para 8 of Tender Form)

COMMERCIAL BID

NAME OF WORK: PROCUREMENT OF IT HARDWARE FOR IMPLEMENTATION OF DIGITAL INFRASTRUCTURE AT APS, MEERUT CANTT WHICH INCLUDES SUPPLY, COMMISSIONING, FUNCTIONING AND INSTALLATION

Rate of Items of IT Hardware are as under: -

Ser No	Make/ Brand	Description	Qty	Rate @ each items	Amount
1.	HP/ Dell	Desktop and Peripherals: Specification: - Core i5 (13 th Gen/16GB RAM, 512 GB SSD, Window-11, MS Office package, Display 20" LED, Keyboard and Mouse. Browser-Latest Microsoft Edge/Google Chrome/ Mozilla Firefox with Javascript. Others- Headphone with inbuilt Microphone for Audio input/output, External web cam, 3-years Warranty	40		
2.	HP/ Dell	Laptop: Specification: Core i5 ,12 th Gen, 16 GB RAM, 512 GB SSD, Window-11 & MS Office Display 15.6" Screen. Browser-Latest Microsoft Edge/Google Chrome/ Mozilla Firefox with Javascript. Others -External Web Cam, Biometric lock, carrying case. 3-years Warranty	03		
3.	HP/ Dell	Server Specification: Intel Xeon E-Series, 8 CPU Core, 16 GB RAM, 2 TB SSD x 3 Internal SSD. Win OS 2019/22. Display 20" LED, Key Board & Mouse, Browser-Latest Microsoft Edge/Google Chrome/ Mozilla Firefox with Javascript. Monitor. 3-Years Warranty	01		
4.	Quick Heal Total	Licensed Software (Antivirus) 10 Users 3 years	05		
5.	Seagate/ WD	External 2 TB SSD.	02		
6.		Dual Band High Speed D-Link Wi-Fi 6 Router Gigabit	02		
7.	HP	Printer MFP 126 NW 3 Years Warranty	02		
		Installation of server, network & computer (If any)			
		GST (If any)			
		Total Amount			

(i) The price/rates quoted in quotations/commercial bid should be valid for three months from date of tendering. Price quoted is inclusive of all taxes, duties and levies.

(ii) The contractor must provide guarantee/warranty of the goods/project in writing.
Date:

(Signature & Stamp of Contractor)