

TENDER NOTICE

Army Public School, Jorhat- invites applications from Authorized contractors working with various Departments/ Establishment for selection of contractors for issue of tender for under mentioned procurement/ Work:

Name of Work	(a) Proposal for supply& installation of CCTV at APS Jorhat (b) Tender Documents are available on school website. www.apsjorhat.org
Delivery period	25 Days (After issue of Work / purchase / supply order)
Amount of Earnest Money	Amount of Earnest Money A Demand Draft of Rs 5,000/- drawn in favor of Army Public School, Jorhat, as the Earnest Money Deposit (EMD).
Tender Fee	Tender Fee Eligibility Criteria, Date of Issue of Tender, Date of submission of Tenders, A Demand Draft of ₹500 drawn in favor of Army Public School, Jorhat as the tender fee.
Eligibility Criteria	Active GST, PAN, AADHAR, UDYAM Certificate registration/ Trade license, Undertaking for not have been blacklisted, Warranty letter, Consent letter of Terms & Condition acceptance, Annual Turnover Certificate signed by C.A of minimum last 2 years.
Date of Issue of Tender	24 Oct 2025
Pre bid meeting	Pre bid meeting will be held at Principal's Office, APS Jorhat on 29 Oct 2025 at 1200 hrs. All interested bidder to attend
Date of submission of Tenders	31 Oct 2025 by (0900 hrs)

Contact No for any pre bid queries : 9101498630 (Head Clerk)

ARMY PUBLIC SCHOOL, JORHAT Charaibahi Military Station, Jorhat

Rejection of Proposal: - The application will be summarily rejected if :-

1. It is not received in proper sealed cover with superscription as indicated above.
2. It is received after the due date and time.
3. It is not received with above mentioned Demand Draft for EMD & Tender Fees in Technical Bids envelope.
4. It is not received eligibility certificates in Technical Bid envelope.
5. It is not in prescribed form & not mentioned school required specification as per Annexure III & IV in Tender (Technical/Commercial Bids).
6. In case of rejection of application for issue of tender, the applicant shall be refunded the cost of tender.
7. It is not properly duly signed by Firm's director / Proprietor.
8. It is received the invalid /Fake Certificate / Copies

Sd/-xxx
Principal
Army Public School, Jorhat
Charaibahi Military Station
Army Public School, Jorhat

Charaibahi Military Station
PO :Charaibahi
Distt : Jorhat (Assam)
PIN – 785616

10104/SO/APSJ/dt 24Oct 2025

CALL FOR QUOTATION

Dear Sir/Madam,

1. Sealed quotation is invited for procurement of the following items at Army Public School Jorhat (Assam):-

Ser No	Description
1.1	CP Plus IP camera as per requirement
1.2	NVR as per requirement
1.3	TV for display of cameras as per requirement
1.4	Premium cable as per requirement
1.5	U server racks
1.6	Spike guards
1.7	Copper wire
1.8	Hard disk for 15 days backup of data of cctv camera
1.9	Wiring casing and other accessories
1.10	Labour charges
1.11	Connectors
1.12	Port switches
1.13	Amp sockets
1.14	Installation charges
1.15	Misc charges
1.16	CCTV will be installed on both the floors of the school and to cover outside sports fields bus parking area and entrance gate

***Dealer will be preferred for after installation maintenance contract.**

Terms & Condition

- (a) Quotation should be sent By hand/By Registered Post to Army Public School Jorhat Charaibahi Military Station on or before 31 Oct 2025 by (0900 hrs).
- (b) No quotation will be accepted from any vendor after the specific time and date Mentioned above.
- (c) Quotation will be opened by a Board of Officers from 1200 hrs onwards tentatively on 31 Oct 2025.
- (e) Rates of the above work should be included all taxes, delivery/ transportation charges etc. Representation for additional charge, in addition to the quoted rate will not be entertained under any circumstances.
- (g) Following documents to be enclosed with the quotation:-
 - (i) Copy of GST Registration in the name of firm.
 - (ii) Copy of PAN Registration in the name of firm.
 - (iii) Registration for supply work.
 - (iv) Experience of supply work done with reputed org/firm/offices.
- (h) It is mandatory to mention the letter number issued by the school on the quotation/ envelope.
- (j) The lowest rate quoted will be accepted. No representation will be entertained / accepted at the time of opening of quotation.
- (k) Vendor will ensure he visits the site before putting a bid so that bid is correct in all respects.
- (l) Vendor will give a certificate stating that he has visited the school site.

Sd/-xxx
Lt Col Nitin Ravindran
OC
41 Sub Area Sig PI

TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL TO BIDDERS

1. **Background.** Army Public School, Jorhat intending proposal for Supply & installation of CCTV at APS Jorhat .
2. It is in this context that the proposal has been invited for Supply & installation of CCTV at APS Jorhat.
3. **Scope of Work:-**
 - (a) The scope of work/ specification/ configuration includes Supply & installation of CCTV at APS Jorhat.
 - (b) The required technical specifications for supply& installation of CCTV at APS Jorhat as per Annexure-III.
4. Bidder shall be responsible for turn-key delivery of the assignment of Supply & installation of CCTV at APS Jorhat as per the school requirements.
5. **Site of Delivery & Construction.** The site of delivery of Supply & installation of CCTV at APS Jorhat at MES Gate Rowrah Jorhat Assam.
6. Inclusion of a detailed blue print of the location of each camera spots location in the School building to include both floors, lobbies, class rooms, all administrative rooms, playfield area, main guard room and bus reporting point by the bidder is mandatory else the bid shall be rejected.
7. Based on the network of operations & capabilities, the interested eligible bidders to submit their proposals Supply & installation of CCTV at APS Jorhat. The Bidders should carefully draft their technical & financial proposals in accordance.
8. Must have prior experience in installing CCTV Camera and accessories in an Army Public School or a government School. Supply order and work completion certificate to be attached.
9. **Qualification Criteria.** The Bidder must fulfil the following eligibility conditions:-
 - (a) Bidder must be a reputed / authorized firm.
 - (b) Bidders firm should have at least 2 years' experience in reputed / authorized firm (enclose previous 02 years supply / purchase order).
 - (c) The Bidder must have PAN Number (Enclose the PAN copy & attested by Firm's Director / Proprietor).
 - (d) The Bidder must have Active GST No (Enclose the GST copy with Annexure 'A' & 'B' & attested by Firm's Director / Proprietor).
 - (e) The Bidder must have Udyam Registration/ Trade license (Enclose the Udyam Registration copy & attested by Firm's Director / Proprietor).
 - (f) The Bidder must have Annual Turnover Certificate which is signed by CA (To be mentioned Turn over min last 2 years) and also mentioned the UDIN No (Enclose the copy).
 - (g) The Bidder must have Aadhar Card copy (Enclose the Aadhar Card copy of Firm's Director / Proprietor & attested by Firm's Director / Proprietor).
 - (h) The Bidder must have Undertaking for not have been blacklisted (Enclose the signed copy of firm's Director / Proprietor).
 - (j) The Bidder must have Warranty letter (Enclose the signed copy of firm's Director / Proprietor).
 - (k) The Bidder must have consent letter of Terms & Condition acceptance (Enclose the signed copy of firm's Director / Proprietor).

(l) Bidders should be capable of ensuring timely and safe delivery and installation of CCTV Cameras with all requisites accessories at Senior Wing, Army Public School, Jorhat at proposed site in the school (Enclose the signed copy of firm's Director / Proprietor).

(m) The Bidder submit the only authentic valid copies / certificate, if submit the invalid / Fake Certificate / copies, failing which your tender will be rejected without further notice.

10. **Mode of Bid Submission**. Proposals shall be sent through registered post or professional courier service so as to reach the school address on or before the due date. Alternatively, the proposals can also be submitted in person by authorized representative of the Bidder.

11. The proposals (each page) must be duly signed by authorized signatory of the Bidder with firm stamp and date. Corrections made in the offer shall be authenticated by the signature of the authorized signatory of the bidder with firm stamp.

12. The Bidder shall submit the Technical proposal and Financial proposal in original. Proposals must be submitted not later than 31 Oct 2025 at 0900 hrs to the following address :-

Mrs Sonia Ghai
Principal Army Public School, Jorhat
Charaibahi Military Station
PO :Charaibahi
Distt : Jorhat (Assam)
Pin – 785616

13. The Technical proposal shall be placed in a sealed envelope marked "**Technical Proposal - Envelope A**". In the technical proposal, there should not be any indication about the prices of any of the products offered. Financial proposal shall be placed in a sealed envelope clearly marked "**Financial Proposal - Envelope B**". The two envelopes containing the technical and financial proposals shall be placed & sealed into an outer envelope super scribed "Supply & installation of CCTV at APS Jorhat". This outer envelope shall bear the submission address. Army Public School, Charaibahi Military Station, Jorhat, PO :Charaibahi, Distt - Jorhat (Assam), Pin – 785616 will not be responsible for misplacement, loss and delay during transit of the bid documents.

14. The Bidders shall structure the proposals in the format as prescribed.

15. Any further clarifications or details be needed, the interested bidders shall communicate in writing to the focal person of Army Public School, Jorhat within 07 days of issue of tender. The bidder should send the queries / clarifications through official E-mail IDs only.

16. Proposals received after due date or unsealed or unsigned or incomplete will be rejected.

17. **Earnest Money Deposit**. The technical bid shall be accompanied by an amount of Rs 5,000/- (Rupees Five Thousand Only) in form of a Demand Draft drawn in favors of Army Public School Jorhat as Earnest Money Deposit (EMD).

18. The EMD of the successful bidder shall be retained by Army Public School, Jorhat as a performance security till the completion of the assignment. The EMD of the unsuccessful bids shall be refunded.

19. If the successful Bidder fail to act according to the tender conditions or backs out after the tender has been accepted, the EMD will be forfeited.

20. **Technical Proposal**. The technical proposal should comprise of following: -

(a) Proposal submission form / statement of declaration duly filled, signed and complete in all respects be submitted as per Annexure - I.

(b) Bidder information form duly filled, signed and completed in all respects should be submitted as per Annexure - II for establishing the eligibility and qualifications of the Bidder.

(c) Details of items/work for which the bidder has quoted along with standard and other accessories offered in the format given in Annexure - III. Bidders shall submit the illustrated pamphlets / brochures containing all the technical details, specification of the tendered items. Specifications such as make and other distinguishing marks with respect to the standard/quality of the item(s) wherever necessary should be indicated in the proposal.

21. Self-attested copy of any other relevant certificates / copies.
22. An undertaking regarding Warranty/ Guarantee/ Free service being offered by the Bidder should be submitted as per **Annexure - IV attached**.
23. All documents shall be enclosed in a cover super scribed as '**Technical Bid Envelope A**'.
24. **Financial Proposal**. Financial Proposal should comprise of the following :-
 - (a) Financial Proposal Submission Form duly filled, signed and complete in respects (**Annexure – V**) separately.
 - (b) The financial proposal should be quoted in Indian Rupees (INR) for "Supply & installation of CCTV at APS Jorhat .
25. The Bidder shall carefully split the financial proposal in accordance to include all charges including basic price.
26. Discount, if any, should be merged with the quoted price of **Annexure - V** separately.
27. The rates quoted should be firm and not be subjected to any price variation clause.
28. Financial Proposal to be enclosed in a separate cover super scribed as '**Financial Proposal - Envelop B**'.
29. **Bid Validity**. The quotation should be kept valid for a minimum period of three months from the last date of the bid submission as prescribed in the tender document.
30. **Evaluation**. An evaluation committee constituted by APS, Jorhat & School will evaluate the proposals. Evaluation Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, and whether the bids are generally in order. The committee may conduct clarification meetings with each bidder to discuss any matters, technical or otherwise.
31. As pre-qualification criteria, the documents will be examined to determine whether the bidder meets the eligibility criteria, completeness of the bid, whether the documents have been properly signed and whether the bids are generally in order. Any bids found to be nonresponsive for any reason or not meeting the minimum levels of the performance or eligibility criteria specified in the various sections of this RFP will be rejected and not included for further consideration.
32. A detailed evaluation of the bids shall be carried out in order to determine whether the bidders are competent enough and whether the technical aspects are substantially responsive to the requirements set forth in RFP.
33. Quoting merely the lowest price does not confer any right to any bidder for award of supply order/ work order. The Evaluation Committee reserves the right to select any bid under the grounds of specification compliance, usage suitability, design, economic suitability, brand value, proven Track record and reputation in supplies to Government organizations.
34. **Delivery Terms**. Supply & installation of CCTV at APS Jorhat.
35. The suppliers should ensure that he himself or his authorized representative is available for proper handing over "Supply & installation of CCTV at APS Jorhat ". Successful Bidder shall ensure timely completion of project as would be stipulated in the supply/work order.

36. **Penalty.** In the event of failure of the successful Bidder to make the supply of the items/Work ordered within the stipulated time, without prejudice to other remedies under the supply order a penalty equivalent to 1% of the value of delayed goods will be levied per week with a maximum of 10% of the contract value. However, relaxations would be entertained only in special circumstances.
37. **Performance Guarantee.** Successful Bidder shall be required to deposit 5% of the value of contract to Tenderer/Purchaser as performance security in form of Bank Guarantee with in week of issue of supply/work order by Army Public School, Jorhat and would to be maintained for one Year after completion of work.
38. **Tenderer Reserves the Following Rights.** To accept any bid and to reject any or all bids at any time prior to issue supply/work order without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the reasons or grounds for Tenderer's / Purchaser's action, to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the overall programme without assigning any reasons thereof. The school management remains rights to change in Specification/ Design/ Location/ Material/ Colour/Item etc. at any stage of project.
39. **Penalty for Substandard Work.** After completion of project, if PMG noticed that material supplied/ used, work executed by the vendor of substandard, then penalty will be decided by the school management and will be maximum of 25%.
40. **Subletting of Contract.** Once supply/ work order awarded to the supplier/contractor, the contract will not be further sublet in any circumstances and same will not be accepted.
41. **Rejection of Proposal.** The application will be summarily rejected if :-
- (a) It is not received in proper sealed cover with superscription as indicated above.
 - (b) It is not received above mentioned Demand Draft for EMD & Tender Fees Technical Bids envelope.
 - (c) It is not properly duly signed by firm's director / proprietor.
 - (d) It is received after the due date and time.
 - (e) It is received the invalid / fake certificate / copies.
 - (f) It is not received eligibility certificates in technical bid envelope.
 - (g) It is not in prescribed form & not mentioned school required specification as per annexure iii & iv in tender (technical/commercial bids).
 - (h) In case of rejection of application for issue of tender, the applicant shall be refunded the cost of tender.
 - (j) If a detailed blue print of the location of each camera spots location in the School building to include both floors, lobbies, class rooms, all administrative rooms, playfield area, main guard room and bus reporting point is not mentioned / attached with the bid documents.
42. **Rate Negotiations.** Rate negotiation will be carried out with I-1 bidder and accordingly work / supply order will be given to him.
43. **Payment Terms.** Full and final payment for supply & installation of CCTV Cameras at APSJorhat, will be made by the school after successful and completion of order.
44. Last date for submission of bids. the last date for submitting the proposals 31 Oct 2025 at 0900hrs.

PROPOSAL SUBMISSION FORM/ STATEMENT OF DECLARATION

[Insert: Location] [Insert: Date]

To: [insert: Name and Address of Firm]

Reference: Tender Number _____ Dated.....

Dear Sir/Madam,

We, the undersigned, hereby offer to provide professional services for "Supply of installation of CCTV at APS Jorhat ". In accordance with your Request for Proposal.._____ [insert RFP No.] dated.[insert: Date] and our proposal.

1. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.
2. We hereby declare that:-
 - (a) We are reputed / registered Vendor / Contractor/ firms.
 - (b) All the information and statements made in this proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification.
 - (c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern. We have never been blacklisted by any state Government/Central Government or any State/Central PSI-J.
 - (d) We hereby offer to supply the equipment and provide the services at the prices and rates mentioned in the attached financial bid.
 - (e) We have carefully read and understood the terms and conditions of the tender. We do hereby undertake to provision as per these terms and conditions.
 - (f) We agree to abide by this Proposal for..... [insert: period of validity as proposed] and that we shall remain bound by a communication of acceptance within that time.

3. Enclosed along with the Technical Proposal is an Earnest Money Deposit (EMD) in form of demand draft (DD No.) issued by for an amount of Rs. in words) drawn in favour of. payable at.

We fully understand and recognize that Army Public School, Jorhat is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that Army Public School, Jorhat will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain, Yours sincerely,

Authorized Signature and Date.

Name and Designation of Signatory:

Name of Firm:

Contact No:

Email ID:

Enclosure : Firm UDYAM, Active GST Registration, PAN, Aadhar , Undertaking for not have been blacklisted, Warranty letter, Consent letter of Terms & Conditions acceptance, Annual Turnover Cert signed by CA of min last 02 year).

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[Please mark this letter with your corporate seal]

BIDDER INFORMATION FORM

[Insert: Date]

Ser No	Particulars	Details
1.	Name of Firm	
2.	Registered Office Address, Telephone Number, Fax Number Email	
3.	Correspondence Address/Mailing Address	
4.	Details of Contact Person (Name, Designation, Address etc.) Telephone Number Fax Number E-mail	
5.	Is the firm a registered company? (If yes, submit documentary proof.) Year & Place of Establishment of the Company	
6.	Former name of the Company, if any.	
7.	Year of Commencement of Business	
8.	Brief description of litigation history (disputes, arbitration, claims, matters in appeal & in court and any pending litigation against the bidder etc.), indicating current status and outcomes, if already resolved. If nil, an undertaking from the bidder mentioning the same.	
9.	Penalties imposed on the firm for delay of project, if any. Please give details.	

Authorized Signature & Date :

Name and Designation of Signatory:

Name of Firm:

Contact No :

Email ID:

Please mark this letter with your corporate seal]

REQUIRED TECHNICAL SPECIFICATION OF SUPPLY & INSTALLATION OF CCTV AT APS JORHAT

SL No.	Description
1.	IP CP plus camera
2.	NVR as per requirement
3.	TV for display of cameras as per requirement
4.	Premium cable as per requirement
5.	U server racks
6.	Spike guards
7.	Copper wire
8.	Hard disk for 15 days backup of data of cctv camera
9.	Wiring casing and other accessories
10.	Labour charges
11.	Connectors
12.	Port switches
13.	Amp sockets
14.	Installation charges
15.	Misc charges
16.	CCTV will be installed on both the floors of the school and to cover outside sports fields bus parking area and entrance gate

Authorized Signature and Date.....

Name and Designation of Signatory:

Name of Firm:

Contact No :

Email ID :

[Please mark this letter with your corporate seal]

WARRANTY 1 GUARANTEE CERTIFICATE

[insert: Location] [insert: Date]

To: [insert: Name and Address of Army Public School, Jorhat

Reference: Tender Number.....Dated

Dear Sir/Madam,

We, the undersigned, hereby undertake to furnish.....year (s) warranty/ guarantee for..... and furnish.....year (s) maintenance and onsite free service from the date of Supply of installation of CCTV at APS Jorhat.

Note : Minimum _ Years for Supply of Supply of CCTV Camera onsite Warranty from the date of supply should be given.

Authorized Signature and Date.

.....

Name and Designation of Signatory:

.....

Name of Firm:.....

Contact No
.....

Email ID:.....
.....

[Please mark this letter with your corporate seal]

PERFORMA I - FINANCIAL PROPOSAL FORM

[insert: Location] [insert: Date]

To: [insert: Name and Address of Army Public School, Jorhat]

Reference: Tender Number Dated

Dear Sir/Madam,

We, the undersigned, agree, subject to acceptance of this tender by IL&FS Clusters to the Supply, Delivery, Installation & Commissioning for Supply of installation of CCTV at APS Jorhat quoted for, in accordance with the terms and conditions of contract stated in the tender document and as per specifications, rates and prices specified in our financial proposal.

Our attached financial proposal is for an amount of Rs.....
(.....in words). The rates quoted are for Supply of Supply of installation of CCTV at APS Jorhat.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive.

We remain, Yours sincerely,

Authorized Signature and Date.....

Name and Designation of Signatory:.....

Name of Firm:

.....

Contact No:.....

Email ID :.....

[Please mark this letter with your corporate seal]

Annexure-V (contd...)

FINANCIAL PROPOSAL FOR SUPPLY & INSTALLATION OF CCTV AT APS JORHAT

SL No.	Description
1.	IP CP plus camera
2.	NVR as per requirement
3.	TV for display of cameras as per requirement
4.	Premium cable as per requirement
5.	U server racks
6.	Spike guards
7.	Copper wire
8.	Hard disk for 15 days backup of data of cctv camera
9.	Wiring casing and other accessories
10.	Labour charges
11.	Connectors
12.	Port switches
13.	Amp sockets
14.	Installation charges
15.	Misc charges
16.	CCTV will be installed on both the floors of the school and to cover outside sports fields bus parking area and entrance gate

Net Amt in words :-

Authorized Signature and Date.....

Name and Designation of Signatory:

Name of Firm:.....

Contact No.....

Email ID

[Please mark this letter with your corporate seal]