

Tele : 223115

Army Public School Hempur
P.O : RTC Hempur – 244716
Distt – Udham Singh Nagar

40003/LP/APS

28 Aug 2024

TENDER FORM FOR PROCUREMENT OF 02 X HEAVY DUTY PHOTOCOPIER MACHINE

Dear Sir,

1. Reference tender advertisement published in Hindustan dated 01 Sep 2024. The school is interested for procurement of 02 x heavy duty photocopier machines.
2. Technical Specification of Photocopier Machines are attached as **Appendix 'A'**.
3. Technical Bid and Terms and conditions is attached as **Appendix 'B'**.
4. Commercial Bid is attached as **Appendix 'C'** (To be given in Company letter head).
5. You are requested to submit your quotation in a sealed envelope separately for: -
 - (a) Technical bid as per **Appendix 'A' & 'B'** alongwith required documents as asked in **Appendix 'B'**.
 - (b) Commercial bids as per **Appendix 'C'**.
6. The type of bids (Technical/commercial) should be clearly marked on the envelopes and dropped in the box placed at the school reception or alternatively it may be sent by courier on/by **1000 hrs on 23 Sep 2024**.
7. The Technical Bids shall be opened at **1100 hrs on 23 Sep 2024**. The evaluation of technical Bid will be carried out off-line. Result of the evaluation will be intimated to vendors/participants.
8. The Commercial Bids of only those Bidders, whose technical bids meet all stipulated (Technical) requirements, will be open on 24 Sep 2024.
9. Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.
10. The school reserves its right to alter the quantities/items or reject any quotation without assigning any reasons whatsoever.
11. Supply/delivery has to be started against a work order. Payment will be released by crossed cheque as per the terms and conditions and after physical check for correctness by a board of Officers.

Signature of Vendor



Yours faithfully,

(Dr. Malini Sharma)
Principal
Army Public School Hempur

Appendix 'A'

(Refers to Para 2 of Tender Form)

TECHNICAL BID

TECHNICAL SPECIFICATIONS FOR PROCUREMENT OF 02 X PHOTOCOPIER MACHINES

Sr. No.	Items/Work	Description	Quantity	Compliance (Yes/No)	Remarks
(a)	Photocopier Machine 25 PPM	Minimum 25 PPM, Paper Size A3/A4, ARDF, 5000 sheets Single tray capacity, Network Ready, RAM 01 GB Cartridge Technology Separate Drum and Toner, Mono Component Trolley, Warranty 02 years, Drum Life 03 Lakh printouts, Toner Yield 15000 copies.	01		
(b)	Photocopier Machine 32 PPM	Minimum 32 PPM, Paper Size A3/A4, ARDF, 500*2 Double Tray Capacity, Network Ready, RAM 04 GB, Hard Disk 32 GB SSD, Cartridge Technology Separate Drum and Toner, Mono Component Trolley, Warranty 02 Years, Drum Life 06 lakh printouts, Toner Yield 25000 copies.	01		

1. On site visit during school hours all working day from 1100 hrs to 1300hrs .
2. Prices quoted must be inclusive of all taxes, duties and levies.

Stamp

Signature of Vendor

TECHNICAL BID

**TENDER DOCUMENTS AND TERMS OF CONDITIONS FOR PROCUREMENT OF 02 X
HEAVY DUTY PHOTOCOPIER MACHINES**

The following documents and specification will also be submitted with Technical Bid :-

Ser No	Documents/ Features of Items	Document Produced by Vendor Yes/ No	Remarks
1.	Profile of Company		
2.	List of establishments/organization where your firm has executed supply order during last three years alongwith copy of work order/certificate of satisfactory performance.		
3.	DD for Rs 6100.00 (Earnest Money).		Earnest money shall be deposited by contractors in the shape of Cash/call deposit receipt from any Scheduled Bank only.
4.	Certificate for Acceptance of Terms and conditions on Company's letter head.		
5.	TIN /GST Registration Number.		
6.	PAN Card.		

Stamp

Signature of Vendor

NOTE:-

Appendix 'A' & 'B' alongwith required documents as asked in Appendix 'B' should be kept in one envelope. On this envelope pls clearly mention "TECHNICAL BID".

Appendix C

(Refers to Para 4 of Tender Form)

**COMMERCIAL BID FOR TENDER DOCUMENTS FOR PROCUREMENT OF
02 X HEAVY DUTY PHOTOCOPIER MACHINES**

Sr. No.	Product Name	Description	Quantity	Unit Price	Total Price
1	Photocopier Machine 25 PPM	Minimum 25 PPM, Paper Size A3/A4, ARDF, 5000 sheets Single tray capacity, Network Ready, RAM 01 GB Cartridge Technology Separate Drum and Toner, Mono Component Trolley, Warranty 02 years, Drum Life 03 Lakh printouts, Toner Yield 15000 copies.	01		
2.	Photocopier Machine 32 PPM	Minimum 32 PPM, Paper Size A3/A4, ARDF, 500*2 Double Tray Capacity, Network Ready, RAM 04 GB, Hard Disk 32 GB SSD, Cartridge Technology Separate Drum and Toner, Mono Component Trolley, Warranty 02 Years, Drum Life 06 lakh printouts, Toner Yield 25000 copies.	01		
3.	Freight & Installation charges				
4.	GST				
5.	Total Price (Including GST)				

1. Prices quoted must be inclusive all taxes, duties and levies
2. I agree to supply photocopier machines at a total cost of Rs (Including GST, Freight and Installation charges) _____
(Rupees in words _____)

Signature of vendor

NOTE: Pls keep "Appendix C" in another envelope and clearly write **COMMERCIAL BID** on the envelope