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Army Public School  
Nehru Road  
Lucknow Cantt

5797/PC/APS

22 Feb 2025

**TENDER FORM FOR PROCUREMENT OF DESKTOP COMPUTERS WITH COMPLETE  
INSTALLATION IN ARMY PUBLIC SCHOOL, NEHRU ROAD, LUCKNOW**

1. You are invited by the Management of Army Public School, Nehru Road, Lucknow Cantt to submit tender for the above mentioned items described in the accompanying documents.
2. Your tender form duly completed should be put in the tender box which is placed at placed at Army Public School, Nehru Road, Lucknow Cantt Gate No. 1 by **10 Mar 2025** till **1300hrs** but should with all relevant documents sealed in an envelope duly quoted your 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 with complete installation.
  - b) Envelope No 2 - Commercial Bid for Supply of Desktop Computers with complete installation.
  - c) Envelope No 3 - Large envelope. (Envelope No 1 & 2 to be kept in large envelope)
3. 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
  - d) Appendix 'B' - Commercial Bid Proforma
4. The Management of Army Public School, Nehru Road, Lucknow Cantt doesn't bind itself to accept the lowest or any tender and may cancel tendering process at any time.
5. All pages to be dully signed & stamped by the Vendor.



Yours faithfully,

  
(Mrs Nidhi Rathore)  
Principal

**GENERAL INFORMATION ABOUT THE TENDER**

<b><u>S.no</u></b>	<b><u>Tender details</u></b>	<b><u>PROCUREMENT OF DESKTOP COMPUTERS WITH COMPLETE INSTALLATION IN ARMY PUBLIC SCHOOL, NEHRU ROAD,LUCKNOW</u></b>
1	<b>Earnest Money</b>	Rs 10,000/- payable by DD issued in the name of Principal Army Public School, Nehru Road ,Lucknow
2	<b>Date of Tender submission</b>	From 24 Feb 2025 to 10 Mar 2025
3	<b>Last Date of Receipt of Tender</b>	10 Mar 2025
4	<b>This Tender Contains</b>	<b>08 pages</b>
5	<b>Time allotted for supply of the item</b>	Completion of supplies will be <b>four weeks</b> from the issue of the supply order.
6	<b>Site of the delivery</b>	ARMY PUBLIC SCHOOL, NEHRU ROAD,LUCKNOW
7	<b>Tender cost (Non Refundable)</b>	Rs 100/- payable by DD issued in the name of Principal Army Public School, Nehru Road ,Lucknow <b>Cash will not be accepted by School.</b>



22 Feb 2025

5797/PC/APS

**TENDER NOTICE: FOR PROCUREMENT OF DESKTOP COMPUTERS WITH COMPLETE INSTALLATION IN ARMY PUBLIC SCHOOL, NEHRU ROAD, LUCKNOW**

1. Sealed tenders under Two-Bid System are invited for the procurement of Desktop Computers with complete installation in Army Public School, Nehru Road, Lucknow Cantt. The Technical Bid Proforma for procurement of Desktop Computers with complete installation is attached at **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 envelop super scribed "**Quotations for procurement of Desktop Computers with complete installation**" in the tender box placed at Army Public School, Nehru Road, Lucknow Cantt Gate No. 1 by **10 Mar 2025 till 1300hrs**. Incomplete and Conditional 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 **Rs 10,000/-** payable to the "**Principal, Army Public School Nehru Road Lucknow**", 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. EMD may be forfeited in case of non-acceptance of Supply/ Work Order.**

Details of Earnest Money deposited:-

BD/PO No \_\_\_\_\_ Date of issue \_\_\_\_\_

Validity of BD/PO \_\_\_\_\_ Name of the Issuing Authority \_\_\_\_\_

6. **Cost of Tender Document.** Tender form can be downloaded from school website only. A Demand Draft of Rs 100/- payable in favor of "**Principal, Army Public School Nehru Road Lucknow**". Cash will not be acceptable. Demand Draft of Tender form cost should be enclosed with tender.

7. **Security Deposit.** Security money amounting to **5 % of total value of supply order** will be deposited in the form of Bank Guarantee/Joint Fixed Deposit by the successful bidder with the period of **03 years**. The Bank Guarantee/Joint Fixed Deposit to be deposited within seven days after issue of supply order. Bank guarantee shall be in favor of **Principal, Army Public School Nehru Road**



**Supply of Items/ Completion of Task.** Time for completion of supplies along with installation will be done in four weeks from the issue of the supply order. In addn to the supply period, The School reserve the right to cancel the supply order if the items are not received in **four week** time.

9. **Liquidate Damages (LD).** Following points to be noted with respect to LD:-  
(a) Imposed @ 0.5% of the price of delayed /undelivered stores/week and not more than 10% cumulatively.

(b) LD will be imposed if extension of delivery period not taken.

10. **Payment Terms.** Payment will be made through NEFT/RTGS in the name of firm after Supplying of the material and checked by Inspection Committee detailed by Chairman for quality/quantity and worthiness and 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.

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, Nehru Road Lucknow. The rates quoted by you will be valid for minimum 120 days.

12. **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.

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

14. **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

15. **Receipt of Tenders.** The last date for receipt of the BID (tender documents) is **10 Mar 2025 at 1300 hrs.** The Tender is to be put in the Tender Box placed at Army Public School, Nehru Road, Lucknow Cantt Gate No. 1.

16. **Opening of Tenders.** Date and Time for opening of the 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 Commercial Bid. Commercial bids will be opened after opening of valid Technical Bids.



(Ms Nidhi Rathore)  
Principal



**Appendix 'A'**

(Refers of Tender Notice dt 22 Feb 25)

**TECHNICAL BID**

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

**PROFORMA FOR TECHNICAL BID PROCUREMENT OF DESKTOP COMPUTERS WITH COMPLETE INSTALLATION**

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

<b>S No</b>	<b>Particulars</b>	<b>To be filled by the Vendor</b>	<b>Remarks (To be filled by the Vendor)</b>
<b>A. Documents to be attached below</b>			
1	Name and date of establishment of the agency/firm/Company	<u>Yes/No</u>	
2	Detailed office address of the Agency with Office Telephone Number, email ID and Mobile Number and name of the contact person.	<u>Yes/No</u>	
3	GST Registration No (copies to be enclosed)	<u>Yes/No</u>	
4	Category of trade	<u>Yes/No</u>	
5	Name of partners/proprietor/Company	<u>Yes/No</u>	
6	OEM cert (copies to be enclosed) not more than twelve month old.	<u>Yes/No</u>	
7	PAN/TAN Number (copies to be enclosed)	<u>Yes/No</u>	
8	Last two assessment years IT Returns (copies to be enclosed)	<u>Yes/No</u>	
9	Whether the undertaking regarding acceptance of the terms and conditions have been duly signed, in token of acceptance of the same, is attached.	<u>Yes/No</u>	
10	EMD amount of Rs 10,000/- (Rupees ten thousand only)	<u>Yes/No</u>	
<b>B. TECHNICAL SPECIFICATIONS</b>			
1.	<b>Desktop Computers with complete installation</b> CPU-Intel Core i5 (14th generation or newer) or equivalent. RAM - 16 GB DDR-4 or above, Storage - 512 GB SSD internal storage drive. Display-18 inch display or above. OS - Licensed version of Window 11 or above home/pro MS office 2021 including Ms Access or above Optical Wired Keyboard and Mouse. Browser - Latest Microsoft Edge/Google Chrome/ Mozilla Firefox with JavaScript. Quick Heal Total Shield for 3 years for each PC <b>With three year onsite warranty with complete installation.</b>	<u>Yes/No</u>	



## 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

Date :  
Full Name:

Seal  
Place



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

**PROFORMA FOR COMMERICAL BID PROCUREMENT OF DESKTOP COMPUTERS WITH COMPLETE INSTALLATION**

<u>S No</u>	<u>Nomenclature</u>	<u>Brand &amp; Model</u>	<u>A/U</u>	<u>Qty</u>	<u>Rate Per Unit including all taxes ( In Rs)</u>	<u>Total Amount including all taxes ( In Rs)</u>	<u>Remarks (If any)</u>
(a)	<p><b>Integrated Interactive Desktop Computers with complete installation</b></p> <p>CPU-Intel Core i5 (14th generation or newer) or equivalent.  RAM - 16 GB DDR-4 or above,  Storage - 512 GB SSD internal storage drive.  Display-18 inch display or above.  OS - Licensed version of Window 11 or above home/pro MS office 2021 including Ms Access or above  Optical Wired Keyboard and Mouse.  Browser - Latest Microsoft Edge/Google Chrome/ Mozilla Firefox with JavaScript.  Quick Heal Total Shield for 3 years for each PC  <b>With three year onsite warranty with complete installation.</b></p>	<b><u>HP/ DELL</u></b>	<b><u>Nos</u></b>	<b><u>14</u></b>			
<b><u>Grand Total (Including all taxes &amp; levies) :-</u></b>							



Company Stamp and Signature

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

Date :  
Full Name:

Seal  
Place

