TWO BID SYSTEM

TECHNICAL BID WILL BE OPENED ON 17 NOV 2026 AT 1130HRS

Tele : 0532-2420772
E-mail : armyschoolalld@gmail.com

Army Public School
New Cantt, Prayagraj-211 001

5077/AS/Laptop

02 Nov 2026

M/S ----------

INVITATION OF TENDER
PURCHASE OF LAPTOPS REQUIRED BY APS, NEW CANTT, PRAYAGRAJ

1. You are invited by the Management of Army Public School, New Cantt, Allahabad to submit tender for the above mentioned items described in the accompanying documents.

2. Your tender duly completed may be put in the tender box kept in Office of the SO to Chairman, HQ Purva UP & MP Sub Area on or before **16 Nov 2026 between 1000hrs to 1400hrs** together with all relevant documents sealed in an envelope duly quoted your rates. Tender will be packed as per following details :-

2.1.	**Envelope No 1**	:	Technical Bid.
2.2.	**Envelope No 2**	:	Commercial Bid.
2.3.	**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:-

3.1. Part I – General Information about the Tender.

3.2. Part II – Technical Bid- Laptops

3.3. Part III - Price Bid - Laptops

3.4. Part IV – Terms & Conditions.

4. The Management of Army Public School, Prayagraj doesn't bind itself to accept the lowest or any tender and may cancel tendering process at any time.

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PART I – GENERAL INFORMATION ABOUT THE TENDER

Sl No	Tender details	PURCHASE OF LAPTOPS
1	Earnest Money Deposited	**2.5%** of the total project cost (DD in favour of APS, New Cantt, Prayagraj)
2	Tender Cost	Rs 500/- Non Refundable (DD in favor of APS, New Cantt, Prayagraj)
3	Date of Issue of Tender	**02 Nov 2026**
4	Last Date of Receipt of Tender	**16 Nov 1400hrs**
5	This Tender Contains	12 pages
6.	Time allotted for supply of the item	**Before 12 days.**
7.	Site of the delivery & installation	Army Public School, New Cantt, Prayagraj.

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1.	Name of the firm	
2.	Address of the head/ registered / branch office	
3.	Phone no.	
4.	Email & Fax no.	Email : Fax No
5.	Mobile no.	
6.	PAN NO.	(Enclose Proof)
7.	GSTN NO.	(Enclose copy of Registration)
8.	Registered with govt. agencies	(Enclose Proof)
9.	Your bank account no.	
10.	Name & address of bank	
11.	Category of trade	
12.	Name of the partners / proprietor	
13.	Experience in years in the respective trade(attach work orders executed in past two years)	
14.	Single work order during the last two financial years	
15.	Payment details (earnest money) 2.5% of the total contract value	Draft no. .....date..... Amount Rs _____ Issuing bank name and branch ....
16.	Tender Cost	Rs 500/- DD in favor of APS, New Cantt, Prayagraj.

CERTIFICATE

In consideration of my being contractor, I hereby agree that I shall not withdraw, amend or attach any conditions to my tenders submitted to the school authorities from the date of issuing supply order. Said tenders of acceptance, and I do so, the Principal Army Public School, New Cantt, Allahabad shall be entitled to forfeit our earnest money deposit along with the tender and remove us from the school contract without prejudice to any other right or remedy by school for such breach on our part.

DECLARATION

I ..... (Proprietor/ Partner/Manager) do here by declare that the entire declaration made in the application form is true to the best of my knowledge. [NOTE: - If there any changes in the construction of working of firm, the affecting accuracy of the answer now given, should be promptly communicated to The Principal, Army Public School New Cantt Allahabad.

Place :

Signature of Contractor
With rubber stamp

PART II – TECHNICAL SPECIFICATIONS

LAPTOPS

S NO	Make /Model	Specifications	Qty
1	Dell/HP	Gen 13 Processor- Intel or Ryzen Core i5 Processor, RAM- 16 GB SSD- 512 GB SSD Display Panel - 15.6" FHD (1920x1080) Windows11, MS Office Home 2024 Graphics Card- 6GB RTX 3050 Warranty - with 1 Year Warranty.	07

Note

1. Complete installation on site as per school plan.
2. On site visit during school hours all working days from 1000hr to 1400hr

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PARTIII PRICE BID

LAPTOPS
REQUIRED BY APS, NEW CANTT, ALLAHABAD

S NO	Make /Model	Specification	Qty	Rate	Amt
1	Dell/HP	Gen 13 Processor- Intel or Ryzen Core i5 Processor, RAM- 16GB SSD- 512 GB SSD Display Panel - 15.6" FHD (1920x1080) Windows11, MS Office Home 2024 Graphics Card- 6 GB RTX 3050 Warranty - with 1 Year Warranty.	07		
TOTAL INCL GST					

Note

1. Complete installation on site as per school plan.
2. On site visit during school hours all working days from 1000hr to 1400hr

Signature of Contractor with stamp

PART IV

TERMS AND CONDITION FOR PROCUREMENT OF LAPTOPS

1. Terms Conditions for procurement of **Laptops** for Army Public School, New Cantt, Prayagraj is given in succeeding paragraphs.

2. **Requirement of Installation/Commissioning.**

2.1. Delivery of items shall be completed within **10 days** from the date of Supply Order at Army Public school, New Cantt, Prayagraj.

2.2. Installation including acceptance testing shall be completed within 1 **(one)** week from the date of delivery at Army Public school, New Cantt, Prayagraj.

3. **Delivery Period**. Delivery period for supply of items would be as given in paragraph 2 above. Please note that contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

4. **Consignee Details**.

Army Public School
New Cantt, Prayagraj-211 001
Tele : 0532-2420772, email : armyschoolalld@gmail.com

5. **Liquidated Damages**. In the event of the Seller's failure to submit the bank draft and Documents, supply the stores/goods and conduct trials, installation of equipment etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The School may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

6. **Method of Payment of Liquidated Damages.** The amount charged as liquidated damages would be deducted by the Customer from the amount due for payment to you. If the amount of such LD exceeds the payment due to you, you shall within 30(Thirty) days make payment to the Customer in FULL & FINAL settlement of claims less the value of the bank guarantee if enchased.

Special Conditions

7. **Performance Guarantee**. The Bidder will be required to furnish a Performance Guarantee by way of Bank Draft through a public sector bank or a private sector bank authorized to conduct Government business for a sum of equal to **2.5%** of the contract value within **30 days** beyond the date of warranty.

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8 **Repeat Order Clause** School may place a repeat order for same items at the same cost within the six months time period from the date of supply order

9 **Acceptance Testing** All items will be subjected to detailed acceptance testing procedure by a Board of Officers as per scope of work for the project. The details of the procedure will be worked out jointly by the vendor and the users. The specification of the items should be conformity with the details provided by the vendor and as per the given specifications. Any additional equipment needed for acceptance testing would be provided by the Vendor at his own cost. In case any item(s) is found not as laid down specifications and the consignment rejected, the vendor shall remove the items from user premises at his cost. The user would issue an acceptance certificate on successful completion of acceptance testing.

10. **Mode of Payment**. One Time after checked by a Board for specification and smooth functioning of equipments through cheques / NEFT/RTGS.

11. **Advance Payments.** No advance payment(s) will be made.

12. **Paying Authority.** Payment will be made by Principal, APS, New Cantt, Prayagraj. The payment of bills will be made on submission of the following documents by the Seller along with the bill :-

12.1. Ink-signed copy of contingent bill/Seller's bill.

12.2. Ink-signed copy of Commercial invoice/Seller's bill.

12.3. Delivery certificate, acceptance certificate, installation and configuration certificate.

12.4. Exemption certificate for excise duty/Customs duty, if applicable.

12.5. Guarantee/Warranty certificate.

12.6. Performance Bank guarantee in the form of bank draft for 2.5% amount of the total cost of the items.

12.7. Details for electronic payment viz Account holder's name, Bank name Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in Supply Order/Contract).

13. **Quality**. The quality of the stores delivered shall correspond to the technical conditions and standards valid for the deliveries of the same stores for in Seller's country or specifications enumerated as per TE and shall also include therein modification to the stores suggested by the Buyer. Such modifications will be mutually agreed to. The Seller confirms that the stores to be supplied under this Contract shall be new i.e. not manufactured before (Year of Contract), and shall incorporate all the latest improvements and modifications thereto and modified equipment.

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The Seller shall supply an inter changeability certificate along with the changed part numbers wherein it should be mentioned that items would provide as much life as the original items. The vendor should also committed to provide higher version of the product offered in case the offered product becomes obsolete or newer version is available without any change in the terms and conditions and prices quoted.

14. **Inspection Authority.** The inspection will be carried out by a Board of Officers on behalf of the buyer.

15. **Warranty.** The following Warrants will form part of the contract placed on successful Bidder :-

15.1. The seller warrants that the goods supplied under the contract conform to technical specifications prescribed and shall perform according to the said technical specifications.

15.2. The seller warrants for a period of 12 months from the date of acceptance of stores 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. Onsite comprehensive warranty will provided.

15.3. If within the period of warranty, the goods are reported by the Buyer to have failed to perform as per the specifications, the seller shall either replace or rectify the same free of charge provided that the goods are used and maintained by the Buyer as per instructions contained in the Operating Manual. Warranty of the equipment would be extended by such duration of downtime. Record of the down time would be maintained by the user in logbook. Spares required for warranty repair shall be provided free of cost by the seller. The seller also undertakes to diagnose, test, adjust, calibrate and repair/replace the goods/equipment arising due to accidents by neglect or misuse by the operator or damage due to transportation of the goods during the warranty period, at the cost manually agreed to between the Buyer and the Seller.

15.4. The Seller also warrants that necessary service and repair back up during the warranty period of the equipment shall be provided by the seller and he will ensure that the downtime within 0.5% of the warranty period. This amounts to total maximum downtime of six days during warranty.

15.5. The Seller shall associate technical personnel of the maintenance agency and quality assurance agency of the buyer during warranty and shall also provide the details of complete defects.

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15.6. If a particular equipment/goods fails frequently and/or, the cumulative down time exceeds 1.5% of the warranty period, the complete equipment shall be replaced free of cost by the Seller within a stipulated period of 30 days of receipt of the notification from the Buyer. Warranty of the replaced equipment would start from the date of acceptance after Joint Receipt Inspection by the Buyer/date of installation and commissioning.

15.7. During the warranty period, all warranty benefits received by the seller from the OEMs, for any equipment pertaining to third parties will be passed on in to the Buyer.

15.8. Where the tenders are quoted for by resellers/channel partners on behalf of OEMs. Proof in writing to the effect that a back to back arrangement /exercising of support pack options exist with the OME for entire duration of warranty, shall be provided on placement of supply order. Failure to provide sufficient proof for the arrangements shall either result in non-processing of payments due to the vendor or cancellation of supply order.

16. **Condition During Warranty**. The system should fulfill the following conditions during the warranty :-

16.1. Any failure in the system or a sub system thereof should be rectify within a maximum period of 48 hours of lodging a complaint.

16.2. If the system is down beyond 48 hours certain amount per day per system will be charged or recovered out of the Bank Guarantee/Balance payment held with the School held towards warranty/AMC/FSMA. In case of any system/subsystem being down for more than seven working days, user has the option to get it repaired from any suitable agency at the risk and cost of seller, which will be deducted from the Bank Guarantee/Balance payment held with the School due to the seller.

16.3. Any system failing at subsystem level, three times within a period of three months or displaying chronic faulty behavior or manufacturing defects or quality control problems will be totally replaced by the seller at his risk and cost within 30 days of being intimated.

17. **Delivery and Implementation Schedule.**

17.1. Delivery time 12 Days and installation time (1 week) of Laptops with accessories as per technical specifications be completed for acceptance within the time period specified at Para 2 above.

18. All packing cases, containers, packing and other similar materials shall be supplied free of cost by the vendor and shall not be returned unless otherwise specially agreed upon.

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19. **System Maintenance**. In order to ensure functionally during the lifetime the vendor would provide the following :-

19.1. Warranty for all items for at least one year and 1 year from date of acceptance.

19.2. During the period of warranty the vendor will ensure that all the Laptops to perform in exactly the same manner as at the time of acceptance.

19.3. The vendor will continue to provide spares on payment and maintenance support during the complete lifetime the equipment.

20. **Acceptance Testing**. Delivery of all equipment will be at Army Public School, New Cantt, Allahabad. Laptops will be subjected to an acceptance testing procedure to test for functioning and reliability. The vendor and the user will work out the details of the procedure jointly. The specifications of the items should be in conformity with the details provided by the vendors and as per the given specifications. The equipment for acceptance testing would be provided by the Vendor at his own cost. The user would issue an acceptance certificate on successful completion of acceptance testing. The warranty would commence on the date of completion of the acceptance of the equipment by a Board of Officer conducting the Acceptance testing.

21. **Payment Term.** One Time after checked by a Board for specification and smooth functioning of equipment through checks.

22. **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 twelve months.

23. **Bank Guarantee**. 2.5% of the complete cost of the project shall remain as Bank Guarantee in the form of bank draft drawn in favour of Army Public School, New Cantt, Prayagraj till expiry of the warranty/contract period. The vendor shall furnish a Bank draft equal to 2.5% of the total value of the supply order within seven days of receipt of supply order/to a maximum of ten days from the date of issue of this supply order. In case of non adherence to the delivery schedule for all deliveries of the project as given in para 19, liquidated damaged as given below in para 26 will be deducted from this amount. The performance bank guarantee will be on a Nationalized Bank of India only.

24. **Liquidated Damaged (LD).** If the vendor fails to complete in full, all deliveries of items, or fails to complete the implementation within the stipulated period, in accordance with the supply order the vendor shall pay to the customer liquidated damages, at the rate of one percent (1%) of the total value of the supply order, for each complete week or part thereof, of delay, up to a maximum of ten percent (10%) of the value of supply order. Thereafter the customer would have the option to buy the items/from the market at the vendors risk and cost. The mode and method of such risk purchase would be as prescribed by Govt of India.

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25. **Method of Payment of LD** The amount charged as LD shall be deducted by the customer from the amount due for payment to the vendor. If the amount such LD exceeds the payments due to the vendor, the vendor shall within 30 (thirty) days make payment to the costumer in FULL & FINAL settlement of claims less the value of the bank guarantee if encashed, where applicable.

26. **Terms of Payment**. The terms of the payment are as given below :-

26.1. Payment would be made after installation and checking by a Board of officers.

26.2. However 5% of the total cost may be retained by the school as security deposit / bank guarantee which will be refunded without interest after expiry of contract period (one year).

27. **Warranty**. Vendors will provide minimum **One years free onsite comprehensive warranty** for Laptops and one year for its accessories commencing from the date of acceptance and a guarantee to provide replacements on payment for a minimum period of 03(three) years after expiry of warranty period. During warranty, the vendor will repair/replace without any cost any part/component which becomes defective except items of a consumable nature. **After the expiry of the warranty period, the vendor shall be contractually bound to enter into annual maintenance contract at the discretion of the user for the period as desire by the user.**

28. **Conditions during Warranty**. The Laptops & its accessories should fulfill the following conditions during the warranty :-

28.1. Any failure in the items supplied should be replace/repaired within a maximum period of 72 hours of lodging a complaint. (Telephone Number for lodging complaints/Customer Care).

28.2. If any items is non functional beyond 72 hours, penalty at the rate of Rs. 500/- (Rupees five hundred only) per day per item will be charged or recovered out of the balance payment/Bank Guarantee held towards warranty. In case of any system/sub system being down for more than seven working days, user has the option to get it repaired from outside at the risk and cost of vendor, which will be deducted from the balance payment.

29. **Legal Terms**. In case of any dispute between buyer and seller, decision of Chairman, APS, New Cantt, Prayagraj will be final and binding to both parties. The matter will not be referred to any court of law.

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30. **Legal Address of Buyer**.

Principal
Army Public School, New Cantt,
Prayagraj-211001
Email: armyschoolalld@gmail.com
Tele : 0532-242077220

Signature of Contractor

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