

**REQUEST FOR PROPOSAL (RFP) FOR PROCUREMENT OF 40 DESKTOP  
COMPUTERS ALONG WITH MONITORS  
FOR ARMY PUBLIC SCHOOL, DELHI CANTT-10**

**REQUEST FOR PROPOSAL (RFP/03/PROC/2021-22/APSDC TO BE  
OPENED ON 17 JAN 2022 AT 1100 HRS)**

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 Delhi Cantt
(b)	Postal address for sending the Bids	Army Public School Delhi Cantt-10
(c)	Name/designation of the contact personnel	Principal
(d)	Tele numbers of the contact personnel	011-25693777 8700817317

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.

(Neetu Kapoor)  
Principal  
APS Delhi Cantt

Dated : Dec 2021

## **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 70,000/- (Rupees Seventy 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 separate 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 : Till 1000 on 17 Jan 2022**

**(e) Time and date for opening of Bids : At 1100 on 17 Jan 2022**

**(f) Location of Tender Box : Main Gate , APS Delhi Cantt**

**(g) Clarification regarding content of the RFP : Till 1000 on 17 Jan 2022**

**(h) 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.**

**(i) 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.**

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

(k) 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.

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

(m) 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, Delhi Cantt.

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

(SIGNATURE OF THE BIDDER)  
with company address and seal

## TECHNICAL 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 – PROCUREMENT OF 40 DESKTOP COMPUTERS -<Name of the firm>**

Principal  
Army Public School,  
Sadar Bazar, New Delhi-10

Technical bids will be accompanied by a sample of the final product being offered. This will be at the cost and expense of the seller without claim or compensation. Bidders are advised to meet the minimum specification specified in tender document. Failure to meet the laid down minimum standard will render the bidder unsuccessful technically and not eligible to move forward to next stage of financial bidding process. The same will be in case of documents not submitted or submitted but not meeting eligibility criteria.

**(b) Financial Bid Envelope**

**Financial Bid – PROCUREMENT OF 40 DESKTOP COMPUTERS - <Name of the firm>**

Principal  
Army Public School,  
Sadar Bazar, New Delhi-10

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 emailed 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 – PROCUREMENT OF 40 DESKTOP COMPUTERS -<Name of the firm>**

Principal  
Army Public School,  
Sadar Bazar, New Delhi-10

EMD for **Rs 70,000/- (Rupees seventy thousand only)** in favour of **Army Public School, Delhi Cantt** is valid for three months.

**(d) Cover Bid Envelope**

Bid – **PROCUREMENT OF 40 DESKTOP COMPUTERS - <Name of the firm>**

Principal

Army Public School,

Sadar Bazar, New Delhi-10

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

3. **Last date for placing of bids:- 17 Jan 2022 at 1000 hrs**
4. **Location of the Tender Box.** Tender Box is placed at Principal Office, APS, Delhi Cantt-110010.
5. **Opening of the Bids.** Army Public School Delhi Cantt, Delhi Cantt-110010 on **– 17 Jan 2022 at 1100 hrs.** (If due to any exigency, the due date for opening of the bids is declared a closed holiday, the bids will be opened on the next working day at the same time.
6. **Clarification regarding contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than **17 Jan 2022 at 1000hrs.** if required. Copies of the query and clarification by the purchase will give to all bidders who have received the bidding documents.
7. **Validity of Bids.** The Bids should remain valid **06 months** the date of opening of tenders from the last date of submission of the Bids.

(SIGNATURE OF THE BIDDER)  
with company address and seal

## PART II – SPECIFICATION OF DESKTOP COMPUTERS

### 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)	Sample item	With bids
(b)	40 Desktop Computers with 19.5" Monitor, Keyboard and Mouse with 03 Years warranty.	Within 10 days of supply order.

### SPECIFICATIONS

Bidders must submit a quote that meets the requirement of the below-mentioned specifications for the 40 Desktop Computers with 19.5" Monitor, Keyboard and Mouse:-

SL.NO	ITEM	SPECIFICATION
(a)	CPU	Intel Core i3, 10 <sup>th</sup> Gen processor, 3.2GHz, 8MB Cache or higher, Chipset Intel series Chip set
(b)	Motherboard	OEM mother board with OEM certified Slots Legacy PCI slots 1 , pci e x16 1 number PCI eX1 1 number M.2SOT 2 Number, Video Controller To support HDMI, . Ports Minimum 8 USB ports or more, (at least 4 USB 3.1, 4 USB 2.0 ), 1VGA port, HDMI PORT , RS-232 SERIAL PORT audio ports for microphone and headphone in front
(c)	Graphics	2 GB Dedicates Graphics
(d)	RAM	Memory 8 GB 2133 MHZ DDR4 RAM WITH 32 GB EXPANDABLE
(e)	Hard Disk Drive / SSD	1TB HDD / 512 GB SSD
(f)	Monitor	19.5" LED
(g)	Keyboard	104 Keys Keyboard USB
(h)	Mouse	Optical Mouse USB
(j)	Power Supply	300 WATT and higher with 95% efficiency and higher
(k)	Cabinet	Tower /Mini Tower
(l)	Networking	10/100/1000 onboard Network port with remote booting facility, remote wake up and inbuilt wifi.
(m)	Power Management	Screen blanking, hard disk and system idle mode in power on, set up password, power supply SMPS surge protected
(n)	Operating System	Windows 10 Professional or higher with media and documentation and certificate of authenticity 19. OS Certification Windows
(o)	Secure BIOS	Password (via BIOS), power-on password (via BIOS), Removable media write/boot control, SATA port disablement (via BIOS), Support for chassis padlocks and cable lock devices, Drive Lock and Automatic Drive Lock, Trusted platform Module (TPM) 2.0 21
(p)	Certifications	Compliance and Certification Energy star Version 6.1 for the

		given from factor of desktop and monitor certified, EPEAT certified in India, FCC, CE, RoHS Certificate for quoted desktop and monitor UL Certificate, , Window Certificate , ISO9001, 14001, 20001, 27001 FROM OEM ,, PMA Compliant 22. Warranty 5 Years Onsite 23 Information Accessibility Product details and technical specification of the model should be available to public on OEM official website for verification
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<b>IMPLEMENTATION AND TECHNICAL SUPPORT SERVICES</b>	
<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 works carried out in accordance with the requirements described in this call for tenders.</li> </ul>
<b>Application Software</b>	<ul style="list-style-type: none"> <li>• The scope of work also includes software issue like Operating system (Windows), reinstallation of OS, Antivirus, software patches, configuration of machine as if required taking Data Backup before formatting the machines, configuring printers, Scanners etc.</li> </ul>

### **Training**

Training of school staff (Teaching/Non teaching) on the Desktop Computers will be provisioned for without any additional cost as and when required by the school with in warranty period.

(SIGNATURE OF THE BIDDER)  
with company address and seal

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

1. **Warranty.** The seller will provide warranty for minimum 36 months from the date of acceptance of 40 Desktop Computers with 19.5” Monitor, Keyboard and Mouse. Wherever the warranty given by OEM is lesser the same will be extended by Seller at his own cost for warranty up to 36 months (3 years) at Army Public School, Delhi Cantt during which the item found defective will be repaired to the satisfaction of the buyer. 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 10 days from the date of supply order. Please note that contract can be cancelled unilaterally by the Army Public School Delhi Cantt 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, Delhi Cantt, 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 2018-19 & 2019-20. Due to covid FY 2020-21 is not being considered.
(b)	Attached ITR copy of previous year 2018-19 & 2019-20.
(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)	Authorized vendor / Dealership certificate from OEM

4. **Performance Security.** Performance Security can be submitted in form of Performance Bank Guarantee (PBG) pledged in favour of **Army Public School, Delhi Cantt** 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 @ 10% 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 10% 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 Delhi Cantt 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, Delhi Cantt 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 Delhi Cantt 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, Delhi Cantt 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, Delhi Cantt may, at his discretion, withhold any payment until the completion of the contract. The Army Public School Delhi Cantt may also deduct from the Seller as agreed, liquidated damages to the sum of upto 10% 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 10% of the value of delayed stores.

9. **AMC (Annual Maintenance Contract):** The firms should quote the Rate/Percentage of AMC in their bids after completion of warranty Period.

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

11. **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.

12. **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 utilised 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 separately 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 24 hours of reporting the complaint and in no case, later than two 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.

(SIGNATURE OF THE BIDDER)  
with company address and seal

## 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.

Sr 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	
6	Participating entity's turnover should be minimum Rs 5 lacs previous financial year 2018-19 & 2019-20	Copies of ITR for assessment years 2018-19 & 2019-20	
7	Address proof of office/firm/agency/shop	Copies of Electricity Bill, Water Bill, Telephone Bill, Rent Agreement, Bank Statement - any one document	
8	Tender Fee	Rs 500/- (Rupees Five hundred only)	
9	EMD	Rs 70,000/- (Rupees seventy thousand only)	
10	Name of Brand		
11	Manual/ Boucher and previous work order/certificate		
11	Certificate of OEM (Original Equipment Manufacturer)	Certificate of registration	

(SIGNATURE OF THE BIDDER)  
with company address and seal

## **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.

(SIGNATURE OF THE BIDDER)  
with company address and seal

## ANNEXURE 2 – FINANCIAL PROPOSAL FORM

It is to be noted that the consideration for the quote for the purpose of determining the lowest financial bid would be in following format:-

### PROCUREMENT OF 40 DESKTOP COMPUTERS WITH 19.5" MONITOR, KEYBOARD AND MOUSE WITH 03 YEARS WARRANTY FOR ARMY PUBLIC SCHOOL:-

#### Method of Determining L-1 Bidder.

The following method will be followed to determine L-1 bidder:-

(a) Cost of 40 Desktop Computers with 19.5" Monitor, Keyboard and Mouse with 03 Years warranty = 'X'.

(b) Apparently life of all items is considered as 7 years for calculation purposes only. Cost of year-wise AMC will be quoted for all items at sub-para (a) above, after expiry. This value will be determined as 'Y' as indicated hereunder will be added to 'X' to determine overall L-1.

Item	Years	AMC (%)						
		1	2	3	4	5	6	7
40 Desktop Computers with 19.5" Monitor, Keyboard and Mouse with installation, 03 Years on-site warranty, and any other incidental costs		Under comprehensive warranty						
<b>Quote by Seller ('X')</b>		Rs _____						
<b>Total Value of AMC ('Y')</b>		-						

**Notes:** Quoted in percentage. Percentage quoted will be multiplied with cost quoted by Seller ('X') to arrive at value of 'Y'.

(c) Overall L-1 bidder will be decided based on summation of 'X' and 'Y' values to determine L-1 bidder.

(d) Performance bank guarantee (PBG) will be retained till end of seven years period from date of acceptance. In case AMC is not provided at the rate decided and to the entire satisfaction of the buyer, the PBG will be forfeited by buyer and also from any dues to the firm, for the extra amount incurred at risk and expense of seller in meeting the AMC for third party at its sole discretion.

(SIGNATURE OF THE BIDDER)  
with company address and seal

## 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.	40 Desktop Computers with 19.5" Monitor, Keyboard and Mouse with installation, 03 Years on-site warranty, and any other incidental costs	Nos	1 each			
Basic Cost (Rs) ('X') in Rupees –						
Total Price (Rs) in Rupees –						
L-1 for 'X' value will be determined on basic cost. GST as applicable by Govt notification from time to time will be paid to seller.						

2. AMC Cost. Seller quotes AMC cost for life span of seven (7) years of all equipment supplied as under (Value 'Y'):-

Item	Years	AMC (%)						
		1	2	3	4	5	6	7
40 Desktop Computers with 19.5" Monitor, Keyboard and Mouse with installation, 03 Years on-site warranty, and any other incidental costs		Under comprehensive warranty						
<b>Quote by Seller ('X')</b> at Serial 1 above		Rs _____						
<b>Total Value of AMC ('Y')</b>		-						
Value of AMC (4 to 7 years) in Rupees –								

**Notes:** Quoted in percentage. Percentage quoted will be multiplied with cost quoted by Seller ('X') to arrive at value of 'Y'.

3. **Overall Cost/ Quote by Seller.** The total cost of equipment proposed to be supplied by Seller is as under (Depreciative Cost not to be considered):-

Cost in Figures Rs	Rupees.
Cost in Words Rupees	Rupees.

(SIGNATURE OF THE BIDDER)  
with company address and seal