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Army Public School  
Faridkot

302201/APS/FS/Copier/04

18 Sep 2024


**SUBJECT: TENDER ENQUIRY FOR PROCUREMENT OF "COLOURED PRINTING  
PHOTOCOPIER MACHINE"**

1. Army Public School, Faridkot invites sealed tender for "Coloured Printing Photocopier Machine". Complete Tender Documents comprising of following are issued herewith.

- |                |   |  |
|----------------|---|--|
| Annexure – I   | – | Instructions to Tenderers                |
| Annexure – II  | – | Tender Conditions                        |
| Annexure – III | – | Tender Conditions Acceptance Letter      |
| Annexure – IV  | – | Evaluation Criteria and Price Bid Issues |
| Annexure – V   | – | Checklist for Procurement                |
| Annexure – VI  | – | Commercial Bid                           |

2. Tenderer should sign on each page of tender document, affix their Seal and submit tender in sealed envelope in the manner prescribed in Annexure - I on or before 03 Oct 2024 by 1400hrs.



  
(Mrs Mandeep Kaur Saini)  
Principal

**ANNEXURE – I****INSTRUCTIONS TO TENDERERS**

1. **GENERAL**. Army Public School Faridkot, invites Tender through One bid system from eligible applicants who fulfill qualification criteria as stipulated in Annexure IV. Any Clarification/ information/ assistance, the intending tender should visit the site at school at 1000 hrs from 19 Sep 2024 to 25 Sep 2024.

2. **SUBMISSION OF TENDER**. The tender duly completed in all respects shall be submitted along with Demand Draft (DD) of **Rs 200/- (Rupees two hundred only)** of 'Army Public School, Faridkot', payable at Faridkot (Non-Refundable). Tenders without DD are liable to be rejected.

(a) Tender form if sent by post will bear the caption **TENDER FORM: PROCUREMENT OF "COLOURED PRINTING PHOTOCOPIER MACHINE" FOR ARMY PUBLIC SCHOOL FARIDKOT – TO BE OPENED BY BOARD OF OFFICERS ONLY**".

(b) Tender form if sent by post must reach Army Public School Faridkot on or before 03 Oct 2024 by 1400 hrs, failing which the same will not be considered.

(c) Postal address of the school:-

**Army Public School Faridkot  
C/o HQ 16 Arty Bde  
Near TCP – 5, Vill. Qila Nau Road  
Faridkot Cantt, Distt Faridkot  
Punjab - 151203**

3. Envelope shall contain the following:-

(a) Demand Draft/Cheque for **Rs 200/-**.

(b) Tender form will be sent in a sealed cover only, Address and Telephone number of the contractor must be mentioned on the opposite side of the envelope.

(c) All pages of Tender documents including this page duly signed and sealed affixed.

(d) Price bid duly filled with individual item rates, corresponding amount and total price as per the BOQ.



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4. **AWARD OF WORK.**

(a) The tender of lowest bidder will be entertained based on meeting the technical requirements of Tender Enquiry, fulfilling of terms and conditions specified in the tender enquiry.

(b) The school management reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.

(c) The School management also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by tenderer(s).

5. **CORRECTIONS/AMBIGUITIES.**

(a) All correction in the schedule of rates should be initiated.

(b) Inconsistency/ ambiguities in the price bid (schedule of qualities) shall be dealt with in accordance with the following rules:-

(i) Rates quoted by the tenderer in figures and words shall be accurately filled, If a discrepancy is found, the rates which are in words shall be taken as correct.

(ii) In the event if no rate has been quoted for any item(s), leaving space blank, it will be presumed that the contractor has included the cost of this/ these item(s) in other items and rate for such item(s) shall be considered as zero and work will be required to be executed accordingly.

6. **FIRM RATES.** The Rates quoted by tenderer shall remain firm till completion of all works even during the extended period.

7. **REQUIREMENT OF INSTALLATION/COMMISSIONING.** Onsite delivery of stores with installation and commissioning with accessories will be responsibility of the Bidder. The project will be deemed to be completed once the acceptance certificate and certificate for successful completion are issued.

8 **PAYMENT TERMS.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism instead of payment through cheque, whenever feasible. Payments will be made by Army Public School Faridkot after receiving of all stores. 100% cost of the job shall be paid to the Bidder after complying with following conditions:-



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- (a) Delivery of complete stores as per Supply Order.
- (b) Inspection and acceptance of stores by a board of officers.
- (c) Preparation of Certified Receipt Voucher (CRV).
- (d) The payment of all taxes/duties (Custom duty, Central Sales Tax, Excise Duty, Other charges etc) will be paid on receipt of documentary proof.

9. **DELIVERY.** The delivery of stores with installation and commissioning shall be completed within 30 days from the date of issue of the Supply Order failing which liquidated damage @0.5% per week shall be deducted from final payment, for each week of delay beyond the delivery period up to maximum of 2%.

10. **REJECTION OF MATERIALS.** The materials found defective and not in accordance with the specification at the time of verification will not be accepted and the concerned supplier has to take back the rejected material within 07 days from the date of rejection at his own expenses, failing which Army Public School Faridkot will not be held responsible for any loss of materials. In case, such materials are accepted, the supplier shall be liable to pay such penalty mentioned in the foregoing clauses. The Certification of the materials will be done by the appropriate committee of Army Public School Faridkot

11. **WARRANTY.** The following warranty will form part of the Supply Order placed on successful Bidder:-

- (a) The Seller warrants that the goods supplied under the supply order confirm to Technical Specification prescribed and shall perform according to the said Technical Specification
- (b) The Seller must provide the on-site warranty and it will start from the date of the satisfactory installation/commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied goods.

12. **REPEATED ORDER CLAUSE.** Repeated Order clause may be exercised more than once, provided altogether these orders do not exceed 50% of the original order quantity of the items under the recent supply order within six months from the date of successful completion of Supply Order, Cost, terms & condition are remaining the same.

13. **OPTION CLAUSE.** This Contract has an Option Clause, wherein the Buyer can exercise an option to procure an additional 50% of the original supply order quantity in accordance with the same terms & conditions of the present Supply Order. This will be applicable within the currency of Supply Order. It will be entirely the discretion of the Buyer to exercise this option or not.



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**ANNEXURE - II****TENDER CONDITIONS**

Name of work	Procurement of "Coloured Printing Photocopier Machine"
Tender Document available at APS website <a href="http://www.apsfaridkot.com">www.apsfaridkot.com</a>	From 19 Sep 2024 to 03 Oct 2024
Last date of seeking clarification	27 Sep 2024 by 1130 hrs
Date & Time of opening of Tender (Commercial Bid)	On 04 Oct 2024 at 1100 hrs (If there is any change in the opening date, it will be updated on the school website i.e. <a href="http://www.apsfaridkot.com">www.apsfaridkot.com</a> ) All vendors are required to be present. Attendance will be marked.
Validity of Tender	60 Days from the last date of submission of tender.
Delivery Period	Delivery of stores with installation and commissioning shall be completed within 30 days from the date of issue of the Supply Order.
Assignment and Sub - Contracting	The contractor shall not assign / sub contract the whole of the work under the contract
General responsibility of the contractor	The contractor shall physically assess the requirement as suggested / observed by the school authorities and execute the whole and every part of work in the most substantial and work like manner in every respect.



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**ELIGIBILITY CRITERIA**

**Minimum Eligibility Criteria.** The bidders shall meet the following minimum eligibility requirement through supporting documentation to qualify for participation in the bidding process:-

Description of Criteria		Required supporting Documents
<b>Criteria</b>		
(a)	The bidder must have 1 (One) years experience in providing similar services in Govt Departments, Public Sector Undertakings, reputed corporate house, Autonomous body or Educational Institutes etc.	Copy of supporting work order, completion certificate as applicable shall be furnished.
(b)	Bidder should be registered with the income Tax, Goods and Services Tax.	Copies of PAN, GSTIN
(c)	No penalization of the firm has happened for non- performance / execution or completion of task of more than 10% of contract value.	Undertaking needs to be provided in the letter head of the bidder.



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**ANNEXURE-III****TENDER CONDITIONS ACCEPTANCE LETTER**  
*(TO BE PRINTED ON FIRM'S LETTER HEAD)*

The Chairman,  
Army Public School  
Faridkot

**SUB: PROCUREMENT OF "COLOURED PRINTING PHOTOCOPIER MACHINE"**

Sir,

I /We have read and examined the relating to above mentioned work and have read the Annexure I and II.

I /We hereby tender for execution of the work referred to in the aforesaid documents upon the terms and conditions contained or referred to therein and other details at the rates contained in schedule and within the period of completion.

I /We agree to the tender acceptance for 60 days from the due date of submission tender and if I/we fail to keep the tender open as aforesaid of make any modifications in terms and conditions of the tender which are not acceptable to the management committee, the management committee, shall without prejudice to any other right or remedy, will be at liberty to forfeit the said earnest money absolutely.

A sum of Rs 200/- (Rupees two hundredonly) is hereby forwarded in the form of Demand Draft/Cheque.

Should our tender be accepted, I / We agree to abide by and fulfill all the terms and conditions of aforesaid document.

If I/We fail to commence the execution of the work within 15 days as provided in the Supply Order conditions, you shall without prejudice to any other right or remedy will be at liberty to forfeit the said earnest money absolutely.

\_\_\_\_\_  
Signature of contractor  
(Duly authorized to sign the tender)

Date:

Address:



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**ANNEXURE-IV****EVALUATION CRITERIA AND PRICE BID ISSUES**

1. **Evaluation Criteria**. The broad guidelines for evaluation of Bids/Quotations will be as follows:-

- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the Tender Form.
- (b) Firm should be registered and should have undertaken similar projects in other central Govt / State Govt or any private company / organization/ Education Institutes. Proof/ Certificates should be attached.
- (c) The firm must have experience of min 1 year or more in the same field.
- (d) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder. All taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost (overall cost) to the Customer would be the deciding factor for ranking of Bids.
- (b) Cutting/alteration made in the tender shall render it invalid. The Chairman, Army Public School, Faridkot reserves the absolute right to reject the tender without assigning reason whatsoever it may be.
- (c) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity including standard taxes applicable as on date issued by the Govt., the unit price will prevail and the total price will be corrected accordingly. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- (d) The Lowest Acceptable Bid will be considered further for placement of contract after complete clarification and price negotiations as decided by the Customer. The contract will be awarded to the lowest bid after totaling of all jobs.
- (e) The price negotiation will be carried out with the L1 bidder only.



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**ANNEXURE-V****CHECKLIST FOR PROCUREMENT OF "COLOURED PRINTING PHOTOCOPIER MACHINE"**

<b>Ser No</b>	<b>Particular</b>	<b>Yes</b>	<b>No</b>
1.	Whether the Firm is a Registered Firm?		
2.	No penalization of the firm has happened for non-performance /execution or completion of task of more than 10% of contract value (Undertaking needs to be provided in the letter head of the bidder).		
3.	The bidder must have 1 (One) years experience in providing similar services in Govt Departments, Public Sector Undertakings, reputed corporate house, Autonomous body or Education Institutes etc. (Copy of supporting work order, completion certificate as applicable shall be furnished).		
4.	Copy of PAN Card		
5.	Copy of GSTIN registration letter		
6.	DD of <b>Rs 200/-</b> in the form of demand draft/cheque valid for 45 days after the date of submission of bids		



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**ANNEXURE-VI****COMMERCIAL BID****PROCUREMENT OF "COLOURED PRINTING PHOTOCOPIER MACHINE"**

<b><u>Ser No</u></b>	<b><u>Item</u></b>	<b><u>Description of Item/ Work</u></b>	<b><u>Make</u></b>	<b><u>A/U</u></b>	<b><u>Qty</u></b>	<b><u>GST%</u></b>	<b><u>Rate</u></b>	<b><u>Total Cost</u></b>
1.	01 x Coloured Printing Photocopier Machine	<b>Make/ Brand - Canon</b>  <b>Model - Image Runner C3326</b>  <b>Alongwith:-</b> Duplex for Duplex Printing Ink Tonners Pedestal Stand for Photocopier 2.0 KVA Stabilizer  Installation of the Machine by the vendor at School Premises.			01			
<b>Overall Cost</b>								



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Auth Signatory of Firm with Rubber Stamp