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Army Public School, Rangapahar
c/o 3 Corps Engg Sig Regt
PIN - 916803
c/o 99 APO

0155/APSR/CTS 2024-25/01

07 Mar 2025

TENDER ENQUIRY FOR 'PROCUREMENT OF COPEIR PRINTER' :
ARMY PUBLIC SCHOOL RANGAPAHAR

1. Presiding Offr, Purchase Committee on behalf of the Chairman APS Rangapahar invites sealed quotation from eligible vendors/firms for 'Procurement of Copier Printer' as per the given qualitative requirements (QR) and configuration given herein. For this purpose following documents are enclosed :-

- (a) Technical Qualitative Requirements (QR) for the items and QR compliance form as per **Appendix A**.
- (b) Form for submitting Commercial Offer is attached as **Appendix B**. The Commercial offer may also be submitted on your letter head. Rate quoted will be incl of all taxes, transportation/ installation/ unloading charges etc and final landing price at user premises.
- (c) The following must be indicated in your commercial offer :-
 - (i) GST No.
 - (ii) PAN No.
 - (iii) Valid Office Address.
 - (iv) Tele/ Fax No.
- (d) The items which are required to be procured is given below. The quotes for the following stores to be submitted in the format attached with Tender Enquiry :-

S No	Items	A/U	Qty Reqd
(i)	Copier Printer	Nos	01

2. **Schedule of Submission of Offer.** Complete tender documents should reach this office as per schedule given as under :-

- (a) Army Public School, Rangapahar, Dimapur (Nagaland) -797112.
- (b) By 1000 hours on **11 Mar 2025**.

3. **Opening of Bids.** Tender box opening procedure at following address and timings :-

Army Public School Rangapahar, Dimapur
Time : 1000 hours on **12 Mar 2025**.

4. **Evaluation of Technical Offer.** The offer will be evaluated by Technical Evaluation Committee (TEC). Commercial offers in respect of bidders whose QRs are approved by Technical Evaluation Committee shall be opened by Board of Officers (BOO). Lowest bidder will be based on prices quoted.

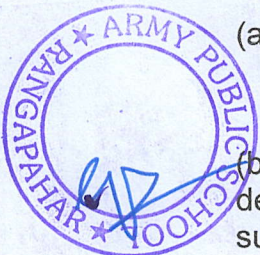
5. **Placement of Supply Order.** Supply Order shall be placed subsequently, on the lowest bidder after arriving at acceptable rate. It may please be noted that it is not obligatory to place the supply order even after negotiations.

6. **Delivery of Stores.**

(a) **Consignee Address.**

Principal, Army Public School Rangapahar, Dimapur (Nagaland)-797112

(b) **Schedule.** All the stores with accessories completed in all respect will be delivered within 20 days from the date of issue of Supply order. Extensions of time for supply will not be granted except under exceptional circumstances (Force Measure).



(c) **Delays.** In the event of failure to supply the stores within the stipulated time a penalty @ 1% (one percent) for every 7 days delay or part thereof will be deducted at the time of making payment. Decision of Chairman Army Public School, Rangapahar (Dimapur) in this regard will be final and binding.

(d) **Transportation and unloading.**

(i) The responsibility of transportation of stores to the school and its unloading will be entirely of the supplier.

(ii) In case of out station firms, stores if rejected, will be consigned back on freight to pay passenger train. Transit damage if any, will be borne by the supplier.

(iii) The school reserves the right to recover any outstanding dues of the supplier from the sum available with it.

(e) **Insurance.** No insurance charge will be paid by the school/ consignee and no liability for loss or damage to the stores in transit or for the rejected stores lying inside its premise for what-so-ever reason.

7. **Taxes.** The terms are as follows :-

(a) As per the final quote mentioned in Para 1 (d) above.

(b) Any increase in taxes and other statutory levies/ duties shall be borne by your firm.

(c) Any monetary benefit arising on account of MODVAT or any other scheme of any reduction in Government levies shall be passed on to the purchaser i.e. Principal, Army Public School, Rangapahar, Dimapur (Nagaland).

8. **Making and Acceptance Schedule.** Making and commissioning will be completed by the supplier at Army Public School, Rangapahar on or before 25 Mar 2025.

9. **Inspection.**

(a) Physical inspection of stores will be first carried out by a Board of Officers (BOOs) detailed by the user to ensure that the stores have been delivered at site as per bill of material and as per the Tech QR. Any items found damaged or broken on physical inspection will be returned to the supplier who will arrange to replace such item at earliest possible at his own cost and risk.

(b) In case stores are not found to be conforming to the laid down specifications, the defective items will be replaced by the items of the correct specifications by the supplier at his own expense within a period of **07 days** of inspection. In case of any dispute, decision of the purchaser will be final and binding.

10. **Payment Terms.** The payment to the vendor will be made as per the description given below :-

(a) Advance payments will not be made.

(b) The rates quoted and accepted for delivery of stores inside the premises of the consignee. Unloading of stores at the consignee premises will be arranged by the supplier. Payment will be as per condition given below :-

(i) Bill in duplicate will be submitted to the paying authority alongwith acceptance certificate.

(ii) Payment will be made through Accounts Payee's cheque by this office.

(iii) Delivery of complete stores as per the bill of material.

(iv) Completion of ATP procedures and preparation of documents.

(v) 100% payments will be done within seven days of completion of ATP.



11. **Lowest Price Liability.** The price charged for stores supplied by the firm shall in no case exceed the lowest price at which the firm sells the stores of identical descriptions to any other person/organization. If at any stage the rates charged by the firm are found to be on higher side, the purchaser reserves the right to cancel the supply order and will not be liable to pay any compensation for damage caused to the supplier due to cancellation of supply order.

12. **Future Purchases.** If the stores of the current specification under procurement is purchased from you as proprietary item, the requirement of additional such stores either for the current site or any other site, shall be supplied by you, within the warranty period at a rate not higher than the rate to be mentioned in the supply order for this item.

13. **Repeat Order.** In the event of your firm being awarded the contract for supply of stores for extension procuring similar equipment from various locations of Dimapur, the vendor shall agree to supply the stores on repeat order basis within 6 months of date of execution of supply order at the same cost.

14. **Cancellation of the Contract.** The purchaser under following circumstances, can cancel the contract :-

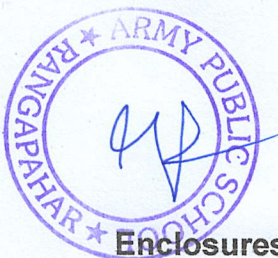
- (a) Delay beyond 2 weeks in supply of stores.
- (b) Part making of items resulting in overall delay in execution of the project.
- (c) Supply of sub-standard items, not conforming to QR as quoted in Technical Bid of tender enquiry or performance of items not found satisfactory during Acceptance Testing Procedure (ATP).

15. Any conditions/ items given in the technical or commercial bids by vendors will not be binding on the school. All terms and conditions of the supply, delivery, acceptance, payment, warranty and penalty etc will be as given herein and no changes in any term or condition by the vendors will be acceptable unless mutually agreed upon during the opening of Tender Enquiry.

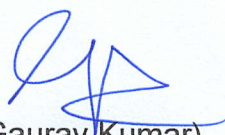
16. **Warranty.** Warranty for the stores being supplied will be for a minimum period of **ONE/ TWO/ THREE YEAR (As Applicable)**. The warranty period will commence from the date of issuance of acceptance certificate by the purchase.

17. **Acceptance of Tender Enquiry.** Submission of your commercial offer will be deemed as your acceptance of all the conditions given above. Please acknowledge receipt as per **Appendix C**.

18. This school reserves the right to change or vary any part thereof at any stage and also reserve the right to withdraw the project, should it become necessary at any stage/ reject the quotation on technical ground/ incomplete specification.



Enclosures : (As above).


 (Gaurav Kumar)
 Maj
 Presiding Offr,
 Purchase Committee

Appendix A

(Refer Para 1 (a) of Army Public School Tender Enquiry No 0155/APSR/CTS 2024-25/03 dt ___ Mar 2025)

TECHNICAL QR FOR 'PROCUREMENT OF COPEIR PRINTER' :
ARMY PUBLIC SCHOOL RANGAPAHAR

S No	Product Category	Qty	Description	Make & Model	QR Compliance	Deviation if any
1.	Copier Printer	01	<p>Machine Type - A3 Monochrome Laser Multifunctional</p> <p>Core Functions – Print, Copy, Scan, Send and Optional Fax</p> <p>Memory – Min 2.0GB RAM</p> <p>Storage – Min 64GB eMMC</p> <p>Copy Speed – 30 ppm (A4), 15 ppm (A3)</p> <p>Print Resolution- Min 1200 x 1200 dpi</p> <p>Duplex Printing – Yes</p> <p>Memory Media – USB Memory</p> <p>Magnification - 25% - 400% (1% Increments)</p> <p>Network Standard- Min 1000Base-T/100Base-TX/10-Base-T, Wireless LAN (IEEE 802.11 b/g/n), Wi-Fi Direct Connection</p> <p>Power Source – Min 220-240 V, 50/60 Hz, 5.2 Amp</p> <p>Power Consumption – Maximum 1500W, Standby 20W, Sleep mode 0.6 W</p> <p>From Power On: Min 10 Seconds or Less 5</p> <p>Dimensions (W x D x H) - 565 x 693 x 852 mm</p> <p>DADF - A3, A4, A4R, A5, A5R, B4, B5, B5R,</p>		Yes/ No	

Company Seal

Place :

Date :



(Authorized signatory of company)

Appendix B

(Refer Para 1 (b) of Army Public
School Tender Enquiry No
0155/APSR/CTS 2024-25/03
dt ___ Mar 2025)

COMMERCIAL OFFER FOR 'PROCUREMENT OF COPEIR PRINTER' :
ARMY PUBLIC SCHOOL RANGAPAHAR

GSTIN No _____ PAN No _____

Office Address _____

Tele No _____ Mobile No _____ FAX _____

S No	Items	A/U	Qty	Unit cost including GST	Total cost including GST
1.	Copier Printer	Nos	01		

Note.

1. Validity of commercial bid is 180 days from date of closing of tender.
2. one year warranty for above item.
3. Items mentioned above fully comply with the Technical QR mentioned in **Appendix A.**
4. Please quote your price inclusive of GST.

Company Seal



Place :

Date :

(Authorized signatory of company)

Appendix C

(Refer Para 17 of Army Public
School Tender Enquiry No
0155/APSR/CTS 2024-25/03
dt ___ Mar 2025)

ACKNOWLEDGMENT RECEIPT

1. Refer Army Public School Rangapahar Tender Enquiry No 0155/APSR/CTS 2024-25/03 dt ___ Mar 2025.
2. Acknowledgment.

Company

Place :

Dated :



(Authorized signatory of company)