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Army Public School
Nehru Road
Lucknow Cantt

5786/PC/APS

13/03/2024

**TENDER FORM FOR PROCUREMENT OF 25 x DESKTOP COMPUTERS
IN ARMY PUBLIC SCHOOL, NEHRU ROAD, LUCKNOW**

1. You are invited by the Management of Army Public School, Nehru Road, Lucknow Cantt to submit tender for the above mentioned items described in the accompanying documents.
2. Your tender form duly completed should be put in the tender box kept at main gate of the school/ through Registered Post by 27/03/2024 till 1200 hrs but should with all relevant documents sealed in an envelope duly quoted your rates. Incomplete and Conditional quotes shall be summarily rejected. Tender will be packed as per following details.
 - a) Envelope No 1 - Technical Bid for supply of Desktop Computers
 - b) Envelope No 2 - Commercial Bid for supply of Desktop Computers
 - c) Envelope No 3 - Large envelope. (Envelope No 1 & 2 to be kept in large envelope)
3. The following documents are included with this tender invitation
 - a) General Information about the Tender
 - b) Tender Notice with terms & condition.
 - c) Appendix 'A' - Technical Bid Proforma
 - d) Appendix 'B' - Commercial Bid Proforma
4. The Management of Army Public School, Nehru Road, Lucknow Cantt doesn't bind itself to accept the lowest or any tender and may cancel tendering process at any time
5. All pages to be dully signed & stamped by the Vendor.



Yours faithfully,

(Ms Nidhi Rathore)
Principal

GENERAL INFORMATION ABOUT THE TENDER

<u>S.no</u>	<u>Tender details</u>	<u>PROCUREMENT OF 25 x DESKTOPS COMPUTERS IN ARMY PUBLIC SCHOOL, NEHRU ROAD,LUCKNOW</u>
1	Earnest Money	Rs 20,000/- payable by DD issued in the name of Principal Army Public School, Nehru Road ,Lucknow
2	Date of issue of Tender	From 13/03/2024 to 27/03/2024
3	Last Date of Receipt of Tender	27/03/2024
4	This Tender Contains	07 pages (All pages to be dully signed & stamped by the Vendor)
5	Time allotted for supply of the item	Completion of supplies will be three weeks from the issue of the supply order. In addn to the supply period, the installation period will be one week.
6	Site of the delivery & installation	ARMY PUBLIC SCHOOL, NEHRU ROAD,LUCKNOW
7	Tender cost	Rs 500/- payable by DD issued in the name of Principal Army Public School, Nehru Road ,Lucknow Cash will not be accepted by School.



5786/PC/APS

13/03/2024

**TENDER NOTICE : FOR PROCUREMENT OF 25 x DESKTOP COMPUTERS
IN ARMY PUBLIC SCHOOL, NEHRU ROAD,LUCKNOW**

1. Sealed tenders under Two-Bid System are invited for the procurement of 25 x Desktop Computers for primary computer lab in Army Public School, Nehru Road, Lucknow Cantt. The Technical Specifications Proforma of Desktop Computer System is attached as **Appendix 'A'**. Commercial Bid Proforma is attached as **Appendix 'B'**.
2. **Submission of Bids** The quotations should be submitted as Technical Bid and Commercial Bid separately. The envelopes should be clearly marked Technical/Commercial bids. The Technical Bid and Commercial Bid envelopes be sealed separately and then placed in a bigger envelop super scribed "**Quotations for procurement of 25 x Desktop Computers**" at the above mentioned address and put in the tender box kept on the main gate of the school up to 1200 hrs by **27/03/2024** . the Quotation can also be sent through Registered Post but must reach on time. Incomplete and Conditional shall be summarily rejected.
3. The Technical Bids shall be opened first. Commercial Bids of only valid and suitable technical bids would be considered/opened. The decision of the board shall be final and binding on all and no representation in this regard will be entertained.
4. **Specifications** Technical Specifications of the required items is listed in **Appendix 'A'**. All items as specified only are to be supplied. Items not found genuine/ satisfactory shall be rejected and the supplier will remove the same from the school at his own cost. If any quoted items are not available then the item of higher specifications will be supplied and installed. However no additional cost would be paid. Any items of lower specification would not be accepted.
5. **Earnest Money** All Technical Bids must be accompanied with a Demand Draft of Rs 20,000/- payable to the "**Principal, Army Public School Nehru Road Lucknow**, which is refundable on non-acceptance of the Tender. **All Technical Bids not accompanied with the Demand Draft will be rejected. The EMD to be valid for a period of minimum ninety days.** Details of Earnest Money deposited:-

BD/PO No _____ Date of issue _____

Validity of BD/PO _____ Name of the Issuing Authority _____
6. **Cost of Tender Document** A Demand Draft of Rs 500/- payable to the "**Principal, Army Public School Nehru Road Lucknow**, to be attached with Technical bid. **Technical Bids not accompanied with the Demand Draft will be rejected.**
7. **Security Deposit** Security money amounting to 7.5 % of total value of contract will be deposited in the form of Bank Guarantee/Joint Fixed Deposit by the successful bidder with the period of 36 months. The Bank Guarantee/Joint Fixed Deposit to be deposited within seven days after issue of supply order. Bank guarantee shall be in favour of Principal, Army Public School Nehru Road Lucknow.
8. **Supply of Items/ Completion of Task**. Time for completion of supplies will be three weeks from the issue of the supply order. In addn to the supply period, the installation period will be one week. The School reserve the right to cancel the supply order if the items are not received in three weeks time. Vendor will employ his own staff for installation of Desktop Computers as mentioned.



9. **Liquidate Damages (LD).** Following points to be noted with respect to LD :-

(a) Imposed @ 0.5% of the price of delayed /undelivered stores/week and not more than 10% cumulatively.

(b) LD will be imposed if extension of delivery period not taken

10. **Payment Terms.** Payment will be made through NEFT/RTGS in the name of firm after supplying and installation of the material and checked by Inspection Committee detailed by Chairman for quality/quantity and worthiness and found acceptable. Hence it is advised that the complete consignment as per the supply order be supplied in one lot to facilitate checks & processing of bills. No advance payment(s) will be made.
11. The school reserves its right to alter the quantities/items or reject any quotation without assigning any reasons thereof. The rates quoted must include all taxes/GST for Army Public School, Nehru Road Lucknow. The rates quoted by you will be valid for minimum 120 days.
12. **Warranty.** Vendor will provide minimum Three years free onsite comprehensive warranty for Desktop Computers commencing from the date of invoice. Invoice will only be accepted by the school after the report of the Acceptance Board.
13. **Earliest acceptable year of Manufacture** 2023 Quality/ life certificate will need to be enclosed with the bill.
14. **Acceptance Board:** The goods supplied will be tested/checked for compliance to specification by an Acceptance Board in the presence of representative. After receipt of items, if any found to be defective will be replaced forthwith.
15. **Final Price.** The total price of the project that is finally accepted as per your quotation will be **inclusive of all taxes, packing, forwarding, installation, freight, insurance, buyback items, training etc and free comprehensive warranty for Three years.**
16. **Spares and Consumables.** Vendor will guarantee provision of all replacement of spares for the equipment depending upon the option to be exercised by the customer for a period of three years.
17. **Acceptance of Tenders** The Tenders / quotations are to be submitted in two envelopes and marked as under :-
- (a) Technical Bid : Envelope No 1
- (b) Commercial Bid : Envelope No 2
18. **Receipt of Tenders** The last date for receipt of the BID(tender documents) is **27/03/2024 at 1200hrs and tender will be opened on 27/03/2024 at 1300hrs**. The Tender is to be put in the Tender Box placed in the Army Public School Nehru Road Lucknow.
19. **Opening Of Tenders.** Date and Time for opening of the Technical and Commercial bids will be communicated telephonically to the vendors separately. It is advised that one of the representatives of the applicant should be present at the time of opening of the Bid. Commercial bids will be opened after opening of valid Technical Bids.



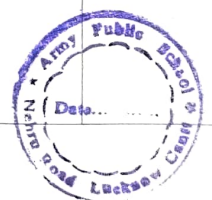
Yours faithfully,

(Ms Nidhi Rathore)
Principal

Encl.: As above.

TECHNICAL BID**(Submit on Company letter head duly signed and affixed seal)****PROFORMA FOR TECHNICAL BID: DESKTOP COMPUTERS (25 Nos)****The following documents and specification will also be submitted with Technical Bid :-**

<u>S No</u>	<u>Particulars</u>	<u>To be filled by the Vender</u>		<u>Remarks</u> <u>(Please specify model no)</u>
<u>A. Documents to be attached below:</u>				
1	Name and date of establishment of the agency (along with documentary proof)	<u>Yes/No</u>		
2	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	<u>Yes/No</u>		
3	GST Registration No (copies to be enclosed)	<u>Yes/No</u>		
4	Category of trade	<u>Yes/No</u>		
5	Name of partners/proprietor	<u>Yes/No</u>		
6	OEM cert and five years of experience in supply of IT egpts (copies to be enclosed)	<u>Yes/No</u>		
7	PAN/TAN Number with last two years IT Returns (AY 2022-23 & 2023-24) (copies to be enclosed)	<u>Yes/No</u>		
8	Whether the undertaking regarding acceptance of the terms and conditions have been duly signed, in token of acceptance of the same, is attached.	<u>Yes/No</u>		
9	EMD amount of Rs 20,000.00 (Rupees twenty thousand only) (Refundable)	<u>Yes/No</u>		
10	DD amount of Rs 500 00 (cost of tender documents, non-refundable)	<u>Yes/No</u>		
<u>B. TECHNICAL SPECIFICATIONS</u>				
1.	CPU-Intel Core i5 (12th generation or newer) or equivalent. RAM - 16 GB DDR-4 or above, Storage - 512 GB SSD internal storage drive. Display-18 inch display or above. OS - Licensed version of Window 10 or above home/pro MS office 2021 including Ms Access or above Optical Wired Keyboard and Mouse. Browser - Latest Microsoft Edge/Google Chrome/ Mozilla Firefox with JavaScript. Quick Heal Total Shield for 3 years for each PC With three year onsite warranty with complete installation.	<u>HP</u> <u>Yes/No</u>	<u>DELL</u> <u>Yes/No</u>	
2.	USB HD webcam with inbuilt Mic for each PC	<u>HP</u> <u>Yes/No</u>	<u>Logitech</u> <u>(Yes/No)</u>	
<u>C. BUY BACK ITEMS</u>				
1	<u>DESKTOP</u> Dell Multimedia Core 2 (DOU) 2.93GHZ, 2 GB RAM, 320 GB HDD , 18.5 TFT, Wireless Lan, Speaker, Window 7 (OS) <u>Date of Purchase:- 17-12-2011</u> <u>Qty (Nos):- 24</u>	<u>Yes/No</u>		



COMMERICAL BID

(Submit on Company letter head duly signed and affixed seal)

PROFORMA FOR COMMERICAL BID: DESKTOP COMPUTERS (25 Nos)

(NOTE: - RATES OF SPECIFIC BRAND WHERE APPLICABLE BE MENTIONED AGAINST EACH)

S No	Nomenclature	Brand	A/U	Qty	Rates including all taxes (Rs)		Amount including all taxes (Rs)		Remarks (Please specify model no)
					HP	DELL	HP	DELL	
1.	CPU-Intel Core i5 (12th generation or newer) or equivalent. RAM - 16 GB DDR-4 or above, Storage - 512 GB SSD internal storage drive. Display-18 inch display or above. OS - Licensed version of Window 10 or above home/pro MS office 2021 including Ms Access or above Optical Wired Keyboard and Mouse. Browser - Latest Microsoft Edge/Google Chrome/ Mozilla Firefox with JavaScript. Quick Heal Total Shield for 3 years for each PC With three year onsite warranty with complete installation.	HP/ DELL	Nos	25					
2.	USB HD webcam with inbuilt Mic for each PC	HP/ Logitech	Nos	25	HP	Logitech	HP	Logitech	
3	BUY BACK ITEMS DESKTOP Dell Multimedia Core 2 (DOU) 2.93GHZ, 2 GB RAM, 320 GB HDD , 18.5 TFT, Wireless Lan, Speaker, Window 7 (OS)	Dell	Nos	24					
Grand Total									

Total Rupees in words: (Rupees_____only)

Company Stamp and Signature

Note :-

- You are requested to submit the quotation on Company letter head, stating your address, contact details, GSTIN No duly signed and affixed office seal. Without GST No. the quotation will be rejected.
- Prices quoted should be inclusive of all taxes/GST, duties and levies.

DECLARATION

(Submit on Company letter head duly signed and affixed seal)

1. I, _____ Son/Daughter/Wife of _____
Proprietor/Partner/Director/authorized signatory of the Agency mentioned above is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities toward prosecution under appropriate law.

(Signature of Authorised Person)
only Proprietor/Partner/Director

Date :
Full Name:

Seal
Place

UNDERTAKING

(Submit on Company letter head duly signed and affixed seal)

1. I undertake that all the eligibility conditions mentioned in the tender document are fulfilled. Further, all supporting documents have been attached herewith.
2. I have gone through and fully understood the terms and conditions supplied in the tender document and I hereby undertake to abide by all terms and conditions and also undertake to abide by the instructions to be issued by the School Management of Army Public School, Nehru Road, Lucknow Cantt from time to time for due discharge of Service Agreement.
3. It is declared that all the entries made in this form are correct. In case of detection of any false entry and incorrect information / document, the submitted tender may be rejected and Earnest Money Deposit forfeited.

Authorized Signatory with rubber seal
(only Proprietor/Partner/Director)