

ARMY PUBLIC SCHOOL, DINJAN

P.O.- Dinjan, Dist- Dibrugarh, PIN-786189

E-mail : apsdinjan@gmail.com

Website : www.apsdjn.in

(Mob : 9957903698, 9954569363)

NOTICE INVITING TENDER

FOR PURCHASE OF E-LEARNING HARDWARE

(Qty - Eight)

Ref No : 395/ASD/Budget

Tenders are hereby invited from reputed registered firms/ agencies/ contractors/suppliers for supplying of E-Learning Hardware (Qty - 08). Details of above items and the complete set of bidding documents may be downloaded from school website from **31 Jan 2023** to **06 Feb 2023**. The last date for submission of tenders is **06 Feb 2023** upto **1600 hrs**. For further details regarding the tender, please visit School's website **www.apsdjn.in** or contact - 9957903698, 9954569363.

Principal

RFP

Mob No – 9957903698,9954569363
2665 (Army)

Army Public School, Dinjan
P.O : Dinjan, Via-Panitola
Dist : Dibrugarh (Assam)
Pin : 786189

395/ASD/Budget

03 Feb 2023

**TENDER ENQUIRY : FOR PURCHASE & INSTALLATION OFE-LEARNING HARDWARE
(QTY-08) IN ARMY PUBLIC SCHOOL, DINJAN**

Dear Sir,

1. Bids in a sealed envelope are invited for supply of items listed in Annexure 'A' of this RFP. Please superscribe the above mentioned **Title, Tender Enquiry/RFP Number and Date of opening of the Bids** on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarification regarding this RFP are given below :

- | | | | |
|-----|--|---|---|
| (a) | Bids /Queries to be addressed to | : | Principal
APS Dinjan
P.O : Dinjan, Via-Panitola
Dist : Dibrugarh (Assam)
Pin : 786189 |
| (b) | Postal address for sending the Bids | : | Principal
APS Dinjan
P.O : Dinjan, Via-Panitola
Dist : Dibrugarh (Assam)
Pin : 786189 |
| (c) | Name and designation of contact person | : | Staff Officer to Chairman |
| (d) | Mobile Number of the Contact Person | : | 9957903698,9954569363
(9 AM to 4 PM all working days) |
| (e) | E-mail ID | : | apsdinjan@gmail.com |

3. 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.

4. The vendor is required to sign on each page of the Bid.

5. The vendors are requested to forward receipts of the tender enquiry immediately.

Yours Faithfully

Krishna Baruah

(Krishna Baruah)
Principal
Army Public School, Dinjan

Encls :- Total 14 pages.

GENERAL INFORMATION

1. **Critical Dates.** The critical dates with respect to the Tender ref No 395/ASD/Budget are as follows :-

S No	Item	Date	Time
(a)	Published Date	02 Feb 2023	
(b)	Clarification start time and date	03 Feb 2023	
(c)	Clarification end time and date	18 Feb 2023	
(d)	Bid document download/Sale Start date	03 Feb 2023	
(e)	Bid submission start date and time	03 Feb 2023	
(f)	Bid submission end date and time	25 Feb 2023	
(g)	Bid opening time and date	25 Feb 2023	

Manner of Depositing of Bids. Sealed Bids should be either dropped in the Tender Box marked as TENDER BOX for "**TENDER FOR PURCHASE & INSTALLATION OF E-LEARNING HARDWARE (QTY-08), REQUEST FOR PROPOSAL (RFP) NO 395/ASD/Budget**" or sent by registered post at the address given above so as to reach by the due date and time. The Tender box will be kept in the office of Army Public, Dinjan-786189. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by E-mail will not be considered (unless specifically called for by these modes due to urgency).

2. **Time and date for opening of Bids.** 27 Feb 2023 (1130 hrs), if due to any exigency, the due date for the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same or any other day/time, as intimated by the Buyer.

3. **Location of the Tender Box.** The Tender Box will be placed in Army Public School, Dinjan-786189. Only those Bids that are found in the Tender Box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

4. **Place of Opening of the Bids.** Army Public School, Dinjan – 786189 (The Bidders may depute their representative, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

5. **Single Bid Two Stage System.** In case of the Single Bid two stage system, only the Technical Bid would be opened on the time and date mentioned above. Opening of Commercial Bid will be carried out after acceptance of the Technical Bids, if the Technical Bids are found suitable after Technical evaluation is done by the Buyer.

6. **Forwarding of Bids.** The following documents should be placed in two separate covers during the bidding :-

by **Cover 1.** Technical specification as per (**Appendix 'A'** of RFP) and documents forwarded Bidders under their original memo/letter pad inter alia furnishing details like pictures and technical brochures/literatures of the products. TIN Number, GST Number, Bank address with NEFT account if applicable and complete postal and e-mail address or their office. Documents such as EMD, PAN Card, GST Registration Certificate.

Cover 2. Commercial bid as per format mentioned in **Appendix 'B'**.

7. **Clarification Regarding Contents of RFP.** A prospective Bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyers in writing about the clarification sought not later than 07 days prior to the date of issue of the Bids. Copies of the query and clarification by the Buyer will be sent to all prospective bidders who have received the bidding documents.
8. **Modification and withdrawal of Bids.** A Bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
9. **Clarification Regarding Contents of the Bids.** During evaluation and comparison of the 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 bill will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
10. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
11. **Unwillingness of Quote.** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
12. **Validity of Bids.** The Bids should remain valid upto 90 days from the last date of submission Bids.
13. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs. 10,050/- (Rupees Ten Thousand and Fifty only) along with their Bids. The EMD may be submitted in the form of Fixed Deposit Receipt, Banker's Cheque of Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD Website and can provided on request). EMD will be payable in the name of **Army Public School, Dinjan**. EMD is to remain valid for a period of sixty days beyond the final validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after award of the contract. The Bid Security of the successful Bidder would be returned without any interest whatsoever, after the receipt of performance security from them as called for in the contract.

Checklist of Documents

SI No	Particulars of Item	Remarks
1.	Copy of valid Company Registration Certificate and GST Certificate.	
2.	Copy of audited balance sheet for last three financial years, clearly indicating the turnover of minimum Rs. 50.00 Crore.	
3.	Work experience certificates of Supply orders (Govt Institutions or Private institutions)	
4.	Photocopy of the Income Tax Return Certificate for last 5 years assessment years	
5.	Photocopy of the PAN card of the supplier	
6.	Bidders should be certified ISO 9001 & Organization; photocopy to be submitted.	
7.	Undertaking for no pending legal cases.- Annexure- B	
8.	Undertaking for no blacklisting.- Annexure- C	
9.	All documents are to be self-attested	

Instruction to Bidders

1. Name of the work. Supply, Installation, Testing & Commissioning of Interactive Panel for Smart Class Rooms of **08 Nos** in APS Dinjan, for the year 2022-23.
2. Supplier / Dealer. An individual or a group of individuals, Dealer, joint venture/partnership duly authorized by the manufacturer for distribution/supply of their products.
3. **Eligibility Criteria**
 - (a) The dealers/Supplier/Agent for items not manufactured by them can also participate in the bidding system having manufacturers' authorization certificate or authorized dealer/supplier authorization letter. If the firm is an authorized agent/dealer of that manufacturer, certified documentary evidence to this effect is to be attached along with the quotation/bid. This is necessary to ensure quotation of bid from a responsible party offering genuine product, also backed by warranty obligation from the concerned manufacturer.

- (b) The firm must have valid GST / GSTIN.
- (c) The firm must have valid Income Tax PAN & ITCC for last 5 years.
- (d) The firm must have a minimum average annual turnover of Rs.50 Crore over last three years in the business.
- (e) The product must conform to minimum technical requirements/standards.
- (f) The annual turnover and work experience shall be relaxed for start-ups.
- (g) The bidder cannot participate in more than one bid for a particular work.

The bidder failing to comply with the above conditions will summarily be rejected.

4. **Scope of the work**. The broad scope of the work shall be supply, installation, testing & commissioning of the system with five-year warranty in **08 Nos** in Army Public School Dinjan. The equipment will be delivered and installed in the APS Dinjan, as attached at **Annexure- 'A'** as mentioned in the work order.

5. **General Instructions**

- (a) Interested bidders are advised to view the detailed tender documents before submission.
- (b) The supplied materials shall strictly be in accordance with the specifications as mentioned in the bid; otherwise, the bids will be rejected.
- (c) Since timely execution of works is the essence of the contract, requests for extension of time shall not ordinarily be entertained.
- (d) Notice inviting tender, bid documents, prescribed Technical bid, Financial bid, terms & conditions shall form the part of the tender; bid.
- (e) Bidders may in their own interest visit the sites
- (f) All Taxes applicable at the time of supply will be admissible.
- (g) In ease of supply of any defective material or substandard material, the materials will be rejected. It will be the responsibility of the supplier taking back or replace the rejected materials at their own cost. In case of non-lifting of such rejected materials within a reasonable time offered by the purchaser, it shall be the right to suitably dispose of the same and to forfeit the amount from bidder.
- (h) APS Dinjan will not be responsible for any incidental or consequential losses of the firms.
- (i) During the warranty period, APS Dinjan reserves the right to cross check the performance of the systems with reference to specifications.
- (k) Deviations in terms and conditions, specification of material etc. will not be accepted under any condition.

- (l) The Financial and Technical bid along with the photocopies of documents in support of meeting the minimum qualifying requirement of the tender shall be given as attachments.
- (m) Prices quoted must be firm and fixed, The rate quoted should be including cost, GST, Transportation, Installation & other taxes. It shall be quoted in both figure and words. No price variation/escalation shall be allowed.
- (n) Conditional tender shall not be accepted. Therefore, it is the responsibility of the bidders not to write anything extra in the Price Bid except price.
- (o) Canvassing in any manner shall not be entertained and will be viewed seriously.
- (p) The bidder is not entitled to withdraw his offer after opening of tender.

6 Submission of Bids

- (a) The bids must be submitted in double cover system. The Technical Bid and Price/Financial Bid are to be placed in two separate envelopes super-scribed, "technical bid price bid" and then putting them in a single cover super-scribing name of work. The documents shall be submitted through registered or speed post only.
- (b) The bidder must ensure that the bids are submitted to the appropriate authority as specified place, date and time indicated in the Tender notice/ bid documents.
- (c) The bidders are required to provide their phone numbers for necessary communication.
- (d) Bidders shall not be permitted to alter or modify their bid after expiry of deadline for receipt of bid.
- (e) All the bid documents shall be self-attested in all pages failing which the bid will be rejected.
- (f) The bids received after the scheduled date and time will not be entertained and nonacceptable.

7. **Late Bids** .The bids receipt beyond the prescribed date and time shall not be entertained.

8. **Modification and withdrawal of Bids**. No bid shall be withdrawn after the deadline for submission of bids. Withdrawal/modification of bid before the expiry of bid validity shall result in forfeiture of Bidder's EMI).

9. **Procedure for opening the Bids:**

- (a) The Technical bid will be opened first. The financial bid will be opened next if the technical bid of a bidder is found responsive. If the technical bid of a bidder is found irresponsive then it will be rejected, and the price bid will not be opened.
- (b) If due to any reason the due date is declared as a holiday, the bid will be opened on next working day at the same time & venue.
- (c) The bid will be opened in the presence of the bidders or their authorized representatives. The authority will not be responsible, if the bidder is not present.

10. **Buyer Added Bid Specific Terms & Conditions –**

- (a) Generic – Option Clause – The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the rights to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders; accordingly, however prices will vary if the quantity of order will get change.
- (b) Bidder Financial Standing – The bidder should not be bankrupt. Bidder to submit undertaking to this effect with bid submission.

Technical Evaluation Criteria. Bidders who fulfill all the below mentioned technical evaluation criteria will be considered eligible to compete in the financial bid :

SI No	Criteria	Supporting documents to be submitted
1	The bidder should be a proprietorship/Partnership/ company established in India	Bidders must submit the proprietorship/ partnership/ company registration certificate/incorporation details along with a copy of PAN CARD, Income tax return of last 5 years.
2	Supply Capacity	Bidder must submit an undertaking stating that it has capacity of supplying of items up to Rs. 10.00 lakh. (Annexure- B)
3	Financial details of bidder	The bidder should have an average Annual turnover of at least INR 50 crore in each of the immediately preceding last three financial years. Proof to be submitted by the Bidder in form of a statement by a chartered Accountant / Audit report.
4	Bidder should submit an undertaking that, it is not blacklisted by the government of India or the state government of Assam or any other government authority.	Attach self-certification/ undertaking on company letter head duly signed and stamped by the competent authority of Bidder. (Annexure- C)

Note- All the documents must be self-attested by the Bidders.

11. Advance to Contractor

- (a) No advance shall be made to the supplier.
- (b) The full 100% payment shall be made on completion of the delivery & verifying of materials supplied as per specification. The payment will be made within 7 days after delivery & verifying of materials.

13. **Acceptance of the Bid Documents**

When the person to whom the proposal is made signifies his assent there to, the proposal is said to be accepted provided it shall be a responsive bid. A proposal when accepted becomes a promise.

14. **Cancellation/Rejection of the Bid Documents**. The bids shall be cancelled or rejected on the following grounds.

- (a) Special conditions which are not in the tender notice, and which are unacceptable.
- (b) Indefinite conditions which will make difficult to access the financial implications.
- (c) Tenders being incomplete in some important aspect.
- (d) Failure to specify the time within which the work can be completed.
- (e) Failure to deposit the specified amount of earnest money.
- (f) Unduly low and unworkable tender rates.
- (g) Irrational rate in different items of a tender.
- (h) Failing to submit necessary documents as asked for.

APS, Dinjan reserves the right to accept or reject any or all bids without assigning any reason thereof.

15. **Commercial Terms & Conditions**

- (a) **Quoted Rate.** The quoted rate shall be the unit cost of the material. This shall be the basic cost including cost of packing, forwarding, loading & unloading charges, cost of insurance and transportation for destination where the system will be installed as per the work order.
- (b) **Tax & Duties etc.** Applicable as per GST Rule.

16. Undertaking as to litigation/Blacklisted. The bidder shall submit self-certified undertaking to the effect that there are no major legal cases pending against it or him and not being black listed by Govt. of Odisha and any other Govt. or Union Territory and other authorities.
17. Award of Work:
- (a) The LI bidder will be intimated with letter of award (LOA) before signing of agreement.
 - (b) The purchase order shall be given by the Principal of APS Dinjan.
18. Delivery Period/Programm Execution Schedlue.The delivery period shall be 60 days after placing the Purchase Order as specified in the bid documents..
19. Validity of Offer. The offer will remain valid for a period of 120 days from the date of receipt of the bid. The validity can be further extended with mutual consent..
20. Escalation. No escalation clause except the admissible tax component under the period of consideration shall be accepted..
21. GST . The bidders must submit attested copy of valid GST certificate along with the bid. The bid shall not be considered without this document. The original certificate shall be produced at the time of opening of the bid or before placement of purchase order if required..
22. The supplier should submit self-attested copies of the Income tax clearance certificate for last three years.
23. **WARRANTY**
- (a) The Systems shall be warranted against any manufacturing defect or bad workmanship for a period of 5 years from the date of commissioning of the systems. Warranty certificate to the above effect must be furnished along with the commissioning report. Any defect noticed during warranty period should be rectified/replaced by the supplier free of cost with due intimation to APS Dinjan. Care shall necessarily be taken to make the system operational within a week or reponing of defect. If the system is not made operational within fifteen days, APS Dinjan may rectify the same and all expenses incurred there to shall be met out of the dues of the vendor.
 - (b) The repair and maintenance including replacement of defective accessories of the system during the warranty period shall be done by the bidder at his own cost.

24. **PAYMENT**

Payment shall be made by APS Dinjan on satisfactory installation of the system 7 days after complying of following point :-

- (a) Post Installation verification / confirmation as per technical team within 7 days.
- (b) Modes of Payment. The payment shall be made in INR through NEFT/RTGS etc.
- (c) Deduction of Income Tax, Service Tax, etc. at Source from Payments to Suppliers This will be done per the existing law in force during the currency of the contract.

25. Execution. Execution of work shall be carried out diligently & shall be completed within allotted period.

26. Settlement of Dispute. In case of any dispute arises between the supplier and purchaser shall be resolved amicably by mutual understanding. If the party fails to do so, it shall be settled through arbitration under the jurisdiction of neutral venue as per Indian Arbitration and Conciliation' Act- 1996

Hardware Deliverables**Specification of Smart Class Room Hardware accessories.**

SI No	Particulars	Specifications
1	CLASSROOM MACHINE (CPU)	Make -Dell/Acer, Mini-Corei3-10G-4GB-1TB-LIN / No ODD / USB KB & Mouse
2	PROJECTOR	Make: Acer Short Throw with mounting kit 15-meter Power Cable and VGA Cable + installation cost.
3	UPS	Make: Numeric 1 KVA UPS, 7ah x 2 batteries
4	CLASSROOM SPEAKER	Make: Zebronics, Edu Sound WM5 Speakers.
5	WHITE BOARD	Make – VAMAA IWB - Non-Ceramic - SG-IW-78IRS(G+) 5 x 4 White Boards
6	GREEN BOARD	Make – Standard, 5 x 4 Green Boards
7	CABINET	Mini Cabinet, As desired to protect the classrooms terminals
8	Networking	As per requirement (included with this package)
9	+Installation + LOGISTICS	

Appendix – ‘A’

(Refers to Para 6 of Gen Instruction)

PART-I (TECH BID)

All the commercial conditions shall be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mentioned point-wise confirmation with regard to technical specifications given in our enquiry.

S No	Particulars	Details
1.	Bidders Name	
2.	Registered Office and address	
3.	Working place of the office	
4.	Year of establishment	
5.	Type firm (Ownership, Partnership, Pvt Ltd or Ltd Co).	
6.	Details of ownership (Name and address of the board of director, partners etc)	
7.	Name of the authorized signatory who is authorized to sign all the relevant documents (Power of attorney, if any to be submitted).	
8.	Nearest Service Centre	
9.	Contact details	
	Name of the contact person	
	Designation	
	Telephone Number (Office)	
	Mobile No	
	Email ID	
10.	Address for communication	
11.	GST No	
12.	PAN No	
13.	Whether agency has been blacklisted by any Govt or Semi-Govt. Organization or any other organization? If Yes, provide details	YES/NO
14.	Do agree to provide services as per the institute's requirement?	YES/NO
15.	No. of years of service in the field of supply & installation of furniture.	YES/NO
16.	Bank Particulars	
	Account Name	
	Type of A/C : (SB/CA/CC)	
	A/C No.	
	IFSC Code	
	Name of the Bank	
	Branch	

Enclosed all certificate in support of above statements.

Date:

Place:

Authorized Signatory

Name :

Designation :

Company :

Contact No :

Company Seal

Appendix – 'B'

(Refers to Para 6 of Gen Instruction)

FINANCIAL BID

Name of the Work - Supply, Installation, Testing, Commissioning for smart classrooms hardware in 08 no's of APS Dinjan

Item	Name of items to be supplied	Unit	Quantity	Cost per unit Excl GST	Total Cost Excl GST	Quoted rate (including GST, other taxes, Transportation & Installation Cost per unit)
Total (in fig)						
Total (in words)						

Supply, Installation, Testing, Commissioning for smart classroom with all accessories inclusive of all taxes/transportation etc. with 5 years warranty

Per Smart Classroom Total :-

For 08Nos of Classrooms Total :-

Annexure -B

To,

Date:

The Principal,

Army Public School, Dinjan

Dear Sir/Ma'am,

**UNDERTAKING FOR SUPPLY OF SMART CLASSROOMS HARDWARE
ACCESSORIES FOR SMART CLASSROOMS**

This is to certify that we here by confirm that we have the capacity to supply the required items amounting to total Rs. _____ to Army Public School Dinjan as per their requirement for ____of Smart Classrooms Hardware accessories in a time frame of 45 days.

For and on behalf of:

Annexure -C

To,

Date:

The Principal,

Army Public School, Dinjan

Dear Sir/Ma'am,

UNDERTAKING THAT FIRM/INSTITUTION IS NOT BLACKLISTED

We confirm that we are not blacklisted by any Govt Institution/Central /State Government/ Quasi-Government/Local Government agencies or PSU's or any privately held firm/Companies.

For and on behalf of:
