

REQUEST FORWARD PROPOSAL (TENDER FORM)

**INVITATION OF BIDS FOR INSTALLATION OF PROJECTOR & PROJECTION SCREEN
WITH ALLIED ACCESSORIES IN AUDITORIUM
AT ARMY PUBLIC SCHOOL, CHANDIMANDIR**

(TENDER DATED ____ Mar 2024)

1. Sealed Tenders are invited on Two Bid System for Installation of Projector & Projection Screen with allied accessories in MP Hall at Army Public School Chandimandir Cantt (Haryana) Tender for **PROJECTOR & PROJECTION SCREEN IN AUDITORIUM** is to be clearly written on top of the sealed envelope that contains the tender document.

2. The address and contact numbers for sending Bids or seeking clarification regarding this RFP are given below: -

(a) Bids/queries to be addressed to : The Principal,
Army Public School, Chandimandir

(b) Postal address for sending the Bids : The Principal, Army Public School,
Chandimandir Cantt
District - Panchkula, Haryana-134107

(c) Contact number for clarifications, if any, : 7888483407 , 9501022756
should be made by contacting the office.
Interested / eligible firms desirous of undertaking
site-inspection with regard to execution of work /
contract may visit the school on any working day
between 0900hrs to 1300hrs up to three working
days prior to bid closing date.

(d) e-mail id of contact personnel : principalapschm@yahoo.co.in

3. You are to sign with date on both the tender and terms and conditions pages and duly stamp them along with signature, name and address on all pages of the bid document(s). You are not to make any alternation or addition to any of the documents connected with the tenders.

4. Your offer is to remain valid for a minimum period of 90 days from the date of Bid opening. Earnest money deposit (EMD) **₹ 20,000/- (₹ Twenty thousand only)** shall be paid in favour of Army Public School, Chandimandir Cantt in the form of an Account Payee Demand Draft payable at Chandimandir / Chandigarh.

5. This RFP is divided into three Parts as follows: -

(a) Part I - Contains General Information and Instructions of RFP

(b) Part II - Essential Technical Specification for installation of Projector and Projection Screen with allied accessories in Auditorium (MP Hall)

(c) Part III - Financial Bid and Safety Clause.

6. This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

7. The approval or rejection of tenders, rests with the School Management of Army Public School, Chandimandir Cantt who reserves the right of rejecting any tender in whole or in part without assigning any cause. The lowest tender will not necessarily be accepted.

8. Please return this letter duly signed along with the complete Tender documents.

I / We / am / are in possession of complete set of tender documents / forms issued by you and have understood and agree to abide by the above terms and conditions as well as those contained in the contract forms. The attached tender form, duly completed and signed is submitted herewith.

Station : _____

Date : _____

Signature of Tenderer(s) _____

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised
Attorney etc)

Contact No _____

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PART I – GENERAL INFORMATION

Sealed Tenders are invited for **INSTALLATION OF PROJECTOR & PROJECTION SCREEN with ALLIED ACCESSORIES IN MP HALL** at Army Public School, Chandimandir Cantt, Panchkula (Haryana). Firms fulfilling the conditions and capable to undertake above supplies/project may submit bid form with the requisite documents such as Earnest Money Deposit, GST Registration Certificate etc. Tender is to be kept in sealed cover super scribing **“Projector & Projection Screen in Auditorium”**

1. **Last date and time for depositing the Bids.** The last date for depositing the Tender will be on **03 Apr 2024 at 1500 hrs.** The sealed Tenders should be deposited / received by due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids.** Sealed Bids should be either dropped in the Tender Box at the school or sent by registered post at the address given above so as to reach by the due date and time.
3. **Time and date for opening of Bids.** Bids will be opened on **04 Apr 2024** and analysed by a board of Officers suitably nominated. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened at the same time or on any other day/time, as intimated by the Buyer.
4. **Validity of Bids.** The Bids should remain valid for a period of 90 days from the last date of submission of the Bids.
5. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **₹ 20,000/- (₹ Twenty thousand only)** alongwith their bids. Earnest money deposit shall be paid in favour of Army Public School, Chandimandir Cantt in the form of an Account Payee Demand Draft payable at Chandimandir / Chandigarh.
6. **Past Experience.** Past experience if any, in providing contract to major organizations including Army, Navy or Indian Air force is to be substantiated with a certificate issued by the organization.
7. **Scope of Work.** In exceptional cases and exigencies of service, the School Management has the right to amend the scope of work.
8. The School Management shall have the right to accept or reject tender bids without assigning any reason thereof, whatsoever.

Station : _____

Date : _____

Signature of Tenderer(s) _____

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorised

Attorney etc.)

Contact No.

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PART II – ESSENTIAL TECHNICAL DETAILS OF ITEMS/SERVICES REQUIRED

1. Requirements & Technical details – The technical specifications of “**Projector & Projection Screen in MP Hall**” are as under: -

SPECIFICATIONS FOR INSTALLATION OF PROJECTOR & PROJECTION SCREEN WITH ALLIED ACCESSORIES IN AUDITORIUM

Ser No	Items Description	Make	Quantity	Compliance to RFP specification whether Yes / No
(a)	Projector 4000 lumens WUXGA, 3D Functionality	Vivi Tek or Optima (Short Throw)	01 no	
(b)	VGA Cable	-	15 mtrs	
(c)	HDMI Cable	Honey Com	15 mtrs	
(d)	Power Wire	-	10 mtrs	
(e)	Projector Hanging Kit (Heavy Duty)	-	01 no	
(f)	Projection Screen (Fixed Frame) 32 x 16 feet	-	01 no	
(g)	LED DJ Light	-	10 nos	
(j)	LED Moving Light	-	02 nos	
(k)	Light Hanging Channel with Wire	-	01 no	
(l)	Installation	-	-	
(m)	Programming (If any)	-	-	

2. Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. The Bidders are advised to submit the compliance statement in the following format: –

TECHNICAL EVALUATION PROFORMA

Ser No	Description	Clauses as per RFP	Compliance with TE Specification whether Yes or No (Number to be Mentioned Where Applicable)	In case of Non-Compliance Deviation from TE Specification to be indicated in Unambiguous Terms
	1	2	3	4
1	Firms Name	Owner & Contractor Name		
2	Firms Details	Firm's Address, Telephone, Cell Phone No & Fax No.		
3	PAN Details	Copy of PAN		
4	TIN/CST Details	Copy of TIN/CST/APGST No.		
5	Bank Details	Bank Name, address, A/c No with IFSC Code		
6	Past Experience	Bidder should have executed such projects. Supporting proof to be submitted.		
7	EMD Amount	EMD as mentioned in RFP is to be deposited along with the bid.		
8	Balance sheet with Profit and Loss statement	The balance sheet / Profit & Loss statement of one financial year duly certified by auditor / CA is to be attached.		

3. **Performance Bank Guarantee.** You are required to furnish 10% of the order value in the form of Bank Guarantee obtained from Nationalised /Scheduled Bank towards Performance Security. The Bank Guarantee shall remain valid for a period of one year beyond the date of completion of all the obligations of supply, installation and commissioning of the complete project, including warranty.
4. **Warranty.** One-year warranty for the work and a warranty certificate should also be provided. Failure to provide warranty services during the warranty period, the costs for making good of the equipment shall be recovered from the performance security.

Station : _____

Date : _____

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(i.e. Proprietor/Partner/Authorized Person)
Contact No. _____

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PART-III
FINANCIAL BID FORMAT

The Financial Bid Format is given below and Bidders are required to fill this up correctly with full details:

(QUOTE OF UNIT RATE – FOR INSTALLATION OF PROJECTOR & PROJECTION SCREEN WITH ALLIED ACCESSORIES IN AUDITORIUM INCLUDES GST / TAXES, TRANSPORTATION, INSTALLATION OTHER ALLIED CHARGES ETC IN ALL RESPECTS)

Ser No	Items Description	Make	Quantity	Rate	GST %	Total
(a)	Projector 4000 lumens WUXGA, 3D Functionality	Vivi Tek or Optima (Short Throw)	01 no			
(b)	VGA Cable	-	15 mtrs			
(c)	HDMI Cable	Honey Com	15 mtrs			
(d)	Power Wire	-	10 mtrs			
(e)	Projector Hanging Kit (Heavy Duty)	-	01 no			
(f)	Projection Screen (Fixed Frame) Size 32 x 16 feet	-	01 no			
(g)	LED DJ Light	-	10 nos			
(j)	LED Moving Light	-	02 nos			
(k)	Light Hanging Channel with Wire	-	01 no			
(l)	Installation Charges	-	-			
(m)	Programming Charges (If any)	-	-			

Price Includes: (a) All materials & CIF charges (b) Installation Charges
(c) Import Duty and Custom Clearance if any
(d) Fares, accommodation/other charges of technician who will work on the project.

Price excludes: (a) Balance material left over (b) Any other additional work (c) Taxes Included

Warranty Period: (If any) - One Year

Payment Terms: (a) No advance payment will be made. (b) 20% will be remitted on receipt of complete items required for execution of entire project with request. (c) 70% will be paid with in 15 days after completion of entire work.

Requirement of pre-site/equipment inspection: Pre-site /equipment inspection will be carried out by the Board of Officers.

Other Condition: - In case of any defect, you will be responsible to rectify the same or replace the item forthwith within one year from the date of payment of bill. 10% security will be deducted from final amount for guarantee/warranty of items which will be returned after one year without interest.

Station : _____

Date : _____

Signature of Tenderer(s) _____
(Name & Address in full and Capacity)
(i.e. Proprietor/Partner/Authorized Person)
Contact No. _____

(RUBBER STAMP)

“SAFETY CLAUSE”

1. The School authorities shall not be responsible for any injury /casualty or loss of life that may take place during the course of contracted work/service and any compensation or expenditure towards treatment for such injury/casualty shall be the sole responsibility of the CONTRACTOR.

2. The Contractor/Vendor is to ensure adequate safeguards for personnel when employed on work where risk to human health/injury is involved. The contractor / vendor is to comply with the following conditions regarding Labour Welfare and Safety: -
 - (a) The contractor is to ensure that the workers are adequately equipped with safety gear/equipment that is necessitated by the nature of the work involved.
 - (b) Contractor is to be fully conversant with the procedure for timely administration of First Aid in case of accidents. He is also to be aware of hospitals/medical units close the work site, and take immediate action in case of any accident.
 - (c) School authorities are to be informed by the contractor immediately in the eventuality of any accident taking place.
 - (d) Compensation to the family on account of injury of any labourer employed by the contractor/vendor will be the sole liability of the contractor / vendor.
 - (e) The contractor shall ensure that the labour employed by the contractor abides by all security regulations imposed by the school and does not in any manner compromise security of School property/area.
 - (f) The contractor will render proof of police verification of character and antecedents of his employees proposed to be employed inside School premises.

Station : _____

Date : _____

Signature of Tenderer(s) _____
(Name & Address in full and Capacity)
(i.e. Proprietor/Partner/Authorized Person)
Contact No. _____

CHECKLIST OF TENDER DOCUMENTS

The following tender documents should be attached with Tender duly signed by the bidder, failing which tender bid may be treated as rejected: -

- (a) Demand Draft for EMD for amount of **₹ 20,000/- (₹ twenty thousand only)** in favour of Army Public School, Chandimandir Cantt in the form of an Account Payee Demand Draft payable at Chandimandir / Chandigarh **OR** latest exemption for EMD as per Govt Rules.
- (b) Tender form includes Part I, II & III to be signed by the bidder wherever required with stamp and date. **Part III comprising of Financial Bid should be sealed separately.**
- (c) PAN Card photocopy duly self-attested.
- (d) A passport photograph of the signatory of the Tenderer duly self-attested.
- (e) One Cancelled Original Bill to be submitted along with the tender Form.
- (f) TIN Number/VAT/CST/GST (copy to be attached)
- (g) Bank Details for RTGS/NEFT: Cancelled Bank Cheque (OR) Mandate Form issued by Bank with Bank A/c No. & Name of the A/c holder, IFSC Code No, Bank Name & Branch address, MICR Code etc.
- (h) Original Equipment Manufacturing (OEM) Certificate of the firm to be produced by the bidder along with tender forms.
- (j) Sales Tax Assessment last two years.
- (k) Service Tax Registration Details, if applicable

Station : _____

Date : _____

Signature of Tenderer(s)_____

(Name & Address in full and Capacity)

(i.e. Proprietor/Partner/Authorized Person)

Contact No._____