

Mobile: 8281018999

Navy Children school  
Naval Base  
Kochi-682004


To,

**REQUEST FOR PROPOSAL**

**INVITATION OF BIDS FOR PROCUREMENT OF  
COMMERCIAL COMPUTER DESKTOP AT  
NAVY CHILDREN SCHOOL, KOCHI  
RFP NO: NCS/COM/ B52/DES DATED 09 Aug 24**

1. Bids in sealed cover are invited for supply of items listed in part II of this RFP. Please super scribe the above mentioned Title, RFP number and date of opening of the bids on the sealed cover to avoid the bid being declared invalid.
2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below:-
  - (a) Bids/queries to be addressed to : The Principal
  - (b) Postal address for sending the bids: Navy Children School, Naval Base Kochi, 682004
  - (c) Name/designation of the contact personnel: Mrs Nellie Paul Verghese, Principal NCS(K)
  - (d) Telephone numbers of the contact personnel: 0484 287 4793, 8281018999
  - (e) Email ID's of the contact personnel: ncsk@asianetindia.com
3. This RFP is divided into five parts as follows:-
  - (a) Part I. Contains general information and instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, etc.
  - (b) Part II. Contains essential details of the items/services required, such as the schedule of requirements (SOR), Technical specifications, delivery period, mode of delivery and consignee details.
  - (c) Part III. Contains standard conditions of RFP, which will form part of the contract with the successful Bidder.
  - (d) Part IV. Contains special conditions applicable to this RFP and which also form part of the contract with the successful Bidder.
  - (e) Part V. Contained evaluation criteria and format price.
4. 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.



  
Ms. Ajeena AP  
Principal, NCS (K)

## **Part I: General Information**

**Last Date and time for depositing the bids** 22 Aug 2024 by 1100hrs.

1. The sealed bids (both technical and commercial, in case two bids are called for) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the bidder. Tenders shall be in two separate covers superscribed with 'Technical BID' and 'Financial Bid' and these two covers are to be in a single cover superscribing 'Tender for Procurement of Commercial Computers and Laptops for NCS (K)'. Failure to comply with these requirements may result in the bid being rejected.
2. Manner of depositing the Bids. Sealed bids should be either dropped in the Tender Box marked as 'TENDER BOX' kept in the school office or send by registered post to 'The Principal, Navy Children School, Naval Base, Kochi-4' so as to reach by due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or no delivery/non-receipt of bid documents.
3. Bids sent by E mail will not be considered (unless they have been specifically called for these modes due to urgency).
4. Time and date for opening the technical Bids 23 Aug 2024 by 1130hrs. Commercial bids will be opened post approval of Technical bids by Competent Authority at a later date.
5. **Place of opening the Bids.** Office of Navy Children School, Kochi. The bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/ technical clauses quoted by all bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non –presence of your representative.
6. **Two bid system.** YES, in the two-bid system, only the Technical bid would be opened on the time and date mentioned above. Date of opening of the commercial bid will be intimated after acceptance of the technical bids. Commercial bids of only those firms will be opened whose technical bids are found compiled and suitable after technical evaluation is done by the buyer.
7. **Forwarding of Bids.** Bids should be forwarded by Bidders under your original memo / letter pad inter alia furnishing details like **GST Number/PAN/TAN**, Bank address with NEFT Account, if applicable and complete postal & e-mail address of their office.
8. **Clarification Regarding contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents may contact the Buyer in writing about the clarifications sought not later than 14(fourteen) days prior to

the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. **Modification and withdrawal of Bids**. A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by e-mail but it should be followed by signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadlines for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
10. **Clarification Regarding contents of the Bids**. During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of bids**. Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD if any. Conditional tenders will be rejected.
12. **Unwillingness to quote**. Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
13. **Validity of Bids**. The bids should remain valid till 90 days from the last date of submission of the Bids.

## **Part II: Essential Details of Items /services required**

1. Schedule of Requirements> List of items/services required is as follows:-

<u>S.No</u>	<u>Item description</u>	<u>Qty</u>	<u>Deno</u>
<u>1.</u>	Procurement of Commercial Computers Desktop	<u>Details enclosed at Annexure ' B'</u>	<u>NA</u>

2. Technical Details. Enclosed as Annexure 'A'
3. Two-Bid System. YES
4. Delivery Period. Delivery period for supply of items would be 30 days from effective date of contract. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.
5. INCOTERMS for delivery and Transportation: FOB (Free on Board).
6. Consignee Details. The Principal  
Navy Children School  
Naval Base  
Kochi- 682 004

## **Part III – Standard Conditions of RFP**

1. The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.
2. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
3. **Arbitration.** All disputes or differences arising out of or in connection with the Supply Order shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Supply Order or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The arbitration is as per Form DPM – 7 (for indigenous trade)/ DPM – 8 (for foreign supply)/ DPM – 9(for PSUs) enclosed to part 3 of the Supply Order.

4. **Effective Date of the work order.** The work/installation shall come into effect on award of purchase order and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date on award of purchase order.

5. **Penalty for use of Undue influence.** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offence by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

6. **Agents / Agency Commission.** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the

Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

7. **Access to Books of Accounts.** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

8. **Non-disclosure of Contract documents.** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

9. **Liquidated Damages.** In the event of the Seller's failure to complete the work including installation as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed services.

10. **Termination of Contract.** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

(a) The positioning/providing of the services is delayed for causes not attributable to Force Majeure for more than (07 months) after the scheduled date of positioning.

(b) The Seller is declared bankrupt or becomes insolvent.

(c) The Buyer has noticed that the Seller has utilised the services of an Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

11. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered prepaid mail/airmail, addressed to the last known address of the party to whom it is sent.

12. **Transfer and Sub-letting.** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

13. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14. **GST.** If it is desired by the Bidder to ask for GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the bidder are inclusive of all taxes and no liability of sales tax will be developed upon the buyer.

15. **Payment Terms.** Payment shall be made by Navy Children School, Kochi on completion supply of the entire installation/ work.

16. **Inspection Authority.** The inspection will be carried out by a Professional Board of Officers nominated by Chairman, Navy Children School, Kochi with self-certification by the seller.

17. **Patents and Other Industrial Property Rights.** The prices stated in the present Supply Order shall be deemed to include all amounts payable for the use of patents, copy rights, registered charges, trademarks, and payment for any other industrial property rights. The seller shall indemnify the Buyer against all claims from mentioned in the previous paragraphs whether such claims arise in respect of supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of any or all rights mentioned above.

#### **Part IV – Special Conditions of RFP**

1. The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

2. **Specification.** The following specification clause will form part of the contract placed on successful Bidder – The seller guarantees to meet the specifications as per Part-II of RFP.

3. **Payment Terms.** It will be mandatory for the bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be mad

through ECS/EFT mechanism instead of payment through cheques, wherever feasible. The 100% payment will be made on delivery and acceptance by user. Prices must be quoted on F.O.R. Navy Children school, Kochi inclusive of packing, forwarding, freight charges, transit insurance and any other charges as applicable.

4. **Paying Authority.** The payment would be released by Navy Children school Kochi deducting statutory liability if any. The payment of bills will be made on submission of following documents by the seller to the Paying Authority along with the bill.

- (a) Ink-signed copy of commercial invoice/ seller's bill in triplicate.
- (b) Claim for statutory and other levies to be supported with requisite documents proof of payment such as excise duty challan, customs duty clearance certificate, octroi receipt, proof of payment for EPF/ ESIC contribution with nominal roll of beneficiaries, etc as applicable.
- (c) Exemption certificate for excise duty/ customs duty, if applicable.
- (d) Bank guarantee for advance, if any.
- (e) Guarantee/ warranty certificate.
- (f) Performance bank guarantee/ indemnity bond where applicable.
- (g) Details for electronic payment viz account holder's name, bank name, branch name and address, account type, account holder, IFSC code, MICR code (if these details are not incorporated in supply order/ work order).
- (h) Any other document/ certificate that may be provided for in the supply order/ contract.

5. **Quality Assurance.** The item should be of latest manufacture confirming to the current production standard having 100% define life at the time of delivery.

6. **Inspection Authority .** The inspection will be carried out by a professional board of officers nominated by Chairman NCS (K) with the self certification by the seller

7. **Warranty.** The firm should give a warranty of minimum 05 years from the date of completion of installation and successful handing over. Warranty for the hardware and software need to be mentioned separately.

8. **Product support.** The seller should agree to provide product support for the computers and software for a minimum period of 05 years (60 months). A certificate to this effect is to be enclosed as part of Technical Bid.



9. **Experience Criteria.** The firm should have carried out similar work/ installation in atleast one Govt/ private/ semi autonomous bodies within last seven years from the date of issue of this RFP. Copy of work order/ sanction to be enclosed in Technical Bid.

10. **Force Majeure clause**

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

(f) All other standard and special conditions of RFP as per Appendix C of DPM 2009 amended from time to time will be applicable. The same is available on MoD website for reference.

11. **Risk & Expense clause.** If the Contractor fails to carry out the work as per the scope of work and terms and conditions, the buyer may at his discretion get the work done either in full or part thereof, through alternative source at the risk and expense of the Contractor. The expenses thus incurred would be deducted either from the Contractor pending bills from the security deposit as applicable.

(a) Should the stores or any instalment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any instalment thereof, the buyer shall after granting the seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidate damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the stores or any instalment thereof not perform in accordance with the specifications/ parameters provided by the SELLER during the check proof tests to be done in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c) In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-

(i) Such default.

(ii) In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.

(d) Any excess of the purchase price, cost of manufacture, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. Such recoveries shall not exceed **10%** of the value of the contract.

12. **Fall Clause.** The following fall clause will form part of the contract placed on successful Bidder:-

(a) The price charged for the stores supplied under the contract by the seller shall in no event exceed the lowest prices at which the seller sells the stores or offer to sell stores of identical description to any persons/ organisation including the purchaser or any of the central government or any department of state government or any state undertaking the central or state government as the case may be during the performance of all supply orders placed during the currency of the rate contract completed.

(b) If at any time, during the said period the seller reduces the sale price, sells or offer to sell such stores to any person/ organisation including the buyer or any Dept of central Govt or any department of the state government as the case may be at a price lower than the price chargeable under the general of supplies &

disposals and the price payable under the contract for the stores of such reduction on sale or offer of the sale shall stand correspondingly reduced. The above stipulation will, however, not apply to:-

- (i) Export by the seller.
  - (ii) Sale of goods are original equipment at price lower than the prices charged for normal replacement.
  - (iii) Sale of goods such as drugs which have expiry dates.
  - (iv) Sales of goods at lower prices on or after the date of completion of sale/ placement of the order of goods by the authority concerned under the existing or previous rate contracts as also under any previous contract entered into with central or state Govt. Dept, including their undertakings excluding joint sector companies and/ or private parties and bodies
- (c) The Seller shall furnish the following certificate to the paying authority along with each bill for payment for supplies made against the Rate contract – “we Certify that there has been no reduction in sale price of the stores of description identical to the stores supplied to the Government under the contract herein and such stores have not been offered/ sold by me/ us to any person/ organisation including the purchaser or any department of central government or any department of a state government or any statutory undertaking of the central or state government as the case may be upto the date of bill/ the date of completion of supplies against all supply orders placed during the currency of the rate contract at price lower than the price charged to the government under the contract except for quantity of stores categories under sub clauses (a), (b) and (c) of sub-para (ii) above details of which are given below - .....”.
13. **OEM Certificate.** In case the bidder is not the OEM, the agreement certificate with the OEM for sourcing, the spares shall be mandatory, however, the OEMs do not exist, minor aggregates and spare can be sourced from authorized vendors subjects to quality certificates.
14. **Earliest Acceptance of Year of Manufacture.** The equipment must be of latest manufacture. Equipment's manufactured earlier the year 2023 will not be accepted. Certificate of year of manufacture is required along with invoice.
15. **Transportation.** To be delivered by road at the consignee location by the successful bidder i.e Navy Children School, Naval Base, Kochi - 682004.

#### **Part V – Evaluation Criteria & Price Bid issues**

16. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:
- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.

(b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipment as mentioned in the RFP. The compliance of the Technical Bids would be determined on the basis of the parameters specified in the RFP. The price Bids of only those bidders will be opened whose Technical Bids would clear the technical evaluation.

(c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below. The consideration of taxes and duties in evaluation process will be as follows : -

(i) In case where only indigenous bidders are competing, all taxes and duties those for which exemption certificates are issued) quoted by the Bidders will be. The ultimate cost to the buyer would be the deciding factor for ranking of Bids.

(ii) In case where both foreign and indigenous bidders are competing, following the purpose of comparison of various tenders: -

(aa) in case of foreign Bidders, the basic cost (CIS) quoted by them would be the basis for the purpose of comparison of various tenders.

(ab) In case of indigenous Bidders, GST on fully formed equipment would be offloaded.

(ac) Sales tax and other local levies, i.e. GST etc would be ignored in case of indigenous bidders

(d) The Bidders are required to spell out the rates of GST in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of GST is intended as extra, over the quoted prices the Bidders must specifically say so. In the absence of any such stipulation it will be resumed that the prices quoted are firm and final and no claim on account of such duties will be entrained after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of GST duty upto any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have., if any concession is available in regard to rate/quantum of GST, it should be brought out clearly. Stipulations like, excise duty was presently not applicable but the same will be charged if it becomes livable later on, will not be accepted unless in such cases it is clearly stated by

Bidder that excise duty will not be charged by him even if the same becomes applicable later on. In respect of the Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of excise duty which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders. The same logic applies to GST also.

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(e) In import cases, all the foreign quoted will be brought to a common denomination in Indian Rupees by adopting the exchange rate as BC Selling rate of the State Bank of India on the date of the opening of Price Bids.

(f) If there is a discrepancy between the unit price the total that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(g) The Buyer reserves the right to evaluate the offers received by using Discounted Cash Flow method at a discounting rate of----%. In case cash flow involves more than one currency, the same will be brought to a common denomination in Indian Rupees by adopting exchange rate as BC Selling rate of the State Bank of India on the date of the opening of Price Bids.

(h) The Lowest Acceptable Bid will be considered further for placement of contract/ Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items, The Buyer also reserves the right to do Apportionment of Quantity., if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

(j) Any other criteria as applicable to suit a particular case.

17. **Price Bid Format:** The Price Bid Format is given below and Bidders are required to fill this up correctly with full details:

a. Basic cost of the item/items

A. Item	Unit	Price	Qty	Total
i. A				
ii. B				

iii. C

a. Total of Basic Price

b. Accessories

c. Installation/ commissioning charges

d. Training

e. Technical literature

f. Tools

g. Any other item

j. Is Excise Duty extra?

k. If yes, mention the following:-

(i) Total value of items on which excise duty is leviable:

(ii) Rate of excise duty (item-wise if different ED is applicable):

(iii) Surcharge on excise duty, if applicable?

(iv) Total value of excise duty, if applicable?

(v) Total value of excise duty payable:

m. Is excise duty exemption (EDE) required:

n. If yes, then mention and enclose the following:

i. Excise notification number under which EDE can be given:

p. Is **GST** extra?

q. If Yes, then mention the following:

i. Total value on which **GST** is leviable

ii. Rate of **GST**:

iii. Total value of GST leviable

r. Any other taxes/ Duties/ Overhead/ other cost:

s. Grand total:

18. **Placement of Order:** The supply order will be placed on successful conclusion of negotiation on L1 firm.

19. Request for proposal is being issued with no financial commitments and purchaser reserve the right to change or vary any part thereof at any stage. Purchaser also reserve the right to withdraw the RFP should it be so necessary at any stage.

20. Please acknowledge receipt.

Thanking you,

Navy Children School  
Naval Base  
Kochi – 682 004  
School



Ms. Ajeena A P  
Principal  
Navy Children

Naval Base, Kochi

**Annexure 'A'**  
(Refer to Part II of RFP)

**TECHNICAL SPECIFICATION**  
(To be submitted in separate Envelope)

FIRM PARTICULARS		
Ser	Description	Remarks (Yes/No)
1	Name of the firm	
2	Name of the proprietor	
3	Whether owned by partner/ownership/private	
4	Firm GST registration details(attached copy)	
5	Firm registration details(attached copy)	
6	PAN / TAN Details	
7	Address of registration officer of the firm with contact details	
8	Address of Local office if any	
9	Firm Experience Certificate/copy of supply order/work either Defence Govt. Organisation of any other reputed private venture to be attached)	
10	Udhyog AADHAR registration of the firm (attach copy of registration certificate)	
11	OEM Agreement certificate (for non OEM Firms) attach copy	
13	Customer List (copy to be attached)	



**Part II - Essential Details of Items/Services required**

**Schedule of Requirements** - List of items/services required is as follows:-

**TENDER ENQUIRY FOR PROCUREMENT AND INSTALLATION OF SERVER,  
COMMERCIAL DESKTOPS AND LAPTOP, NCS (K)**  
(To be submitted in separate Envelope)

1. This office intends to procure the following branded new PCs with 5 years onsite warranty. Assembled/ upgraded PCs will not be accepted: -

<b>SL NO.</b>	<b>PRODUCT DESCRIPTION</b>	<b>QTY</b>	<b>Rate/per item</b>	<b>Total amount</b>
01	<b><u>Commercial Desktop (brand new PC of Dell or HP with following configurations only to be quoted):-</u></b> i5-12500 (6 Cores/18MB/12T /3.0GHz to 4.6GHz/65W) or higher version supports Win11 Pro • 16GB (1x16GB) DDR4 Non-ECC Memory • M.2 2280 512GB PCIe NVMe Class 40 Solid State Drive (EM) • Intel Integrated graphics • Wired Keyboard KB216 • USB Optical Mouse-MS116 • Windows 11 Pro • 19 Monitor - • 5 year warranty • Latest Generation	10		
02	Buyback rate for existing old BER Desktop computer (Dell /Acer)	10		
	GST			
			Total amount including GST	