

**CALL FOR QUOTATION FOR PURCHASE OF IDENTITY CARD
PRINTING MACHINE FOR ARMY PUBLIC SCHOOL DIGHI**

Sir,

1. Please forward quotation on letter head of your firm with GST details for the under mentioned work at the above address so as to reach the undersigned by **1200 hrs on 29 Dec 2025.**

S.No	Description of Scope	A/U	Qty	Rate	Total Amount
(a)	Smart digital Identity card printing machine of 100 cards printing capacity in one time Make/model-Evolis Primacy-2, IDP solid 510D or equivalent	Nos	01		
	Total amount				
	GST %				
	Gt Total Amount				

INSTRUCTION TO BIDDERS

The Bidders must read in detail the “Instruction to Bidders” and “General terms and conditions” before filling the tender documents.

1. TENDERS:

- (a) Bidders must submit their bids with original signature. Only those who have collect the Tender specification from this office can submit their Tender. Tenders submitted by other will be rejected.
- (b) **1st Envelop contains the Tech Bid** – Firm Registration/Shop Act, Udyog Aadhar/MSME, GST Registration, PAN Card, ITR Details, NEFT Details. **2nd Envelop contain the Financial Bid** – Rates will be quoted as per given accounting sheet. Tender must be submitted in sealed cover.

Bid Documents are compulsory otherwise bid will be treated as cancelled.

- (ii) **Experience:** - The bidders may submit a copy of past experience if any regarding supply of similar materials to GRIDCO/ OPTCL or any other state or central PSUs/Govt.
- (c) Tender shall be submitted either in person or by registered post & any other means of delivery shall not be accepted. Detailed postal address with PIN No., Phone / Fax/Email of bidder must be mentioned in the application requesting for tender document and on the tender bid. The authority is not responsible for receipt of tender after due date due to postal delay or any other reasons. Tenders received after due date due to postal delay or any other reason will not be considered.

EVALUATION OF PRICE BIDS:

1. Order on the firm will be placed on the basis of L1 evaluated price of the techno commercial qualified bidders. All the bidders may be required to explain / justify the basis of their quoted rates as and when asked for. In case, any bidder fails to justify his quoted rates or refuses to co-operate in this regard, they will not be considered for participating in the tendering process and will not be allowed to participate in any future tender for a period of (3) three years.
2. Tender should be prepared clearly and without any overwriting and corrections. Erasures and other changes shall bear the dated initial of the person signing the Tender.

3. In the event of discrepancy or arithmetical error in the schedule of price, the decision of the authority shall be final and binding on the tenderer. For evaluation, the price mentioned in words shall be taken if there is any difference in figure and word in the price bid.

Section -II

GENERAL TERMS AND CONDITIONS

1. **Validity:** Tenderers are requested to keep the validity of their offer for a period of 03 months from the date of opening of tender.
2. **Price:** The bidders are advised to quote their rate as per the price schedule. The unit rate and the total amount should be entered in figures and words. Any correction should be attested under the seal of the Firm/ Contractor. In case of any difference between figure and words in the price schedule the price mentioned in words should be taken into consideration for evaluation.
3. **Taxes:** Taxes, if any shall be mentioned extra.
4. **Terms of Payment:** 100% payment with taxes etc shall be made after completion of work and due verification thereof by the consignee and approval of Guarantee Certificate from the competent authority. The bills in original should be submitted to the paying officer along with completion report duly verified by the concerned inspecting officer. There is no advance payment system. Sample attached at reverse.
5. **Completion of Work:** The work should be completed within 90 days from the date of order. If the work could not be completed within scheduled date due to any valid reason, then completion period may be extended on written request by the Bidder. If the work will not commence & complete within the stipulated period, then the penalty should be **(Penalty @ ½ % half per cent) per week up to a maximum of 5% of the total value of the work order** will be imposed and recovered from dues admissible if the work is not completed within the scheduled period.
6. **Extension of time:** If the work is delayed due to reason beyond the control of agency, the agency shall without delay give justification. The authority on receipt of such notice may agree to extend the contract due date if reasonable but without prejudice to other terms and conditions of this contract.
7. **Bid Security Declaration Form against EMD:** Tenderers are not required to submit any earnest money (EMD) / Bid Security towards participation in the tender. However the tenderer is required to submit the **Bid Security Declaration** in their firm's letter pad of this tender document **in lieu of the Earnest Money (EMD)**. 5% amount to be retained against defects till completion of DLP in form of BGB in favour of Principal, APS Dighi.
8. **Guarantee:** The work covered under this contract should be guaranteed for satisfactory operation against defects a period of 12 months from the date of completion of work. In case of any defects noticed during this period, the same shall be replaced / rectified by the contractor free of cost provided such defects are due to fault design / bad workmanship or bad materials used upon written notice from the School. The replaced material/rectified work should also have similar guarantee. The above guarantee certificate shall be furnished in triplicate to the undersigned for approval. In the event of any breach on default in all or any condition of order, Security Deposit will be forfeited.
9. **Workmen's Compensation:** The contractor shall be fully responsible for paying compensation, if any under the workmen compensation act on account of workmen deployed by him. The Authority reserves the right to reject the notice/ award the contract among any responsive bidders against this tender or without assigning any reason thereof. All other terms and conditions will be governed by School as per Rules.
10. **Consignee:-** Army Public School Dighi, Pune is the consignee & verifying for the work.


(Mrs Kavita Kadam)
Principal
Army Public School, Dighi