

**RFP**

Army Public School  
Missamari  
Assam  
PIN-784506

204404/ASM/GIA

22 JAN 2026

**TENDER ENQUIRY: FOR PURCHASE/INSTALLATION OF IP CCTV CAMERAS  
FOR ARMY PUBLIC SCHOOL, MISSAMARI, REQUEST FOR PROPOSAL (RFP)**

Dear Sir,

1. Bids in a sealed envelope are invited for supply of items listed in part III of this RFP. Please super scribe the above mentioned **Title, Tender Enquiry / 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 clarification regarding this RFP are given below.

- |     |  |   |  |
|-----|--|---|--|
| (a) | Bids/Queries to be addressed to          | : | Principal,<br>Army Public school<br>Missamari – 784506<br>Assam          |
| (b) | Postal address for sending the Bid       | : | Army Public School<br>Missamari – 784506<br>Assam                        |
| (c) | Name/designation of the contact person   | : | APS Missamari  |
| (d) | Telephone numbers of the contact person: | : | 9401903667   |
| (e) | E-mail id                                | : | <a href="mailto:office@apsmissamari.co.in">office@apsmissamari.co.in</a> |
| (f) | Fax number                               | : | NA   |

3. The RFP is divided into five parts as follows: -

- (i) **Part-I** Contains General information and instruction for the Bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, etc.
- (ii) **Part-II** Contains essential details of the items/service required, such as the schedule of requirement (SOR), Technical specification, delivery period, mode of delivery and consignee details.
- (iii) **Part – III** Contains standard contract with the successful Bidder.
- (iv) **Part-IV** Contains special conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
- (v) **Part-V** Contains evaluation criteria and format for price bids.

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.
5. The vendor is required to sign on each page of the bid.
6. The vendors are requested to forward receipts of the tender enquiry **immediately**.

Your faithfully

Sd/-xxxx  
(Mr Shashi B Shukla)  
Offg. Principal  
Army Public School  
Missamari

**Copy to :-**

HQ 71 Arty Bde GS (Edn)

326 Fd Regt

## PART – I GENERAL INFORMATION

1. **Critical Dates.** The critical dates with respect to the Tender ref No 204404/ASM/MIN are as follows: -

Ser No	Item	Date	Time
(a)	Published date	23 JAN 2026	12.01 PM
(b)	Clarification starts time and date	25 JAN 2026	12.01 PM
(c)	Clarification end time and date	25 JAN 2026	10.30 AM
(d)	Bid document download/ Sale Start date	26 JAN 2026	12.01 PM
(e)	Bid submission Start date and time	27 JAN 2026	11.30 PM
(f)	Bid submission end date and time	04 FEB 2026	12.00 AM
(g)	Bid opening time and date	06 FEB 2026	11.45 AM

**Manner Of Depositing of Bids.** Sealed bids should be either dropped in the tender box marked as TENDER BOX for **“TENDER ENQUIRY: FOR PURCHASE/INSTALLATION OF CCTV CAMERAS FOR ARMY PUBLIC SCHOOL, MISSAMARI OUT OF SCHOOL FUND FOR THE FY 2025-26 REQUEST FOR PROPOSAL (RFP) NO 204404/APSMIS/24 DT 27 NOV 2025.”**

2. Or sent by registered post at the address given above so as to reach by the due date and time. The Tender box will be kept in the office of Army Public School, Missamari– 784506. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery / non-receipt of Bid documents or sent in email of APS, Missamari i.e. [office@apsmissamari.co.in](mailto:office@apsmissamari.co.in) by making different folder of technical bid & commercial bid.

3. **Time and date for Opening of Bids.** **06 FEB 2026 (11.45 AM)** If due to any exigency, the due date for the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same or any other day/time, as intimated by the Buyer.

4. **Location of the Tender Box.** The Tender Box will be placed in Army Public School, Missamari – 784506. Only those bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. **Place of Opening of the Bids.** Army Public School, Missamari - 784506 (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 to the representatives of all the Bidders. This event will not be postponed due to non- presence of your representative).

6. **Forwarding of Bids.** The following documents should be placed during the bidding: -

**Cover 1.** Technical bid along with following documents: -

- (a) Pictures and technical brochures / literatures of the products.
- (b) TIN number, GST number/ GST registration certificate & firm registration certificate.
- (c) Bank address with NEFT Account if applicable, PAN card, IT return of last year, Power of Attorney if applicable and complete postal and e-mail address of their office.

**Cover 2.** Commercial bid as per format mentioned in Para 2 of Part V of RFP.

7. **Clarification Regarding Contents of RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyers in writing about the clarifications sought not later than 07 days prior to the date of Issue of the Bids. Copies of the query and clarification by the Buyer will be sent to all prospective bidders who have received the bidding documents.
8. **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 fax but it should be followed by a 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 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.
9. **Clarification Regarding Contents of the Bids.** During evaluation and comparison of the 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 bill will be sought, offered or permitted. No pot-bid clarification on the initiative off the bidder will be entertained.
10. **Rejection of Bids.** Canvassing by the bidder in any form, unsolicited letter and post tender correction may invoke summary rejection. Conditional tenders will be rejected.
11. **Unwillingness of 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.
12. **Validity of Bids.** The bids should remain valid up to 90 days from the last date of submission Bids.
13. **Earnest Money Deposit.** Bidders are required to submit **10%** Earnest Money Deposit (EMD) along with their bids. The EMD may be submitted in the form of Fixed Deposit Receipt, Banker's Cheque of Bank Guarantee from any of the public sector banks. EMD will be payable in the name of **Army Public School, Missamari**. EMD is to remain valid for a period of sixty days beyond the final validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid Validity and latest on or before the 30th day after award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of performance Security from them as called for in the contract. EMD will be not required if the goods purchased from the Company/ Authorized Dealer directly.

## **PART II - ESSENTIAL DETAILS OF ITEMS / SERVICES REQUIRED**

1. **Technical Details.** The tender inquiry duly incorporating the required details given from (a) to (k) below as applicable and vetted by Competent Authority: -
- (a) Specifications/drawings, as applicable.
  - (b) Technical details with technical parameters.
  - (c) Requirement for training / on the job training.
  - (d) Requirement of installation /commissioning.
  - (e) Requirement of Factory Acceptance Trials (FAT), if applicable.
  - (f) Requirement of Technical Documentation.
  - (g) Nature of assistance required after completion of warranty.
  - (h) Requirement of pre-site / equipment inspection.
  - (j) Brand / make / model offered.
  - (k) Copy of order secured from Govt agencies / reputed organization in the recent past along with their technical bid will be submitted.
2. **Delivery Period.** Delivery period for supply of items within completion of **10** days from the 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.
3. **Terms for Delivery and Transportation.** The stores will be delivered within **10** days after issue of supply order at Army Public School, Missamari for the inspection and acceptance. No transportation cost will be paid to the vendor.
4. **Consignee Details.** Principal, APS Missamari, PIN-784506.

### **PART III: STANDARD CONDITIONS OF RFP**

**The bidder is required to give confirmation of their acceptance of the standard conditions of the tender enquiry mentioned below which will automatically be considered as part to 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.**

1. **Law.** The supply order 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 India.
2. **Effective Date of the Contract.** The contract shall come into effect on the date of issue of Supply Order and shall remain valid until the completion of the obligations of the parties under the contract.
3. **Arbitration.** All disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relation to the Contract of relation to Construction or Performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).
4. **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 for borne 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 favor or disfavor 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 offers by the seller or anyone employed by him or acting on his behalf as defined in Chapter IX of the Indian Penal Code, 1869 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 favor 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.
5. **Agents / Agency Commission.** The seller shall declare to the Buyer that the seller is the original manufacturer / authorized dealer of the stores 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, gifts, 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 will 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.

6. **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.

7. **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.

8. **Liquidated Damages**. In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply of stores / goods and conduct trials, installation of equipment, training etc., 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 (LD)* to the sum of 0.5 % of the contract price of the delayed / undelivered stores / 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 07 % of the value of delayed stores.

9. **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 delivery of the material is delayed for causes not attributable to Force Majeure for more than one (**10 days**) month after the scheduled date of delivery.

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

(c) The delivery of the Material is delayed due to causes of Force Majeure for more than two months after the scheduled date of delivery.

(d) The Buyer has noticed that the Seller has utilized the service of any Indian /Foreign agent in getting this contract and paid any commission to such individual /Company etc.

(e) As per decision of the Arbitration Tribunal.

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

11. **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.

12. **Patents and other Industrial Property Rights**. The process stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

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 the parties and which expressly states to amend the present Contract.

14. **GST**. The seller must be in possession of GSTIN number and trade license for the said purpose.

**PART IV – SPECIAL CONDITIONS OF RFP**

**The bidder is required to give confirmation of their acceptance of special 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 bid submitted by bidder.**

1. **Payment Terms for Sellers. 100% payment on delivery and acceptance by the user. It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e- payment details** so that payment could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. The payment of bills will be made on submission of the following documents by the Seller to the **Paying Authority** along with the bill: -
  - (a) Ink – signed copy of contingent bill / Seller’s bill.
  - (b) Ink – signed copy of Commercial invoice / Seller’s bill.
  - (c) Copy of Supply Order where required under delegation of powers.
  - (d) CRVs in duplicate.
  - (e) Inspection notes.
  - (f) Claim for statutory and other levies to be supported with 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.
  - (g) Exemption certificate for GST, if applicable.
  - (h) Guarantee/Warranty certificate.
  - (j) DP extension letter with CFA’s sanction. Where required under delegation of powers, indicating whether extension is with or without LD.
  - (k) Details for electronic payment viz. Account holder’s name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order /contract).
  - (l) Any other document / certificate that may be provided for in the supply order /contract.
  - (m) User Acceptance.

**Note:** - If payment through letter of credit or stage-wise payment is desired, the bidder must specify the same in the bid. Acceptance of the name will be subject to negotiations during PNC within the provision of DPM 2009 as amended.

2. **Advance Payment.** No advance payment(s) will be made.
3. **Payment Authority.** Army Public School, Missamari.
4. **Risk and Expense clause:** -
  - (a) Should the stores or any installment 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 installment thereof, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated 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 installment 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 / location, 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 makegood: -

- (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 purchase price, cost of manufacturer, 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.

4. **Packing and marking.** The Seller shall provide packing and preservation of the equipment and spares / goods contracted so as to ensure their safety against damage in the conditions of land, sea and air transportation, transshipment, storage and weather hazards during transportation, subject to proper cargo handling. The Seller shall ensure that the stores are packed in containers, which are made sufficiently strong, and with seasoned wood. The packing cases should have hooks for lifting by crane / fork lift truck. Tags with proper marking shall be fastened to the special equipment, which cannot be packed.

5. **Inspecting Authority.** The Inspection will be carried out by Consignee Acceptance Testing Board. The mode of Inspection will be User Inspection / Acceptance testing procedure. The seller would be required to provide all test facilities at Buyer's premise at seller's own cost for acceptance and inspection by Buyer.

6. **Franking Clause.** The following Franking clause will form part of the contract placed on successful Bidder: -

(a) **In the case of Acceptance of Goods.** "The fact that the goods have been inspected after the delivery period and passed by the Inspecting Officer will not have the effect of keeping the contract alive. The goods are being passed without prejudice to the rights of the Buyer under the terms and conditions of the contract".

(b) **In the case of Rejection of Goods.** "The fact that the goods have been inspected after the delivery period and rejected by the Inspecting Officer will not bind the Buyer in any manner. The goods are being rejected without prejudice to the rights of the Buyer under the terms and condition of the contract.

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

1. **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 Single Bid two stage systems, 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 quoted by the particular Bidder excluding taxes and/or duties as per the Price Format given at Para 2 below.

2. **Price Bid Format.** The Price Bid Format is given below and bidders are required to fill this up correctly with full details and submit it with their commercial bids received without or incomplete "Price Bid" format will be rejected: -

S. No.	Particulars (with Detailed Specification)	Suggested Make / Brand	Qty	Basic Cost (₹)	Discount If Any (%)	Basic Discounted Price (₹)	GST (%)	Total Price (In Fig.) (₹)	Total Price (In Words)
1	64 Channel Network Video Recorder (NVR) – Supports up to 64 IP Cameras, 4 SATA HDD ports, up to 5MP recording resolution, H.265 compression	CP Plus	2 Nos						
2	2MP IP Dome Camera – 1/2.8" CMOS, 2MP, IR Range 30M, Built-in Audio, IP66, PoE Supported	CP Plus	85 Nos						
3	4MP IP Bullet Camera – 1/2.8" CMOS, 4MP, IR Range 30 Meter, Built-in Audio, IP66, PoE Supported	CP Plus	25 Nos						
4	4MP PTZ Camera – 32x Optical Zoom, 175M IR Range, Pan/Tilt/Zoom, IP66, PoE+	CP Plus	4 Nos						
5	Cat 6 UTP Cable – 305M Coil, 23 AWG, High Performance	Honeywell	25 Coils						
6	8 Port SFP Switch – with 2 RJ45 Uplink Ports, Gigabit Managed Type	D-Link	2 Nos						
7	24 Port Gigabit PoE Switch – with 2 RJ45 & 2 SFP Ports, IEEE 802.3af/at Supported	TP-Link	8 Nos						
8	8TB Surveillance Hard Disk Drive – 24x7 Operation, SATA Interface, 7200 RPM	WD/ Seagate	6 Nos						
9	Casing & Capping with Accessories – Heavy Duty PVC Type	Richa / Presto / Polycab	2500 Nos						
10	PVC Junction Box for CCTV – Weatherproof Type	Any Reputed Make (ISI Marked)	125 Nos						
11	Cable Laying – For Cat 6 and OFC Cables (Per Meter Basis)	-	7625 Mtrs						
12	Camera Installation & Configuration – Fitting, Crimping, Labelling, Testing	-	125 Nos						
13	6 Core OFC Cable – Outdoor Armoured, Single Mode	Finolex / D-Link / Polycab	600 Mtrs						
14	OFC Laying Charges – Trenching & Laying (Per Meter Basis)	-	600 Mtrs						
15	SFP Module – Compatible with Switch SFP Ports	Syrotech	16 Nos						
16	24 Port LIU (Fiber Management Unit) – Rack Mountable	Syrotech / D-Link	1 No						
17	OFC Splicing Charges – Fusion Splicing with OTDR Testing	-	32 Nos						

18	OFC Patch Cord (LC-LC) – Factory Terminated, Single Mode	Syrotech / D-Link	16 Nos						
19	Enclosure Box for OFC Splicing – Wall Mountable, Lockable Type	Any Reputed Make	8 Nos						
20	6U Rack with Accessories – Wall Mount Type with Fan, Power Strip	Netrack / Valrack	7 Nos						
21	Rack PDU (Power Distribution Unit) – 6 Socket, 5A Rating	Netrack / Valrack / D-Link	1 No						
22	36U Rack (800x600mm) – Floor Mount Type with Accessories	Netrack / Valrack	1 No						
23	600VA UPS for PoE Switch – Line Interactive, 230V Input, 15-20 Mins Backup	Numeric / APC / Luminous	8 Nos						
24	Rack Installation & Fitting Charges – Mounting & Fixing (Per Rack Basis)	-	8 Nos						
25	Casing Pin (100 Pcs Packet) – For PVC Casing Installation	Any Reputed Make	150 Pkts						

Company stamp and signature

(Signature of the firm) Name of the Firm

Date: