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Mobile : 9797688444

Army Public School  
New Military Station  
PO – Lakhan Kalan  
Kapurthala – 144601

APS/ARF/Photocopier/Kpt

28 October 2022

**CALL FOR QUOTATIONS FOR PROCUREMENT OF PHOTOCOPIER  
FOR ARMY PUBLIC SCHOOL, KAPURTHALA**

Sir/Madam,

1. Army Public School Kapurthala hereinafter referred to as Customer, is interested in procurement of Photocopier as per details mentioned at Appendix 'A'. Please give your technical and commercial offers as per Appendices 'B' and 'C' respectively. Following points may please be adhered to while submitting offers :-

(a) The cost indicated for each item should be the landed cost of item, inclusive of all taxes, levies, freight etc. ie. Sales Tax, Custom Duty (if applicable), excise duty, carriage etc. Vendor will be responsible to produce excise duty certificate in respect of all such items, whether manufactured by the vendor or otherwise. Bids mentioning taxes extra or octroi extra will be rejected.

(b) Incomplete/incorrect tenders are liable to be rejected.

(c) **Method of Evaluation L-1 Vendor.** The L-1 Vendor will be evaluated on overall cost for the complete project including delivery, installation and configuration of all hardware and software required for the full functioning of the equipment.

2. **Scope of Project.** The project involves delivery, installation, equalization and acoustic naturalization of the entire equipment. Any item that does not conform to the technical specifications will be removed by the vendor at his own cost and the customer reserves the right to cancel the contract.

3. **Delivery and Implementation Schedule.**

(a) Installation will be completed within 15 days after placing of supply order at Army Public School, Kapurthala.

(b) Items to be supplied & installed by the firms should be of good quality which will be inspected by the board of officers.

(c) Last date of receipt of Technical Bid and Commercial Bid is 1500 hrs on or before 19 November 2022.

(d) Technical bids will be opened at 1230 hrs on 21 November 2022 at Army Public School, Kapurthala.

(e) The Commercial bids will be opened only in respect of technically qualified bidders on the same day.

(f) Fresh dates will be intimated in case of any change.



### **Commercial Aspects**

4. A locked & sealed Tender Box for receipt of Tender will be placed at the office of Principal, Army Public School, Kapurthala.
5. Tender received by post/courier by due date will be placed in the box.
6. The bids should remain valid till **31 December 2022**.
7. **Manuals**. The vendor will provide all manuals required to maintain the equipment.
8. The following documents will be attached along with Tender document :-
  - (a) Photocopy of GST Registration.
  - (b) Photocopy copy of PAN Card.
  - (c) Firm Registration Certificate.
  - (d) Proprietor's Aadhaar Card.
9. **TDS will be deducted by the buyer as per Rules and Regulations of Income Tax Act 1961 as amended from time to time.**
10. **Earnest Money Deposit**. Earnest Money amounting to Rs 10,000/- (Rupees ten thousand only) will be deposited in a separate envelope in the form of a Bankers Cheque/demand draft from a Nationalised bank in the name Army Public School, Kapurthala payable at Kapurthala. Firms registered with NSIC/DGS&D & MSME are exempted from submission of EMD.
11. **Payment Terms & Conditions**. Project cost will be paid on complete delivery of equipment, successful installation and successful completion of on-site testing and training at Army Public School, Kapurthala.
12. It will be ensured that the vendor is registered under GST. Quotations received from Non GST vendors will be rejected and no claim in this regard to be entertained.

### **Warranty and Maintenance Backup Terms**

13. **Free Warranty**. The vendor will undertake to provide comprehensive onsite warranty for the period as mentioned in the Technical Bid for the complete systems to include hardware, software and peripherals, commencing on the date of successful testing as provided for by the respective OEM. During warranty, the vendor will repair/replace without any cost any equipment/part/accessory, which becomes defective except items of a consumable nature. During the warranty period all warranty benefits received by the vendor from the OEMs, for any equipment pertaining to third parties will be passed on in toto to the customer. All repairs under this clause during warranty will be carried out as provided for by the respective OEMs only with maintenance parts provided by the respective OEMs.



### Submission of Offers

14. **Quotations in sealed envelope separately for Tech Bids & Commercial Bids clearly mentioning on TOP "Tender for Photocopier" should be offered.**

An offer received incomplete or ambiguous is liable to be rejected at the discretion of the customer without recourse to further clarifications. The customer also reserves the right to seek clarifications with one or more vendors if considered necessary and also not accept any offer at all in case they are not reasonably priced.

15. Any conditions/terms given in the technical or commercial bids by vendors will not be binding on the customer. All the terms and conditions for the supply, delivery, testing and acceptance, payment, warranty, penalty will be as given herein and no change in any term or condition by the vendor will be acceptable. Alterations, if any, in the tender documents should be attested properly by the vendor, failing which the tender will be rejected. Vendors will not make any assumptions while submitting their bids. If required, clarifications will be sought prior to submission of bids.

16. **Bank Guarantee.** The vendor will be required to give 5% of the total cost of the Project as Bank Guarantee at the time of taking the Supply Order. The vendor shall furnish the Bank Guarantee within seven days of the receipt of supply order. This will remain operative until the end of the warranty period. In case the vendor fails to honour the commitments specified during Warranty period, Bank Guarantee will become liable to be encashed.

17. The school administration has the right to cancel the RFP/procurement at any stage on the discretion of School Administration & Management Committee (SAMC) without paying any type of compensation to the vendor.

18. Tender duly completed in all respects in sealed envelope should be delivered through courier or post on the following address on any working day between 0900 hrs to 1600 hrs but not later than **19 November 2022 (1500 hrs)** :-

Principal  
Army Public School  
New Military Station  
PO – Lakhan Kalan  
Kapurthala – 144 601

19. For any queries, the vendors may contact to school authorities on school mail [apskapurthala@gmail.com](mailto:apskapurthala@gmail.com)

Yours faithfully,



(Ms Mamta Agarwal)  
Principal  
APS Kapurthala

Enclosures : Appendices 'A' & 'B'.



**ARMY PUBLIC SCHOOL KAPURTHALA**  
**DETAILS OF ITEMS/EQUIPMENT**

(VENDOR MUST USE THIS FORM IN ORIGINAL)

Ser No	Items	Qty	Remarks
1.	Photocopier Canon Image Runner 2006n	01	
2.	Genuine Toner Cartridge compatible with Photocopier Canon Image Runner 2006n <i>(Additional)</i>	01	



**ARMY PUBLIC SCHOOL KAPURTHALA**  
**TECHNICAL BID FORM**  
(VENDOR MUST USE THIS FORM IN ORIGINAL)

Brand Offered \_\_\_\_\_

Name of Vendor \_\_\_\_\_

(Vendor will use this sheet along with copies of supporting certificates)

Ser No	Items/Equipment	Desired Specification	Compliance	Deviated		Remarks
			Same	Higher	Lower	
1.	Photocopier Canon Image Runner 2006n	Photocopier with adf/duplex/ network/2 tray/ bypass tray/A3 scanner, automatic document feeder				
		Copy print speed Min 20 ppm (A4) and 09 ppm (A3)				
		Memory 512 MB				
		Copying Resolution 600 x 600 dpi				
		Interface : Network and Local Print/Scan USB 2.0				
		Magnification Zoom 25 – 400%				
		Network Protocol (TCP/IP/USB/Air Print/Window 10 Mobile Print				
		Paper Capacity (Casette1 & 2) Min 240 Sheets.				
		Paper Capacity (Multi Purpose Tray) Min 75 Sheets				
		Paper Weight 55 – 200 gsm				
		<b>Print OS Compatibility</b> Windows 10/8.1/7, Windows Server 2008/2008 R2/2012/2012 R2/ 2016, Mac OS X 10.9.5				
Warranty min 1 year						
2.	Genuine Toner Cartridge <i>(Additional)</i>	Compatible with Photocopier Canon Image Runner 2006n				

Signature with company stamp





**ARMY PUBLIC SCHOOL KAPURTHALA**  
**COMMERCIAL BID FORM**

(VENDOR MUST USE THIS FORM IN ORIGINAL)

Name of Vendor \_\_\_\_\_

Ser No	Item Name	Specifications	Qty	Rate Unit	Per	Total Cost	Warranty	Remarks
1.	Photocopier Canon Image Runner 2006n	Desktop Photocopier with adf/ duplex/network/2 tray/bypass tray/ A3 scanner, automatic document feeder.	01					
2.	Genuine Toner Cartridge Additional	Compatible Photocopier Canon Image Runner 2006n	01					
3.	Transportation and Installation							
4.	GST							
	<b>Total</b>							

Signature with company stamp