APS Delhi Cantt
Delhi Cantt-110010

Tender Fee: Rs 500/-
EMD: Rs 30,000/-
PBG: 10 %

REQUEST FOR PROPOSAL (RFP) FOR ELECTRONIC PAPER COLLATOR (SET MAKER) FOR PRINTING MACHINE OF ARMY PUBLIC SCHOOL, DELHI CANTT-10

REQUEST FOR PROPOSAL (RFP/02/PROC/2021-22/APSDC TO BE OPENED ON 27 SEP 2021 at 1130 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

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.** Contains essential details of the items/services required.

(c) **Part III.** Details of Technical Specification to be attached in bids with ANNEXURE.

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: 08 Sep 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 30,000/-** (Rupees thirty 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 in the contract. The EMD will be forfeited if the bidder withdraws or derogates from the tender within the validity period.

(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.

TECHNICAL BID ENVELOPE (ANNEXURE 1 TO 3)

1. **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 ELECTRONIC PAPER COLLATOR (SET MAKER) FOR PRINTING MACHINE -<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 ELECTRONIC PAPER COLLATOR (SET MAKER) FOR PRINTING MACHINE - <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 ELECTRONIC PAPER COLLATOR (SET MAKER) FOR PRINTING MACHINE -<Name of the firm>**
Principal
Army Public School,
Sadar Bazar, New Delhi-10

EMD for Rs 30,000/- (Rupees thirty thousand only) in favour of **Army Public School, Delhi Cantt** is valid for three months.

(SIGNATURE OF THE BIDDER)
With address and seal

(d) Cover Bid Envelope

Bid **– PROCUREMENT OF ELECTRONIC PAPER COLLATOR (SET MAKER) FOR PRINTING MACHINE - <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)

2. **Last date for placing of bids:**- **27 Sep 2021 at 1030 hrs**

3. **Location of the Tender Box.** Tender Box is placed at Main Gate, APS, Delhi Cantt-110010.

4. **Opening of the Bids.** Army Public School Delhi Cantt, Delhi Cantt-110010 on **– 27 Sep 2021 at 1130 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.

5. **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 **– 27 Sep 2021 at 1000hrs**, if required. Copies of the query and clarification by the purchase will give to all bidders who have received the bidding documents.

6. **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 address and seal

PART II – STANDARD CONDITIONS OF RFP

1. **Warranty.** The seller will provide **warranty** for minimum 12 months from the date of delivery of Electronic Paper Collator for Printing Machine for 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:-

1	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.
2	Attached ITR copy of previous year 2018-19 & 2019-20.
3	If participating is registered as Micro and Small Enterprises (MSME) in the state and registration with CSPO/NSIO/DGSND photocopy of certificate attach.
4	Participating entity should have valid Permanent Account Number (PAN), manufacturing/trading license/contractor (if applicable), and Goods and Services Tax (GST) number.
5	Annexure-1, 2 and 3 to be submitted.

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 12 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 one 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.

(SIGNATURE OF THE BIDDER)
With address and seal

5. **Option Clause:** The contract will have an Option Clause, wherein the Buyer can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.

6. **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.

7. **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.

8. **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.

9. **Liquidated Damages (LD):** 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.

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(SIGNATURE OF THE BIDDER)
With address and seal

PART – III

ANNEXURE 1 – ORGANIZATION DETAILS

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.

	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 must be enclosed**	
8	Tender Fee	Rs 500/- (Rupees five hundred only)	
9	EMD	Rs 30,000/- (Rupees thirty thousand only)	

(SIGNATURE OF THE BIDDER)
With address and seal

ANNEXURE 2 – SPECIFICATION OF ELECTRONIC PAPER COLLATOR (SET MAKER) FOR PRINTING MACHINE

Deliverables

1. Bidder is permitted to supply complete items in one go within ten days, items will be delivered as per under mention schedule:-

(a)	Items	After received of Supply Order
(b)	Electronic Paper Collator (Set Maker) for Printing Machine	within 10 days of supply order.

SPECIFICATIONS

Bidders must submit a quote that meets the requirement of the below-mentioned specifications for the Electronic Paper Collator for Printing Machine:-

ELECTRONIC PAPER COLLATOR (SET MAKER) FOR PRINTING MACHINE (ELECTRONIC PAPER COLLATOR WITH LEFT AND RIGHT STAPLER)	
DESCRIPTION	**MINIMUM SPECIFICATION**
No of Bins	10 bins
Paper Size	Min A5 (140X160mm) & Max A3SR(320X450mm)
Paper type	Fine & Medium quality paper (53 to 128 gsm)
Paper feed bin capacity	300 to 350 sheets
Error Detection	Empty Feed, double feed, paper jam
Paper Stack Capacity	Max 80mm (The height of full detection sensor is 65 mm)
Maximum Process Speed	130 sets/min (A4 long edge feed) 75 sets/min (A4 short edge feed)
Paper Stack	Straight, offset
LCD	4 Digi Counter (Count up/ Count down)
Trolley	Metal Trolley for operational height for DFC (High Quality printing)

Training

Training of school staff (Teaching/Non teaching) on the electronic paper collator will be provisioned for without any additional cost as and when required by the school within period of warranty.

(SIGNATURE OF THE BIDDER)
with company address and seal

ANNEXURE 3 – 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 ELECTRONIC PAPER COLLATOR (SET MAKER) FOR PRINTING MACHINE

Details of are given below, as mentioned in the Scope of Work:-

Sr No	Specifications	A/U	Qty	Basic Cost	GST	Total Price (Rs.)
1	Electronic Paper Collator (Set Maker)	Pcs	01			

Total (in figure) : _____

Total (in word) : Rupees_____

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(SIGNATURE OF THE BIDDER)
with company address and seal