

**TENDER ENQUIRY FOR PROCUREMENT OF 13 COMPUTERS(PC)
IN IT LAB FOR ARMY PUBLIC SCHOOL, RAKHMUTHI**

REQUEST FOR PROPOSAL (RFP) NO: 505/IT LAB/APSR DT 22 DEC 2025 (11 PAGES)

Particulars of Buyer issuing RFP : **Principal, Army Public School, Rakhmuthi,
C/O HQ 191 Inf Bde, Pin-908191, C/o 56 APO**

1. Bids are invited for supply of items listed in Appx 'A' & 'B' of this RFP. Firms are requested to ensure that complete Tender Documents have been collected by them. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

2. The address and contact numbers for submitting Bids or seeking clarifications regarding this RFP are given below:-

- (a) Bids/queries to be addressed to :Principal
Army Public School Rakhmuthi,
C/o HQ 191 Inf Bde
Pin-908191
C/o 56 APO
- (b) Postal address : -do-
- (c) Name/designation of the contact personnel : -do-
- (d) Telephone numbers of the contact personnel : **01924-295211**
9906230973
- (e) E-mail ids of contact personnel : apsrakhmuthi@awesindia.edu.in
aps.rakhmuthi@gmail.com

**TENDER FORM FOR PROCUREMENT OF 13 DESKTOP COMPUTERS
IN ARMY PUBLIC SCHOOL RAKHMUTHI**

3. You are invited by the Management of Army Public School, Rakhmuthi to submit tender for the above mentioned items described in the accompanying documents.
4. Your tender form duly completed should be put in the tender box kept outside the office of the school/through Registered Post by **06/01/2026 till 1200 hrs** with all relevant documents sealed in an envelope duly quoted with rates. Incomplete and Conditional quotes shall be summarily rejected. Tender will be packed as per following details :-
- (a) Envelope No 1 – Technical Bid for supply of Desktop Computers
 - (b) Envelope No 2 – Commercial Bid for supply of Desktop Computers
- Note :- Separate envelope for the procurement of Computer for:-**
- (i) IT LAB
5. The following documents are included with this tender invitation :-
- (a) General Information about the Tender.
 - (b) Tender Notice with terms & condition.
 - (c) Appendix 'A' – Technical Bid Proforma.
 - (c) Appendix 'B' – Commercial Bid Proforma.
6. The Management of Army Public School, Rakhmuthi doesn't bind itself to accept the lowest or any tender and may cancel tendering process at any time.
7. All pages to be duly signed & stamped by the Vendor.

Principal

GENERAL INFORMATION ABOUT THE TENDER

Ser No	Tender details	Procurement of 13 x Desktops Computers in Army Public School, Rakhmuthi
(a)	Earnest Money	Rs 10,000/- payable by DD issued in the name of Principal, Army Public School Rakhmuthi, payable at Akhnoor except vendor registered with Department of MSME (Micro, Small and Medium Enterprises).
(b)	Date of issue of Tender	From 22/12/2025 to 30/12/2025
(c)	Last Date of Receipt of Tender	06/01/2026
(d)	This Tender Contains	11 pages (All pages to be duly signed & stamped by the Vendor)
(e)	Time allotted for supply of the item	Completion of supplies will be six weeks from the issue of the supply order. In addition to the supply period, the installation period will be one week.
(f)	Site of the delivery & installation	Army Public School Rakhmuthi
(g)	Tender cost	Rs 500/- payable by DD issued in the name of Principal Army Public School, Rakhmuthi. Cash will not be accepted by School.

**TENDER NOTICE : FOR PROCUREMENT OF 13 x DESKTOP COMPUTERS IN
ARMY PUBLIC SCHOOL, RAKHMUTHI**

1. Sealed tenders under Two-Bid System are invited for the procurement of **13 x Desktop Computers for IT Lab** in Army Public School, Rakhmuthi. The Technical Specifications Proforma of Desktop Computer System is attached as **Appendix 'A'**. Commercial Bid Proforma is attached as Appendix 'B'.

2. **Submission of Bids.** The quotations should be submitted as Technical Bid and Commercial Bid separately. The envelopes should be clearly marked Technical/Commercial bids. The Technical Bid and Commercial Bid envelopes be sealed separately and then placed in a bigger envelope upper scribed "Quotations for procurement of **13 x Desktop Computers**" at the above mentioned address and put in the tender box kept outside of school office up to **1200 hrs** by **06/01/2026**. The Quotation can also be sent through Registered Post but must reach on time. Incomplete and entries having conditions shall be summarily rejected.

3. The Technical Bids shall be opened first. Commercial Bids of only valid and suitable technical bids would be considered/opened. The decision of the board shall be final and binding on all and no representation in this regard will be entertained.

4. **Specifications.** Technical Specifications of the required items is listed in **Appendix 'A'**. All items as specified only are to be supplied. Items not found genuine/satisfactory shall be rejected and the supplier will remove the same from the school at his own cost. If any quoted items are not available then the item of higher specifications will be supplied and installed. However no additional cost would be paid. Any items of lower specification would not be accepted.

5. **Earnest Money.** All Technical Bids must be accompanied with a Demand Draft of **Rs10,000/-** payable to the Army Public School Rakhmuthi, which is refundable on non-acceptance of the Tender. All Technical Bids not accompanied with the Demand Draft will be rejected. The EMD to be valid for a period of minimum ninety days. The EMD is applicable to all vendors except vendor registered with Department of MSME (Micro, Small and Medium Enterprises). Details of Earnest Money deposited :-

BD/PO No

Date of issue

Validity of BO/PO

Name of the Issuing Authority

6. **Cost of Tender Document.** A Demand Draft of Rs 500/-payable to the Army Public School Rakhmuthi, to be attached with Technical bid. Technical Bids not accompanied with the Demand Draft will be rejected.

7. **Security Deposit.** Security money amounting to 05% of total value of contract will be deposited in the form of Bank Guarantee/Account Payee Cheque (Without Date) /Joint Fixed Deposit by the successful bidder With the period of 36 months. The Bank Guarantee/Joint Fixed Deposit to be deposited within seven days after issue of supply order. Bank guarantee shall be in favour of Army Public School Rakhmuthi.

8. **Supply of Items/Completion of Task.** Time for completion of supplies will be six weeks from the issue of the supply order. In addition to the supply period, the installation period will be one week. The School reserve the right to cancel the supply order if the items are not received in three weeks time. Vendor will employ his own staff for installation of Desktop Computers as mentioned.

9. **Liquidate Damages (LD).** Following points to be noted with respect to LD:-

- (a) Imposed @ 05% of the price of delayed /un delivered stores/week and not more than 10% cumulatively.
- (b) LD will be imposed if extension of delivery period is not taken.

10. **Payment Terms.** Payment will be made through NEFT/RTGS in the name of firm after supplying and installation of the material and checked by Inspection Committee detailed by Chairman for quality/quantity and worthiness if found acceptable. Hence it is advised that the complete consignment as per the supply order be supplied in one lot to facilitate checks & processing of bills. No advance payment(s) will be made. TDS will be deducted as per the Income Tax norms.

11. The school reserves its right to alter the quantities/items or reject any quotation without assigning any reasons thereof. The rates quoted must include all taxes/GST for Army Public School Rakhmuthi. The rates quoted by you will be valid for minimum 120 days.

12. **Warranty.** Vendor will provide minimum three years free onsite comprehensive warranty for Desktop Computers commencing from the date of invoice. Invoice will only be accepted by the school after the report of the Acceptance Board.

13. **Earliest Acceptable Year of Manufacture 2025.** Quality/ life certificate will need to be enclosed with the bill.

14. **Acceptance Board.** The goods supplied will be tested/checked for compliance to specification by an Acceptance Board in the presence of representative. After receipt of items, if any found to be defective will be replaced forthwith.

15. **Final Price.** The total price of the project that is finally accepted as per your quotation will be inclusive of all taxes, packing, forwarding, installation, freight, insurance, training etc and free comprehensive warranty for three years.

16. **Spares and Consumables.** Vendor will guarantee provision of all replacement of spares for the equipment depending upon the option to be exercised by the customer for a period of three years.

17. **Acceptance of Tenders.** The Tenders quotations are to be submitted in two envelopes and marked as under:-

- (a) Technical Bid - Envelope No 1
- (b) Commercial Bid - Envelope No 2

18. **Receipt of Tenders.** The last date for receipt of the BID (tender documents) is **06/01/2026 at 1200 hrs** and tender will be opened on **15 Jan 2026 (IT Lab) at 1100 hrs.** The Tender is to be put in the Tender Box placed in the Army Public School Rakhmuthi.

19. **Opening of Tenders.** Date and Time for opening of the Technical and Commercial bids will be communicated telephonically to the vendors separately. It is advised that one of the representatives of the applicant should be present at the time of opening of the Bid. Commercial bids will be opened after opening of valid Technical Bids.

APS RAKHMUTHI

TECHNICAL BID

(Submit on Company letter head duly signed and affixed seal)
PROFORMA FOR TECHNICAL BID : DESKTOP COMPUTERS (13 NUMBERS)

1. The following documents and specification will also be submitted with Technical Bid:-

Ser No	Particulars	To be filled by the Vender	Page No	Remarks (Please Specify Model No)
<u>Documents to be attached below :-</u>				
1	Name and date of establishment of the agency (along with documentary proof)	Yes/No		
2	Detailed office address of the Agency with Office Telephone Number, Mobile Number and name of the contact person	Yes/No		
3	GST Registration No (copies to be enclosed)	Yes/No		
4	Category of trade	Yes/No		
5	Name of partners/proprietor	Yes/No		
6	03 x supply order of the similar project or Minimum 90 Lakh turnover in last three years (copies to be enclosed)	Yes/No		
7	PAN/TAN Number	Yes/No		
8	Last two years IT Returns (copies to be enclosed)	Yes/No		
9	Whether the undertaking regarding acceptance of the terms and conditions have been duly signed, in token of acceptance of the same, is attached.	Yes/No		
10	EMD amount of Rs 10,000.00 (Rupees ten thousand only) (Refundable) except vendor registered with Department of MSME (Micro, Small and Medium Enterprises).	Yes/No		
11	DD amount of Rs 500.00 (cost of tender documents, non-refundable)	Yes/No		

Technical Specifications :-				
Ser No	Nomenclature		To be filled by the Vendor	Please mention the name of Brand *
(a)	All in One Desktop PC	Commercial AIO (All in One Desktop PC)	Yes/No	
(b)	CPU	CPU-Intel Core i5 (13th generation or higher	Yes/No	
(c)	RAM	RAM - 16 GB DDR-4 or Higher	Yes/No	
(d)	Storage	Storage- 1 TB SSD internal storage drive	Yes/No	
(e)	Display	Display- 23.8 inch FHD display or Higher	Yes/No	
(f)	OS	OS – Pre Loaded Window 11 Pro 64 Bit.	Yes/No	
(g)	Keyboard & Mouse	Optical Wired Keyboard and Mouse.	Yes/No	
(h)	Speaker	Inbuilt Speaker & HDMI In and Out	Yes/No	
(j)	Wireless LAN	Intel Wifi 6 & Bluetooth 5.1 or Higher	Yes/No	
(k)	Webcam	USB/Inbuilt HD webcam with inbuilt Mic for each PC	Yes/No	
(l)	Warranty	Three year onsite warranty with complete installation.	Yes/No	
(m)	AMC	Annual Maintenance Contract (AMC) per PC for another two years after the completion of warranty period of three years.	Yes/No	

*** Note. Lenovo Brand is banned in Army. Place specification of All in One Desktop PC except Lenovo Brand.**

Appendix 'B'

COMMERICALBID

(Submit on Company letter head duly signed and affixed seal)

PROFORMA FOR COMMERICAL BID :DESKTOP COMPUTERS (13 NUMBERS)

(NOTE :- RATES OF SPECIFICBR AND WHERE APPLICABLE BE MENTIONED AGAINST EACH)

Ser No	Nomenclature	Brand	Qty	Rates including All taxes (Rs)		Remarks (Please Specify Model no)
				Rate	Total Cost	
1.	Commercial AIO (All in One Desktop PC) CPU-Intel Core i5 (13th generation or higher) RAM - 16 GB DDR-5 or Higher. Storage- 1 TB SSD internal storage drive. Display-23.8 inch FHD display or Higher. OS – Pre Loaded Window 11 Pro 64 Bit. Optical Wired Keyboard and Mouse. Inbuilt Speaker & HDMI In and Out. Intel Wifi 6 & Bluetooth 5.1 or Higher. USB/Inbuilt HD webcam with inbuilt Mic for each PC. Three year onsite warranty with complete installation.					
	Total Amount (Rs)					

Total Rupees in words :(Rupees, _____ only)

Company Stamp and Signature

2. Cost of Annual Maintenance Contract (AMC) per PC for another two years after the completion of warranty period of three years Rs/- per PC annually.

Note :-

1. You are requested to submit the quotation on Company letter head, stating your address, Contact details, GSTIN No duly signed and affixed office seal. Without GST No. the quotation will be rejected.
2. Prices quoted should be inclusive of all taxes/GST, duties and levies.

DECLARATION

(Submit on Company letter head duly signed and **affixed** seal)

1. I, _____ Son/Daughter/Wife of _____
_____ Proprietor/Partner/Director/authorized signatory of the Agency mentioned above is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ We, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities toward prosecution under appropriate law.

(Signature of Authorized Person) only
Proprietor/Partner/Director

Seal
Place

Date:
Full **Name**

UNDERTAKING

(Submit on Company letter head duly signed and **affixed** seal)

1. I undertake that all the eligibility conditions mentioned in the tender document are fulfilled. Further, all supporting documents have been attached herewith.
2. I have gone through and fully understood the terms and conditions supplied in the tender document and I hereby undertake to abide by all terms and conditions and also undertake to abide by the instructions to be issued by the School Management of Army Public School, Rakhmuthi from time to time for due discharge of Service Agreement.
3. It is declared that all the entries made in this form are correct. In case of detection of any false entry and incorrect information / document, the submitted tender may be rejected and Earnest Money Deposit forfeited.

Authorized Signatory with rubber seal
(only Proprietor/Partner/Director)