

**REQUEST FOR PROPOSAL (RFP) FOR PROCUREMENT OF**  
**ALL IN ONE PC**  
**FOR ARMY PUBLIC SCHOOL, MIRAN SAHIB**

**REQUEST FOR PROPOSAL (RFP/02/PROC/2023-24/APSMS)**

1. 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 Miran Sahiib
(b)	Postal address for sending the Bids	Army Public School Miran Sahiib
(c)	Name/designation of the contact Personnel	Principal
(d)	Tele numbers of the contact Personnel	01923295332

2. The Request for proposal (RFP) consists of three parts as indicated below: -

- (a) **Part I.** Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
- (b) **Part II.** Essential details of the items/services required and Technical Specification.
- (c) **Part III.** Standard Condition of RFP.
- (d) **Part IV:** Evaluation criteria and Price Bid issues

3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any and part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

(Ms. Ritu Sharma)  
Principal  
APS Miran Sahiib

Dated:

1

(SIGNATURE OF THE BIDDER)  
with company address and seal

## **PART I – GENERAL INFORMATION**

1. **Manner of Depositing the Bids.** The bids will be submitted in the following manner:-

(a) The original of following documents shall be submitted physically in the sealed tender box prior to bid submission closing date.

(i) **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for **Rs 14,000/- (Rupees Fourteen thousand only)** with their bids in the form of Banker's Cheque. EMD should be valid for a period of **three months**. The Bid Security would be returned, after the receipt of Performance Security as called for the contract. The EMD will be forfeited if the bidder withdraws or derogates from the tender within the validity period. Canvassing and attempt to vitiate tender process in any form will also lead to forfeiture of EMD.

(b) Bidders are required to submit their technical and financial bids along with EMD in Decarate sealed envelopes, with company seal and signature of the authorized signatory. All the envelopes should be enclosed in a cover envelope, which is to be sealed with company seal and signature of the authorized signatory. Each page of the bid would be required to be initialized by the authorized signatory along with company stamp.

(c) Bidders registered as Micro and Small Enterprises (MSME) in the state and having registration with CSPO/NSIO/DGSND will be exempted EMD on submission of the required registration certificates as above.

(d) Last date and time for depositing the Bids : 10 Dec 2023

- Tentative Time and date for opening of Bids : 11 Dec 2023 (Futher Details will be available on the school website.

(e) Location of Tender Box : Main Gate 162 Inf Brig Miran Sahib

(f) Clarification regarding content of the RFP : 05 Dec 2023

(g) Modification and withdrawal of Bids – No Bids shall be modified after the date and time of end of submission of bids. No bids may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of Bids validity specified. Withdrawal of a Bid during this period will result in forfeiture of the Bidder's EMD.

(h) Rejection of Bids: Canvassing by the firm in any form, unsolicited letter and post tender correction may invoke summary rejection and forfeiture of EMD. Conditioned tenders will be rejected.

(i) Validity of Bids: Bids should remain valid for a minimum period of 06 Months from date of submission of bids.

(j) The approval or rejection of tender (s) rest with the Competent Financial Authority (CFA) as applicable, who reserve to himself the right of rejecting any tenders in whole or in part.

(k) Any further information required on application can be obtained on any working day between 0900 to 1600 Hours.

(l) 100 % payment of bills of the successful bidder will be made through e-payment upon generation of bill from the firm and physical receipt and acceptance of stores by APS, Miran Sahiib.

(m) These instructions on 'Invitation to Bid' are to be signed by you and returned along with your Bid.

## **BID ENVELOPE (ANNEXURE 1 TO 3)**

2. **Preparation and submission of Tenders:-** Tender will be submitted in two parts i.e. Technical Bid and Financial Bid. Quotation will be valid for 180 days. Bids will be submitted in three envelopes by bidder as under:-

**(a) Technical Bid Envelope – ALL IN ONE PC -<Name of the firm>**

Principal  
Army Public School,  
Miran Sahib, Jammu

**(b) Financial Bid Envelope**

Financial Bid – **ALL IN ONE PC** - <Name of the firm>

Principal  
Army Public School,  
Miran Sahib, Jammu

Financial bids of only technically successful vendors will be opened. Bidders are invited to be present at date and time of opening of financial bids at the school, date and time will be intimated 48 hours in advance. The lowest bidder (L1) will be selected successful to supply items. In case of failure, the next lowest bidder (L2) may be called upon to supply at the same cost, terms & conditions as for L1 bidder post negotiations.

**(c) EMD Envelope**

EMD – **ALL IN ONE PC** -<Name of the firm>

Principal  
Army Public School,  
Miran Sahib, Jammu

EMD for **Rs 14,000/- (Rupees Fourteen thousand only)** in favour of **Army Public School, Miran Sahib** is valid for three months.

**(d) Cover Bid Envelope**

Bid – **ALL IN ONE PC** - <Name of the firm>

Principal  
Army Public School,  
Miran Sahib, Jammu

**The Technical Bid, Financial Bid and EMD in different - different envelopes and these envelopes in one envelope (Cover Bid Envelope)**

# SAMPLE ENVELOPE

**FINANCIAL BID**

**“ALL IN ONE PC”**

Technical Bid  
Envelope Sample

Sender Address

**COMMERCIAL BID**

**“ALL IN ONE PC”**

Financial Bid  
Envelope Sample

Sender Address

**EMD/ MSME CERTIFICATE**

**“ALL IN ONE PC”**

EMD/MSME  
Certificate  
Envelope Sample

Sender Address

## **PART II – SPECIFICATION**

### **Deliverables**

1. On conclusion of contractual process unsuccessful bidders will be returned EMDs.
2. Changes to selected products of L-1 bidder will be intimated in writing by school management and explained in person to the bidder. Bidder is permitted to supply complete items in one go within ten days, items will be delivered as per under mention schedule:-

(a)	<b>ALL IN ONE PC</b>	<b>Within 15 days of supply order.</b>
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### **MINIMUM SPECIFICATIONS**

Bidders must submit a quote that meets the requirement of the below-mentioned specifications:-

S.NO	ITEM	SPECIFICATION
1	<b>Operating System</b>	Windows 11 Home
2	<b>Processor Name</b>	Intel® Core™ i5-1235U (up to 4.4 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads)
3	<b>Processor Footnote</b>	[6] Multi-core is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance. [7] Intel® Turbo Boost performance varies depending on hardware, software and overall system configuration. See <a href="http://www.intel.com/technology/turboboost/">http://www.intel.com/technology/turboboost/</a> for more information.
4	<b>Processor Family</b>	12th Generation Intel® Core™ i5 processor
5	<b>Memory</b>	8 GB DDR4-3200 MHz RAM (1 x 8 GB)
6	<b>Memory Slots</b>	2 SODIMM
7	<b>Memory Note</b>	Transfer rates up to 3200 MT/s.
8	<b>Hard Drive Description</b>	256 GB PCIe® NVMe™ M.2 SSD
9	<b>Hard Drive (2nd)</b>	1 TB 5400 rpm SATA HDD
10	<b>Storage Type</b>	SSD; HDD
11	<b>Cloud Service</b>	25 GB Dropbox storage for 12 months
12	<b>Display</b>	68.6 cm (21 or Bigger ) diagonal, FHD (1920 x 1080), IPS, three-sided micro-edge, anti-glare, 250 nits, 72% NTSC
13	<b>I/O Port Location</b>	Side
14	<b>Ports</b>	1 Super Speed USB Type-A 5Gbps signaling rate (Battery Charging 1.2); 1 headphone/microphone combo
15	<b>I/O Port Location</b>	Rear
16	<b>Ports</b>	1 Super Speed USB Type-A 5Gbps signaling rate; 2 USB 2.0 Type-A; 1 RJ-45
17	<b>Expansion Slots</b>	2 M.2 (1 for SSD, 1 for WLAN)
18	<b>Audio Features</b>	Dual 2 W speakers
19	<b>Webcam</b>	Wide Vision 1080p FHD IR privacy camera with integrated dual array digital microphone

20	<b>Keyboard</b>	White Wireless Keyboard and mouse combo
21	<b>Network Interface</b>	Integrated 10/100/1000 GbE LAN
22	<b>Wireless</b>	Realtek RTL8821CE 802.11a/b/g/n/ac (1x1) Wi-Fi® and Bluetooth® 4.2 combo
23	<b>Power Supply Type</b>	65 W Smart AC power adapter
24	<b>Energy Efficiency Compliance</b>	EPEAT® registered
25	<b>Environmental</b>	15% post-consumer recycled plastic; Ocean-bound plastic
26	<b>Power Supply Type</b>	65 W Smart AC power adapter
27	<b>Energy Efficiency Compliance</b>	EPEAT® registered
28	<b>Power Supply Type</b>	65 W Smart AC power adapter
29	<b>Energy Efficiency Compliance</b>	EPEAT® registered
30	<b>Power Supply Type</b>	65 W Smart AC power adapter
31	<b>Power Supply Type</b>	65 W Smart AC power adapter
32	<b>Energy Efficiency Compliance</b>	EPEAT registered

#### IMPLEMENTATION AND TECHNICAL SUPPORT

<b>Technician Certification Requirements</b>	<ul style="list-style-type: none"> <li>• Qualified technicians or Engineers to conduct installations and technical support (provide certificates as proof)</li> <li>• Company Certifications Proofs</li> </ul>
<b>Onsite Technical Support Maintenance</b>	<ul style="list-style-type: none"> <li>• 3 Year onsite technical support &amp; maintenance</li> <li>• Swap out equipment</li> <li>• Next business day response</li> </ul>
<b>Quality Assurance and Control</b>	<ul style="list-style-type: none"> <li>• The Contractor must guarantee full quality assurance of all</li> <li>• Works carried out in accordance with the requirements described in this call for tenders.</li> </ul>

### **PART III – STANDARD CONDITIONS OF RFP**

1. **Warranty.** The seller will provide warranty for minimum **36 months** from the date of acceptance, wherever the warranty given by OEM is lesser the same will be extended by Seller at his own cost. If the repair is not found satisfactory and/ or item(s) is found not repairable by the buyer, the item(s) will be replaced by the seller at his own cost. If he fails to do so, the risk and expense clause will be invoked and item(s) bought from local market and the risk, cost and expense of the seller and money(s) so incurred in executing purchase shall be recovered from the amount due to seller/EMD/PBG etc.

2. **Delivery Period.** Delivery period for supply of items/installed would be within **15 days** from the date of supply order. Please note that contract can be cancelled unilaterally by the Army Public School Miran Sahib in case items are not received within the time which is given on Supply Order. Extension of contracted delivery period will be at the sole discretion of the Army Public School, Miran Sahiib, with applicability of LD clause.

3. **Eligibility Criteria.** The Tenders must fulfill following tender enquiry for successful bidder as per the following laid down procedures. In order to be technically qualified, bidder has to fulfill the following criteria:-

(a)	Participating entity's turnover should be minimum Rs 5 lacs for previous financial year 2022-2023.
(b)	Attached ITR copy of previous year 2022-2023 and Last Quarter/Month GST Return
(c)	If participating firm is registered as Micro and Small Enterprises (MSME) in the state and registration with CSPO/NSIO/DGSND photocopy of certificate attached.
(d)	Participating entity should have valid Permanent Account Number (PAN), manufacturing/trading license/contractor (if applicable), and Goods and Services Tax(GST) number.
(e)	Annexure-1 and 2 to be submitted.
(f)	Experience Certificate or any other documents which establishes the credentials of the firm in the field of the tender

4. **Performance Security.** Performance Security can be submitted in form of Performance Bank Guarantee (PBG) pledged in favour of **Army Public School, Miran Sahiib** drawn on any nationalized bank or Demand Draft (DD). PBG will be valid for 36 months. PBG will be released, less due to buyer on account of penalties/other dues, on completion of warranty period, unless forfeited as per terms and condition. PBG @ 4% of the bid amount will be applicable for successful bidder as per the laid down procedure & PBG hold for three year. PBG will be deposited within 7 days of placing of Supply Order. In case seller fails to deposit PBG within 7 days, amount due will be recovered from EMD and /or amount due to be paid to seller, by the buyer. Penal of delay will be 0.5% of amount due per week or part thereof upto a maximum of 4% which will then lead to termination of contract and supply order at the sole discretion of school management. Discretion in delay waiver will be of school management only if provided in writing.



5. **Repeat Order Clause:** The contract will have a Repeat Order Clause, wherein the Army Public School Miran Sahiib can order upto 50% quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Army Public School, Miran Sahiib to place the Repeat order or not.

6. **Tolerance Clause:** To take care of any change in the requirement during the period starting from issue of tender enquiry till placement of the contract. Army Public School Miran Sahiib reserves the right to 50% plus/minus increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the Army Public School, Miran Sahiib within this tolerance limit. Such tolerance will be indicated by the school any time from now till delivery of 50% of the items by seller, scheduled and indicated in supply order.

7. **Payments:** No advance payments will be made. Payment will be for items supplied only on successful acceptance of items by school management through duly constituted board of teachers by the school management.

8. **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Army Public School, Miran Sahiib may, at his discretion, withhold any payment until the completion of the contract. The Army Public School Miran Sahiib may also deduct from the Seller as agreed, liquidated damages to the sum of upto 4% of the contract price of the delayed/undelivered stores/services mentioned above, liquidated damages for every week of delay or part of a week will be 0.5%, subject to the maximum value of the Liquidated Damages being not higher than 4% of the value of delayed stores.

9. **Industry Norms:** Device should meet industry norms and relevant certificate to be provided.

10. **Penalty for use of undue influence :** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability / penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

11. **Agent / Agency Commission** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer/ authorized vendor of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm. If at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer.

13. **Non Disclosure of Contract Document** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party

14. **Termination of Contract** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

(a) The delivery of the material is delayed for causes not attributable to Force Majeure for more than one month after the scheduled date of delivery.

(b) The Seller is declared bankrupt or becomes insolvent.

(c) The delivery of material is delayed due to causes of Force Majeure by more than one month from the cessation of Force Majeure condition included in contract.

(d) The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

15. **Transfer and Sub-letting** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

16. **Taxes and Duties:** The bidders should quote basic cost inclusive of cost of transportation upto destination and duly Octarately including various taxes as applicable

17. **OEM Certificate:** All original OEM Certificates should be handed over along with stores

18. **Training and Manual :** Equipment Training to be provided to user at no extra cost. User manual should be provided along with stores

19. **Fall Clause:** Fall Clause will be invoked if price charged for stores supplied under contract exceeds the lowest price at which contractor sells identical stores to any other Org/Deptt of Central Govt/State Govt/Undertaking during current contract.

20. **Down Time:** The vendor should ensure that the equipment reported down (including due to OS related problems) on any working day is set right **within 56 hours of reporting the complaint and in no case, later than three working days.** In case, the hardware cannot be repaired within the stipulated period, the vendor should provide replacement (of equivalent capacity) of the same.

21. **Warranty Repair Register:** Vendor will maintain Defect / Warranty register for all Repair / Warranty Replacement / Schedule Maintenance for record.

## ANNEXURE 1 – ORGANIZATION DETAILS

1. The following information requested needs to be submitted in the technical bid to the concerned authorities with appropriate supporting documentation, duly attested by authorized signatory of the firm/agency, failing which the bid would be rejected.

S No	Information Requested	Supporting documents required	Tick
1	Name of the firm/agency	Certificate of registration/incorporation	
2	Address of the firm/agency		
3	Telephone no.		
4	Email ID		
5	Participating entity should be a Service Provider of Physical Education with a valid Permanent Account Number (PAN), manufacturing/trading license (if applicable), and Goods and Services Tax (GST) number	PAN card copy	
		GST certificate copy and Quarterly/Month return certificate	
6	Participating entity's turnover should be minimum Rs 5 lacs previous financial year 2021-2022	Copies of ITR for assessment years 2021-2022	
7	Address proof of office/firm/agency/shop	Copies of Electricity Bill, Water Bill, Telephone Bill, Rent Agreement, Bank Statement - any one document	
8	EMD / MSME of Same Category	Rs 14,000/- (Rupees Fourteen thousand only)	
9	Name of Brand		
10	Manual Boucher and previous workorder More the value of the tender		
11	Warranty Certificate of 36 Month on Firm / Company letter head or 36 Month OEM Warranty Proof		

**PART IV – EVALUATION CRITERIA TECHNICAL AND PRICE BID ISSUES**

- a) The Demonstration will be carried out & the features of the product will be viz-a-viz compared with the specifications mentioned in the RFP.
- b) Only those bidders, whose technical specifications are correctly matched will be eligible for opening of financial bids.
- c) Once L-1 is decided and supply order placed, technical testing of the product will be carried out before its acceptance.
- d) AMC rates will be quoted, however Competent Authority reserves right to himself whether to invoke the AMC clause after the expiry of warranty.

### **Financial/ Commercial Proposal**

Details are given as per Scope of Work, specifications and other indications/ illustrations/ details given in RFP, as under:-

S No	Item	Accounting Unit	Qty	Basic Cost (Rs) ('X')	GST Applicable (%)	Total Price (Rs)
1.	ALL IN ONE PC	Nos	10			
Basic Cost (Rs) ('X') in Rupees –						
Total Price (Rs) in Rupees –						