

**TENDER DOCUMENTS**

**FOR**

**PROCUREMENT OF SERVER MACHINE &  
HEADPHONES**

**ARMY PUBLIC SCHOOL, FEROZEPUR**

**No APS/FZR/TN (2022-23)**

Form No.

(For office use only)

**TENDER FORM FOR PROCUREMENT OF SERVER MACHINE & HEADPHONES**

1. Name of Firm/Agency : \_\_\_\_\_
2. PAN/GST No : \_\_\_\_\_
3. Complete Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_
4. Phone No. : \_\_\_\_\_ (Shop/Office)  
\_\_\_\_\_ (Residence)  
\_\_\_\_\_ (Mobile)
5. Details of Earnest money : DD/CHQ No \_\_\_\_\_ dated \_\_\_\_\_  
\_\_\_\_\_ Amount \_\_\_\_\_  
Bank \_\_\_\_\_
6. Total amount of expenditure offered : \_\_\_\_\_
7. All docs to be signed separately : \_\_\_\_\_
8. Have you submitted relevant documents : YES/NO  
as per Ser No 15 of general instructions.

Date : Sep 2022

Signature of the Applicant/  
Contractor with Rubber  
Stamp

# **ARMY PUBLIC SCHOOL, FEROZEPUR**

## **TENDER FORM FOR PROCUREMENT OF PROCUREMENT OF SERVER MACHINE & HEADPHONES**

1. On behalf of the Army Public School, Ferozepur I invite you to forward your Tender form for batteries for Ups of Army Public School, Ferozepur.

2. The conditions, which will govern the contract are contained in appendices as under, any special conditions attached to this invitation to tender also form part of the conditions :-

- |     |                                   |   |              |
|-----|-----------------------------------|---|--------------|
| (a) | Details of Items                  | - | Appendix – A |
| (b) | Technical Qualitative Requirement | - | Appendix – B |
| (c) | Commercial Bid                    | - | Appendix – C |

3. If you are in position to quote for supply in accordance with the requirement stated in this tender enquiry, the same will be filled in, signed on each page and returned in duplicate to the addressee as mentioned at Para 8 below. You must also furnish with tender all information called as far as indicated in this tender enquiry and any other relevant info.

4. The bids will be in two parts viz technical bids and commercial bids both these bids will be sealed envelope enclosed as per Para 8 below.

5. The bids will be duly authenticated and companies will affix their company's stamp in the space provided at the top of each sheet and authorized signatory of the company/dealer must sign on commercial bid forms, additional sheets duly authenticated may be attached to elucidate specification/clarify a point.

6. The tender is not transferable.

7. **Scope of Work.** The project will encompass the delivery of required items. The following will be required to be done:-

- (a) The details of items are given at Appendix –A.
- (b) Supply of all items will be as per the specifications given at Appendix-B.

8. **Schedule of events:**

(a) The bidder may depute their representative, duly authorized in writing, to attend the opening the bids on the due date and time. Rates and important Commercial clauses quoted by all bidders will be read out in the presence of the representative of all the bidders. The event will not be postponed due to non presence of your representative.

(b) **Cost of Tender.** Rs 500/- (Rupees Five Hundred Only) to be submitted in the form of Demand Draft in favor of Army Public School, Ferozepur.

(c) **Last date of submission.** Last date of submission of tender forms is 1500hrs on **20 Sep 2022** inside two different envelopes to be submitted through registered post as under :-

- (i) Forwarding letter as per Appx 'A' & 'B' (Details of items and Technical Qualitative Requirement).
- (ii) Technical bid as Appx 'C'.

(d) **Venue.** Date and Time for opening of Bids at 1600hrs on **21 Sep 2022** at Army Public School, Ferozepur..

(e) **Address for submission of Tender Form.** Reception Office Principal, Army Public School, Near Army Recruiting Office, Ferozepur Cantt – 152001.

9. **Pre Bid Meetings/Clarification of Bids.** No pre bid meeting to be held. Clarification sought by the bidder should be in writing (Letter/E-mail) and submission latest by date & time mentioned in schedule of events. The email of this office is apsfzr@gmail.com.

10. **Delivery Schedule.** Delivery of all items for acceptance at APS, Ferozepur completed in all respects by **01 Oct 2022.**

### **Commercial Aspects.**

11. A locked box for receipt of tender will be placed at the Office of Principal, Army Public School, Ferozepur.

12. Tender received by post/courier by due date and time will be placed in the box.

13. The box will be sealed at 1500hrs on **20 Sep 22.**

14. The price charged for stores supplied by the firm shall in no event exceed the lowest price at which the stores of identical description would be made available by any firm at Ferozepur.

15. The customer reserves the right to order all or part of the items/stores being ordered in the tender at his discretion.

16. In case the vendor wishes to furnish any additional information/particulars of quotation conditions etc e.g. those relating to tax/duties or allowance of discount, rebate etc that cannot be accommodated in tender form, they may do so by means of a note attached with tender form(to be attached with commercial bid).

17. **Warranty(On-site).** The store(s) supplied by you are subject to warranty as given at Appendix B. In case the store(s) are found unfit/inferior quality or not to the specification you will be liable to replace the same free of cost during the warranty period. Minimum one year warranty or as applicable to the nature of item.

18. Any further information required can be obtained on application on any working day from the office or the Principal Army Public School, Ferozepur between 1000hrs – 1400hrs till    Sep 22.

19. **Inspection & Tests.** Inspection & quality control tests will be recorded by BOO at the time of delivery.

20. **Payment Terms.** The standard payment terms are given below :-

(a) 95% (Ninety Five Percent) payment will be made after completion of tender & acceptance by the inspection Board of Officers.

(b) 5% (Five Percent) payment will hold with the school as bank guarantee form and be released after three months of the completion of work.

21. **Fall Clause.** The price charged for the stores supplied under the contract by the seller shall no event exceed the lowest prices at which the seller sells the stores or offer to sell stores of identical description to any persons/organization including the purchaser or any department or any statutory undertaking the central or state government as the case may be during the period till performance all Supply Order placed during the currency of the rate contract is completed.

22. **Earnest Money Deposit.** The Earnest Money Deposit (EMD) should be in separate envelope. Bidders are required to submit an EMD amount of Rs 10,000/- (Rupees Ten Thousand Only) in favour of Army Public School, Ferozepur alongwith their bids in current date.

Sd/-xxx  
Presiding Officer

**DETAILS OF ITEMS**

(VENDOR MUST USE THIS FORM IN ORIGINAL)

Name of Vendor \_\_\_\_\_

<b>S No</b>	<b>Item</b>	<b>Specification</b>	<b>Qty</b>
(a)	Server Machine	Intel Xeon Quad Core Processor with 16gb Ram, Server HDD 1Tb  (Dell/Lenovo/HP)	1
(b)	Headphones	Wired Over The Ear Headphone with 3.5 mm Drivers, in-Built Noise Cancelling Mic, Foldable and Adjustable Headband  (Logitech/HP/Finger)	21

**TECHNICAL BID FORM**  
**(VENDOR MUST USE THIS FORM IN ORIGINAL)**

Brand Offered\_\_\_\_\_

Name of Vendor\_\_\_\_\_

- (a.)** Should be Original Equipment Manufacturer(OEM)/Authorized Dealer(AUD)/Distributor of OEM
- (b.)** Should be registered company
- (c.)** Should be in existence in concerned services business for the last 5 years.

(Vendor will use this sheet along with copies of supporting certificates)

S No	Item	Specification	Qty	Compliance (Same)	Deviated		Remarks
					Higher	Lower	
(a)	Server Machine	Intel Xeon Quad Core Processor with 16gb Ram, Server HDD 1Tb (Dell/Lenovo/HP)	1				
(b)	Headphones	Wired Over The Ear Headphone with 3.5 mm Drivers, in-Built Noise Cancelling Mic, Foldable and Adjustable Headband (Logitech/HP/Finger)	21				

**COMMERCIAL BID FORM**  
(VENDOR MUST USE THIS FORM IN ORIGINAL)

Name of Vendor \_\_\_\_\_

S No	Desired Specifications		Qty	Rate per unit	Cost for all units	Tax/ GST	Total cost	Warranty	Remarks
	Specifications								
(a)	Server Machine	Intel Xeon Quad Core Processor with 16gb Ram, Server HDD 1Tb  (Dell/Lenovo/HP)	1						
(b)	Headphones	Wired Over The Ear Headphone with 3.5 mm Drivers, in-Built Noise Cancelling Mic, Foldable and Adjustable Headband  (Logitech/HP/Finger)	21						