

CALL FOR QUOTATIONS/TENDERS :

PURCHASE OF PHOTOSTAT MACHINE FOR EXAM CELL OF APS UDHAMPUR

Introduction

1. Army Public School, Udhampur invites offers in **two bids system** from the authorized dealers/vendors for the project "**Purchase of Photostat Machine for Exam Cell of APS Udhampur**".
2. Bids are invited for the project as specified below:-

S No	Details	A/U	Qty
(a)	Purchase & Installation of Photostat Machine <u>Specification</u> Type : Multifunction (Network Printer, Copier, Scanner with Duplexing & RADF) Functions : Print/ Copy/Scan : A3 Size (Colour scanning Mandatory) Support Paper size – A3, A4, Legal, Letter RAM : 4 GB Copy/ Print Speed (A4) : 26ppm Duplex Facility : Yes Scan Format : PDF, JPEG, TIFF Connectivity : Ethernet 10/100/1000 Base-T, High Speed USB 3.0 Paper Input : Tray 1 of 250 sheets + By Pass Tray of 100 Sheets Warranty : One Year	Nos	01

Note : Please adhere to the above specification while sending quotation and mention brand name of photostat machine.

3. **Eligibility criteria**

Technical Bid :

- (a) Technical Specification to be attached
- (b) **OEM certificate (Mandatory) (OEM and brand name are same company)**
- (b) GST Registration Certificate.
- (c) Latest Qtr/month GST return should be attached.
- (d) PAN Card Copy should be attached.
- (e) Last one year IT return should be attached.
- (f) Experience Certificate in the field of the tender.
- (g) EMD / Submit MSME Certificate.

Commercial Bid

- (a) Prices of the items should be inclusive of GST.
- (b) However, quoted price should include cost of material, transportation, installation and labour charges incurred to make the items functional in the school premises.

(c) Any variation in warranty period other than specified in Para 13 of this Call for Quotation should invariably highlighted separately.

4. Technical Bid and Commercial Bid given above need to be sealed in two separate envelopes and these two bids put in a single envelope and write on top of the single envelope “**Technical and Commercial Bids inside in this envelope**”.

Technical Bid और Commercial Bid दो अलग- अलग लिफाफे में रखकर, एक बड़े लिफाफे में डालें और उस बड़े लिफाफे पर लिखें :-

“**Technical Bid and Commercial Bid Inside in this envelope**”

5. Bids in sealed cover are invited for “**Purchase of Photostat Machine for Exam Cell of APS Udhampur**”. The vendors/ dealers having proper valid GST Number may submit their bids. Please super scribe “_____ (type of bid) “**Purchase of Photostat Machine for Exam Cell of APS Udhampur**”. RFP number i.e 1058/APSU and date of opening of the bids i.e. **14 Oct 2025** on the sealed cover to avoid the bid being declared invalid.

6. (a) Last date for submission of bids by **1500 hrs on 13 Oct 2025**. The sealed bids should be reached by the due date and time. The responsibility to ensure this lies with the bidder. Bids received beyond the time and date given above shall be rejected.

(b) **Manner of depositing the bids**: Sealed bids should be sent by **Registered Post / Courier only** at the address mentioned in **Para 20 below** so as to reach by the due date and time. No responsibility will be taken for postal delay or non delivery/ non receipt of bid documents. Bids sent by FAX or e-mail or deposit by himself in Tender Box will not be considered (unless the latter has been specifically called for by these modes due to urgency).

(c) **Time and date for opening of bids** : **14 Oct 2025 at 1100 hrs at APS, Primary Wing, Udhampur**. (if due to any exigency or the due date for opening of the bids is declared closed holiday, the bids will be opened on the next working day at the same time or on any other day/time).

Special conditions

7. **Payment Terms**: It will be mandatory for the bidders to indicate their Bank Account numbers and other relevant details in their bill so that payments could be made through cheque.

8. **Full payments shall be made on completion of the full order as specified**, after inspection and acceptance of items for quality, completeness and serviceability by the Board detailed by the purchaser. Payment will be made for the complete order and not in parts.

9. Payment would be made through interbank transfer once the Acceptance has been issued by BOO after receipt, installation and commissioning of stores at loc which will be given in Supply Order. No advance payment is admissible.

10. **Paying Authority** : Army Public School, Udhampur after prior approval of Competent Financial authority.

11. **Quality**: The quality of the stores delivered according to the present Contract shall correspond to the technical conditions and standards valid for the deliveries of the same stores or specifications enumerated as per RFP and shall also include therein Modification to the stores suggested by the Buyer. Such modifications will be mutually agreed to. The Seller shall supply an interchangeability certificate along with the changed part numbers wherein it should be mentioned that item would provide as much life as the original item.

12. **Inspection Authority** : The inspection will be carried out by bd of Officers detailed by the school management.

13. **Warranty :** The Seller will provide free comprehensive warranty for a period of **minimum one year** from the date of acceptance of stores by the bd of officers detailed by the school management or date of installation and commissioning, whichever is later that the goods/stores supplied under the contract and each component used in the manufacture thereof shall be free from all types of defects/failures. During warranty period the vendor shall repair/replace without extra cost any equipment/part/accessory that becomes except defective items of a consumable nature.

14. **Liquidated Damages:** Liquidated Damages (LD), if the Seller fails to deliver the stores in full, within the stipulated period from the date of the supply/installation order, he shall pay the CUSTOMER liquidated damages, at the rate of one percent (1%) of the total value of the supply order for each completed week. Moreover, the CUSTOMER will have right to terminate the supply order in the case of such delay beyond 10 weeks and the customer would have the option to buy the items and accessories from the market at the vendors risk and cost.

General.

15. **Jurisdiction.** The Court of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising in respect of the contract.

16. No Litigation/Arbitration under any circumstances at any stage is applicable, the decision of Principal/ Mgt Body of Army Public School, Udhampur will be final and binding in all respect.

17. **Ownership Title:** The ownership of all the items being supplied will be with Principal Army Public School, Udhampur. All document and registration details to this effect will be handed over by the vendor at the time of delivery.

18. **Manual and Literature.** All related manuals, literature and Test certificate for the items supplied will also be handed over with the equipment.

19. No insurance charges will be paid by the school. Consignee accept no responsibility of liability for the loss of damage of the storage in transit of the rejected stores lying inside the school premises for reasons whatsoever.

20. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below :-

(a) Postal Address :-

**Coordinator
Army Public School
Primary Wing, Udhampur
PO - Garhi
Tehsil & Dist - Udhampur
Pin - 182121
Jammu & Kashmir**

(b) Mobile : **9596881756** (c) E-mail id: **apsudhpurchase@gmail.com**

21. No boarding and lodging for the installation team will be provided inside School premises due to security reasons.

22. This RFP is being issued with no financial commitment and the customer reserves the right to change or vary any part thereof at any stage. No bidder will be called during quotation opening. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

23. 10% of the tender amount will be retained by the school as security of defect liability which will be released after defect liability period of one year. This amount will be deducted from tendered amount.

24. Income tax payment will be vendor's liability. 1% TDS will be deducted as per IT Rules (whereas applicable).



(Dr Sanjeev Kumar)
Principal