

ARMY PUBLIC SCHOOL JAIPUR
Military Station, Jaipur
Pin-302012
E-Mail: armypublicschooljaipur@gmail.com
Website:-[www.http:apsjaipur.edu.in.com](http://www.apsjaipur.edu.in.com)
Tel No.:- 0141-2249168

Tender Ref No: APS/1001/Furniture/CSL/2025 dt 31 Jan 2025

Subject : TENDER ENQUIRY FOR PROCUREMENT AND INSTALLTION OF FURNITURE IN COMPOSITE SKILL LAB

1. Army Public School, Jaipur invites sealed tender for above work. Complete Tender Documents comprising of following are issued herewith.

- | | | |
|----------------|---|--|
| Annexure - I | - | Instructions to Tenderers |
| Annexure - II | - | Tender Conditions |
| Annexure - III | - | Tender Conditions Acceptance Letter |
| Annexure - IV | - | Evaluation Criteria and Price Bid Issues |
| Annexure-V | - | Checklist for TEC |
| Annexure - VI | - | Scope of work |
| Annexure - VII | - | Commercial Bid |

2. Tenderer should sign on each page of tender document, affix their Seal and submit tender in sealed envelope in the manner prescribed in Annexure – I on or before 20 Feb 2025 by 1600hrs.

Dated : 31 Jan 2025

Issued by and on behalf of
PRINCIPAL Army Public School
ARMY PUBLIC SCHOOL
MILITARY STATION, JAIPUR



ANNEXURE -I**INSTRUCTIONS TO TENDERERS**

1. **GENERAL.** Army Public School invites Tender through 2 (Two) bid system (i.e., Technical and Financial bid) from eligible applicants who fulfill qualification criteria as stipulated in **Annexure IV**. Tenderers are advised to inspect and examine the site and surroundings to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the tender document before framing up their tender. For site visit and any clarification / information / assistance, the intending tenderer should visit the site at school at 1000 hrs from 31Jan 2025 to 06 Feb 2025 to see the complete work to be carried out on ground. **The bids will not be accepted without prior visit of the site at school premises by the tenderer.** The tenderer may also contact Adm Supervisor on Mob No. 7427878944 for any clarifications.
2. **SUBMISSION OF TENDER.** The tender duly completed in all respects shall be submitted along with Earnest Money Deposit of **Rs 35,000/- (Rupees thirty five thousand only)** drawn in favour of "Army Public School, Jaipur", payable at Jaipur. Tenders without Earnest Money Deposit are liable to be rejected. In case your tender is not accepted, this money will be refunded to you (without interest) after opening of tenders. You will be required to write an application to us asking for the same.
 - (a) Tender form if sent by post will bear the caption **TENDER FORM: PROCUREMENT AND INSTALLATION OF FURNITURE IN COMPOSITE SKILL LAB – TO BE OPENED BY BOARD OF OFFICERS ONLY**".
 - (b) Tender form if sent by post must reach Army Public School Jaipur on or before 20 Feb 2025 by 1600 hrs, failing which the same will not be considered.
3. Envelope shall contain the following:-
 - (a) **Earnest Money Deposit of Rs 35,000/-** in the form of Demand Draft/ Cheque.
 - (b) Tender form will be sent in a sealed cover only. Address and Telephone number of the contractor must be mentioned on the opposite side of the envelope. **Technical bids and commercial bids will be sent in different envelopes contained in one envelope clearly mentioning technical bids / commercial bids.**
 - (c) All pages of Tender documents including this page duly signed and seal affixed.
 - (d) Price bid duly filled with individual item rates, corresponding amount and total price as per the BOQ
4. **AWARD OF WORK**
 - (a) The tender of lowest bidder will be entertained based on meeting the technical requirements of Tender Enquiry, fulfilling of terms and conditions specified in the tender enquiry.


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(b) The School management reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.

(c) The School management also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the tenderer(s).

(d) A Pre-Bid meeting will be held on 10 Feb 2025 at 1130h at Army Public School, Jaipur to provide clarifications to all interested vendors.

5. **CORRECTIONS / AMBIGUITIES**

(a) All correction in the schedule of rate should be initialed.

(b) Inconsistency / ambiguities in the price bid (schedule of quantities) shall be dealt with in accordance with the following rules:-

(i) Rates quoted by the tenderer in figures and words shall be accurately filled. If a discrepancy is found, the rates which are in words shall be taken as correct.

(ii) In the event no rate has been quoted for any item(s), leaving space blank, it will be presumed that the contractor has included the cost of this / these item(s) in other items and rate for such item(s) shall be considered as zero and work will be required to be executed accordingly.

6. **FIRM RATES.** The rates quoted by tenderer shall remain firm till completion of all works even during the extended period.

7. **EMD.** EMD of the unsuccessful tenderer shall be refunded without any interest after completion of the tendering process by submitting an application for refund of EMD. The EMD of successful tenderer will be refunded after submission of PBG.

8. **PERFORMANCE BANK GUARANTEE (PBG).** A Performance Bank Guarantee (PBG) of 05% of the total Work Order value (incl GST) will be payable by the vendor to the school within 15 days of issue of work order in the form of Demand Draft/Banker's Cheque. The PBG will be returned to the supplier on successful completion of warranty.

10. **Requirement of Installation/Commissioning.** Onsite delivery of stores with installation and commissioning with accessories will be responsibility of the Bidder. The project will be deemed to be completed once the acceptance certificate and certificate for successful completion are issued.

11. **PAYMENT TERMS.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism instead of payment through cheques, wherever feasible. Payments will be made by Army Public School Jaipur after receiving of all stores. 100% cost of the job shall be paid to the Bidder after complying with following conditions:-

(a) Delivery of stores with installation and commissioning of complete work as per Work Order.

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- (b) Inspection and acceptance of stores by a board of officers.
- (c) Preparation of Certified Receipt Voucher (CRV).
- (d) The payment of all taxes/duties (Custom duty, Central Sales Tax, Excise duty, other charges etc) will be paid on receipt of documentary proof.

12. **DELIVERY.** The delivery of stores with installation and commissioning shall be completed within 60 days from the date of issue of the Work Order failing which liquidated damage @ 0.5% per week shall be deducted from final payment, for each week of delay beyond the delivery period up to maximum of 2%.

13. **REJECTION OF MATERIALS.** The materials found defective and not in accordance with the specification at the time of verification will not be accepted and the concerned supplier has to take back the rejected materials within 7 days from the date of rejection at his own expenses failing which APS Jaipur will not be held responsible for any loss of materials. In case such materials are accepted the supplier shall be liable to pay such penalty mentioned in the foregoing clauses. The verification of the materials will be done by the appropriate committee of APS Jaipur.

14. **WARRANTY.** The following Warranty will form part of the Work Order placed on successful Bidder:-

(a) The Seller warrants that the goods supplied under the work order confirm to Technical Specification prescribed and shall perform according to the said Technical Specification.

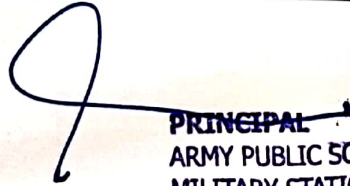
(b) The Seller must provide **Three (03) Year** comprehensive on-site warranty and it will start from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components. No offer of the vendor will be accepted without warranty/guarantee of their supplied goods.

15. **Option Clause.** This contract has an Option Clause, wherein the Buyer can exercise an option to **procure an additional 50% of the original Work Order quantity** in accordance with the same terms & conditions of the present Work Order. This will be applicable within the currency of Work Order. It will be entirely the discretion of the Buyer to exercise this option or not.


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ANNEXURE – II**TENDER CONDITIONS**

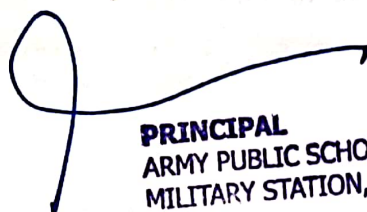
Name of work	Procurement and installation of Furniture in Composite Skill Lab.
Earnest Money	Rs 35,000/- in the form of DD / Cheque.
Tender Document available APS website apsjaipur.edu.in	From 31Jan 2025 to 20 Feb 2025
Pre bid meeting	10 Feb 2025 by 1130hrs
Last date of seeking clarification	12 Feb 2025 by 1130hrs
Last date of issuing amendment : If any	13 Feb 2025 by 1600hrs
Date & Time of opening of Tender (Technical Bid)	On 21 Feb 2025 at 1100hrs (If there is any change in the opening date, it will be updated on the school website i.e. www.http:apsjaipur.edu.in) All vendors are required to be present. Attendance will be marked.
Date & Time of opening of Commercial Bid	Will be informed later on after the evaluation of Technical Bids (Only to the bidders who will successfully qualify the Technical Evaluation).
Validity of Tender	180 days from the last date of submission of tender
Delivery Period	The delivery of stores with installation and commissioning shall be completed within 60 days from the date of issue of the Work Order
Performance Bank Guarantee	A Performance Bank Guarantee (PBG) of 05% of the total Work Order value (incl GST) will be payable by the vendor to the school within 15 days of issue of work order in the form of Demand Draft/Cheque. The PBG will be returned to the supplier on successful completion of all his obligations under the contract.
Assignment and Sub – Contracting	The contractor shall not assign / sub contract the whole of the work under the contract
General responsibility of the contractor	The contractor shall physically assess the requirement as suggested / observed by the school authorities and execute the whole and every part of work in the most substantial and work like manner in every respect.
Authority and place for submission of tender cost & Tender Security (EMD) in the form of demand draft/Cheque, required documents (if any) and seeking clarifications on tender documents	Army Public School, Jaipur


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ELIGIBILITY CRITERIA

1. **Minimum Eligibility Criteria.** The bidders shall meet the following minimum eligibility requirement through supporting documentation to qualify for participation in the bidding process :-

Description of Criteria		Required supporting Documents
Criteria		
(a)	The bidder must have 1.(One) year experience in providing similar services in Govt Departments, Public Sector Undertakings, reputed corporate house, Autonomous body or Educational Institutes etc.	Copy of supporting work order, completion certificate as applicable shall be furnished.
(b)	Bidder should be registered with the income Tax, Goods and Services Tax	Copies of PAN, GSTIN, IT Returns of the last 03 years
(c)	No penalization of the firm has happened for non- performance / execution or completion of task of more than 10% of contract value.	Undertaking needs to be provided in the letter head of the bidder.
Financial Criteria		
(a)	The bidder must be a regular IT return filer. Firm should furnish copy of last three year IT return.	Duly attested supporting documents
(b)	The bidder must have minimum annual turnover of 05 Lakhs.	Balance Sheet and Profit & Loss Sheet should be attached.


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ANNEXURE – IIITENDER CONDITIONS ACCEPTANCE LETTER(PRINTED ON FIRM'S LETTER HEAD)

The Chairman,
Army Public School
Jaipur

Sub : Procurement and installation of Furniture in Composite Skill Lab

Sir,

I / We have read and examined the relating to above mentioned work and have read the Annexure I and II.

I/ We hereby tender for execution of the work referred to in the aforesaid documents upon the terms and conditions contained or referred to therein and other details at the rates contained in schedule and within the period of completion.

I / We agree to the tender acceptance for 180 days from the due date of submission tender and if I / we fail to keep the tender open as aforesaid of make any modifications in terms and conditions of the tender which are not acceptable to the management committee, the management committee, shall without prejudice to any other right or remedy, will be at liberty to forfeit the said earnest money absolutely.

A sum of **Rs 35,000/- (Rupees thirty five thousand only)** is hereby forwarded as "Earnest Money Deposit" in the form of Demand Draft/Cheque.

Should our tender be accepted, I / We agree to abide by and fulfill all the terms and conditions of aforesaid document.

If I/We fail to commence the execution of the work within 15 days as provided in the Work Order conditions, you shall without prejudice to any other right or remedy will be at liberty to forfeit the said earnest money absolutely.

Signature of contractor
(Duly authorized to sign the tender)
Date
Address


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ANNEXURE -IVEVALUATION CRITERIA AND PRICE BID ISSUES

1. Evaluation Criteria. The broad guidelines for evaluation of Bids/Quotations will be as follows:-

- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the Tender Form, both technically and commercially.
- (b) Firm should be registered and should have undertaken similar projects in other central Govt / State Govt or any private company / organization/ Education Institutes. Proof / Certificates should be attached.
- (c) The firm must have experience of min 1 year or more in the same field.
- (d) The annual turnover of the company should not be less than 05 Lacs. Balance sheet should be attached.

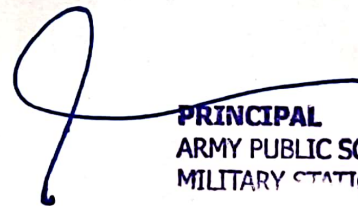
2. In respect of **Two-Bid** system, the technical Bids forwarded by the Bidders will be evaluated by the Customer with reference to the technical criteria and terms & conditions as mentioned in the Tender Form. The compliance of Technical Bids would be determined on the basis of the parameters specified in the Tender Form. **The Commercial Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.**

- (a) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the **Commercial-Bid**. All taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Customer would be the deciding factor for ranking of Bids.
- (b) No document is required to be attached with the commercial bid. Unreasonably inflated or deflated bids may be avoided. Cutting/alteration made in the tender shall render it invalid. **The Chairman ARMY PUBLIC SCHOOL, Jaipur** reserves the absolute right to reject the tender without assigning reason whatsoever it may be.
- (c) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity including standard taxes applicable as on date issued by the Govt., the unit price will prevail and the total price will be corrected accordingly. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- (d) The Lowest Acceptable Bid will be considered further for placement of contract after complete clarification and price negotiations as decided by the Customer. The contract will be awarded to the lowest bid after totaling of all jobs.
- (e) The price negotiation will be carried out with the L1 bidder only.


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ANNEXURE -VCHECKLIST FOR TEC : PROCUREMENT AND INSTALLATION OF FURNITURE IN COMPOSITE SKILL LAB

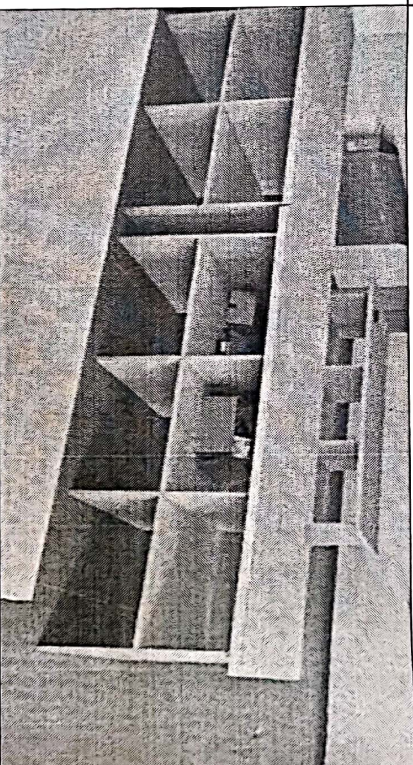
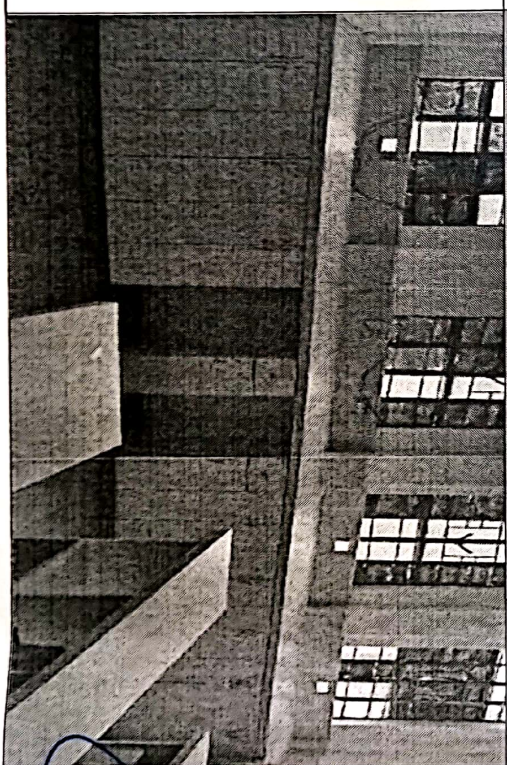
Ser No	Item	Yes	No
1.	Whether the Firm is a Registered Firm?		
2.	No penalization of the firm has happened for non-performance / execution or completion of task of more than 10% of contract value (Undertaking needs to be provided in the letter head of the bidder)		
3.	The bidder must have 1 (One) year experience in providing similar services in Govt Departments, Public Sector Undertakings, reputed corporate house, Autonomous body or Education Institutes etc. (Copy of supporting work order, completion certificate as applicable shall be furnished).		
4.	Annual Turnover of the firm should be not be less than 05 Lacs (Balance sheet and Profit & Loss sheet should be attached).		
5.	Copy of last three financial years ITRs		
6.	Copy of PAN Card		
7.	Copy of GSTIN registration letter		
8.	EMD of Rs 35,000/- in the form of demand draft/cheque valid for 45 days after the date of submission of bids		


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ANNEXURE -VI

SCOPE OF WORK

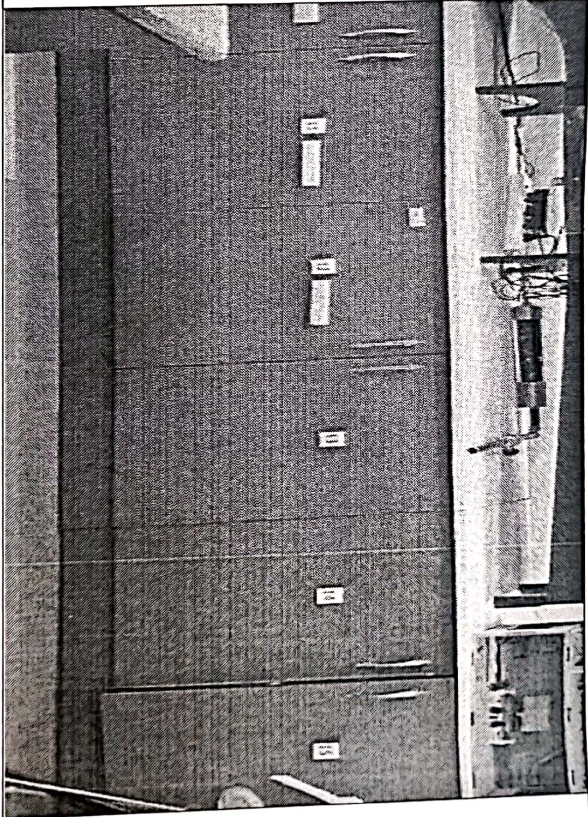
PROCUREMENT AND INSTALLATION OF FURNITURE IN COMPOSITE SKILL LAB

Ser No	Nomenclature	Make	Reference Image	Compliance Yes/No	In case of non-compliance, deviation to specified in unambiguous terms
1.	<p>6 x Workstation Table Size - 8x3x2.5ft</p> <p>Material – 19mm Plywood</p> <p>Finishing – Mica all side with edge bending</p> <p>Partition – 6 Partitions</p> <p>Note : Plywood/Boards to be used of renowned brand and waterproof and fire resistant as well to have longevity and better user satisfaction.</p>				
2.	<p>Side Running Table with drawers and cabinet doors.</p> <p>Size – 40' long x 2' depth x 3' height</p> <p>Material – 19mm Plywood</p> <p>Finishing – Mica all side with edge bending</p> <p>Cabinets – 10 with 20 doors</p> <p>Drawers – 6 Hinge, handles and other accessories</p> <p>Note : Plywood/Boards to be used of renowned brand and waterproof and fire resistant as well to have longevity and better user satisfaction.</p>				

[Signature]

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Ser No	Nomenclature	Make	Reference Image	Compliance	
				Yes/No	In case of non-compliance, deviation to specified in unambiguous terms
3.	<p>Side Table with cabinet doors. Size – 25' long x 2' depth x 3' height Material – 19mm Plywood Finishing – Mica all side with edge bending Cabinets – 5 with 10 doors Computer Desk – 2 with keyboard drawer Hinge, handles and other accessories</p> <p>Note : Plywood/Boards to be used of renowned brand and waterproof and fire resistant as well to have longevity and better user satisfaction.</p>				


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ANNEXURE-VIICOMMERCIAL BIDPROCUREMENT AND INSTALLATION OF FURNITURE IN COMPOSITE SKILL LAB

Ser No	Nomenclature Item	Make	A/U	Qty	CGST%	SGCT %	Rate	Total Cost Inclusive GST
01.	6 x Workstation Table Size - 8x3x2.5ft Material – 19mm Plywood Finishing – Mica all side with edge bending Partition – 6 Partitions		Nos	06				
02.	Side Running Table with drawers and cabinet doors. Size – 40' long x 2' depth x 3' height Material – 19mm Plywood Finishing – Mica all side with edge bending Cabinets – 10 with 20 doors Drawers – 6 Hinge, handles and other accessories		Nos	01				
03.	Side Table with cabinet doors. Size – 25' long x 2' depth x 3' height Material – 19mm Plywood Finishing – Mica all side with edge bending Cabinets – 5 with 10 doors Computer Desk – 2 with keyboard drawer Hinge, handles and other accessories		Nos	01				
Total								


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Auth Signatory of Firm with Rubber Stamp