

REQUEST FOR QUOTATION (RFQ)

Supply, Delivery, Installation, and Commissioning of School Equipment & Infrastructure – ZPHS
Nimmada, Kotabommali Mandal, Srikakulam District, Andhra Pradesh

RFQ Reference: RFQ-002-Srikakulam-2026

Dated: 27 April 2026

Dear Sir/Madam,

We kindly invite your quotation for the **supply, delivery, installation, testing, and commissioning** of the following items for **Zilla Parishad High School (ZPHS), Nimmada Village, Kotabommali Mandal, Srikakulam District, Andhra Pradesh**, as detailed in the Annexures attached to this RFQ:

- Desktop Computers
- All-in-One Printers
- Multimedia Projectors
- Air Conditioners
- School Benches
- 5 kW Solar Energy Backup System

This procurement is being undertaken under the AAI-supported CSR initiative in Srikakulam District. The United Nations Development Programme (UNDP) will monitor overall project implementation in coordination with the District Administration of Srikakulam. Implementation and financial management responsibilities will be handled by the United Nations Global Compact Network India (UN GCNI).

This structured arrangement ensures transparency, accountability, and long-term sustainability of the project.

Submission of Quotation

Interested bidders are requested to submit their quotation electronically in **PDF format** on or before: **13th May 2026 (17:00 Hrs IST)** to the following email address:

procurement@globalcompact.in

CC: anandkattula@gmail.com

Important Instructions

- The email attachments must be virus-free and not corrupted
- The maximum size of the email, including attachments, should not exceed 5 MB
- Proposals must be sent only to the above-mentioned email address
- Proposals should not be uploaded to UNDP or UN GCNI portals

Late submissions or proposals sent to any other email address or portal will not be considered.

We look forward to receiving your competitive and compliant quotation.

Procurement Unit
UN GCNI – India

SECTION 1: REQUEST FOR QUOTATION (RFQ)

The United Nations Global Compact Network India (UN GCNI–India) kindly invites your quotation for the provision of goods, works, and related services for Zilla Parishad High School (ZPHS), Nimmada Village, Kotabommali Mandal, Srikakulam District, Andhra Pradesh, as detailed in the Line Items Section of this RFQ.

The scope of this RFQ includes:

- Supply, delivery, installation, testing, and commissioning of:
 - Desktop Computers
 - All-in-One Printers
 - Multimedia Projectors
 - Air Conditioners
 - School Benches
 - Installation of a 5 kW Solar Energy Backup System

RFQ Document Structure

This Request for Quotation (RFQ) comprises the following documents:

- **Section 1:** This RFQ document
- **Section 2:** RFQ Instructions and Data
 - **2.1:** RFQ General Instructions
 - **2.2:** RFQ Specific Instructions
- **Annex 1:** Schedule of Requirements (BOQ & Technical Specifications)
- **Annex 2:** Quotation Submission Form
- **Annex 3:** Technical and Financial Offer
- **Annex 4:** Site Specific Details (ZPHS Nimmada)
- **Annex 5:** General Conditions of Contract (GTC)
- **Annex 6:** Model Contract
- **Annex 7:** Forms for Release of Payments

Important Instructions to Bidders

Bidders are requested to carefully review all sections and annexures to ensure full compliance with:

- Technical specifications
- Submission format
- Eligibility criteria
- Commercial terms and conditions

Failure to comply with the requirements of this RFQ may result in disqualification of the proposal.

Bidders are advised to follow the instructions provided in the User Guide to search for the tender using the negotiation/reference ID mentioned in this document.

We thank you for your interest and look forward to receiving your competitive and compliant quotation.

Procurement Unit
UN GCNI – India

SECTION 2: RFQ INSTRUCTIONS AND DATA

2.1 RFQ GENERAL INSTRUCTIONS:

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments issued in writing by the United Nations Global Compact Network India (UN GCNI).</p> <p>This RFQ is conducted in accordance with UN GCNI Programme and Operations Policies and Procedures on Contracts and Procurement.</p> <p>Any Bid submitted shall be regarded as an offer by the Bidder and does not constitute or imply acceptance of the Bid by UN GCNI. UN GCNI is under no obligation to award a contract as a result of this RFQ.</p> <p>UN GCNI reserves the right to cancel the procurement process at any stage without incurring any liability, upon notice to bidders.</p>
Deadline for Submission of Quotation	4th May 2026 (17:00 Hrs IST)
Method of Submission	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> • Submission through email to: ratnesh@globalcompact.in & anandkattula@gmail.com • File format: All attachments must be in PDF format • File names must be in Latin alphabet and clearly indicate document content • All files must be virus-free and not corrupted • Maximum email size: 5 MB <p>Late submissions will not be considered.</p>
Cost of Preparation of Quotation	<p>UN GCNI shall not be responsible for any costs associated with the preparation and submission of quotations, regardless of outcome.</p>
Supplier Code of Conduct, Fraud and Corruption	<p>All prospective suppliers must comply with the United Nations Supplier Code of Conduct.</p> <p>UN GCNI follows a strict zero-tolerance policy on:</p> <ul style="list-style-type: none"> • Fraud • Corruption • Collusion • Unethical practices • Obstruction <p>Any violation may result in rejection of the Bid or disqualification of the vendor.</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer, directly or indirectly, any gifts, hospitality, or benefits of any kind to UN GCNI staff members or any other individuals involved in the procurement process. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Recreational trips to sporting or cultural events • Theme Park visits or holiday offers • Transportation or travel benefits • Invitations to lunches, dinners, or entertainment of an extravagant nature <p>Fraud and Corruption</p> <p>UN GCNI follows a strict zero-tolerance policy towards fraud and corruption. If any bidder is found to have engaged in corrupt, fraudulent, collusive, coercive,</p>

	<p>or unethical practices:</p> <ul style="list-style-type: none"> • UN GCNI shall reject the Bid if it determines that the bidder has engaged in such practices while competing for the contract. • UN GCNI shall declare the vendor ineligible, either indefinitely or for a specified period, for the award of any contract if it determines that the vendor has engaged in such practices during the bidding process or contract execution. <p>Any attempt to influence the procurement process through improper means shall result in immediate disqualification and may lead to further legal or administrative action as deemed appropriate.</p>
<p>Conflict of Interest</p>	<p>Bidders must disclose any actual, potential, or perceived conflict of interest that may arise in connection with this procurement process.</p> <p>Mandatory Disclosure Requirements</p> <p>Such disclosure shall include, but not be limited to:</p> <ul style="list-style-type: none"> • Any ownership links or financial interests involving UN GCNI staff participating in the procurement process • Any relationships with Government officials connected to this project • Any prior involvement in the preparation of requirements, design, technical specifications, cost estimates, or any other information used in this RFQ <p>Failure to disclose any such conflict of interest may result in disqualification of the Bid.</p> <p>Obligation to Avoid Conflict of Interest</p> <p>UN GCNI requires all prospective suppliers to:</p> <ul style="list-style-type: none"> • Avoid and prevent conflicts of interest in all stages of the procurement process • Act impartially and independently, without consideration for future work or undue advantage • Ensure that neither the Bidder nor its affiliates, personnel, subcontractors, or partners have participated in the preparation of this RFQ in a manner that could create unfair advantage <p>Any Bidder found to have a conflict of interest shall be disqualified from the procurement process.</p> <p>Disclosure of Relationships</p> <p>Bidders must disclose in their Bid any knowledge of the following:</p> <p>a) Relationship with UN GCNI or Government Officials</p> <p>Whether any of the following persons are family members or closely related to:</p> <ul style="list-style-type: none"> • UN GCNI staff involved in procurement functions • Government officials connected to this project • Representatives of any Implementing Partner under this RFQ <p>Applicable persons include:</p> <ul style="list-style-type: none"> • Owners / part-owners • Directors • Officers • Controlling shareholders • Key personnel <p>Failure to disclose such relationships may result in disqualification.</p> <p>b) Government-Owned Entities</p> <p>Bidders that are wholly or partially owned by the Government shall be subject to additional evaluation. This may include assessment of:</p> <ul style="list-style-type: none"> • Independence of operations and management

	<ul style="list-style-type: none"> • Extent of Government ownership or control • Receipt of Government subsidies • Statutory or regulatory advantages • Access to privileged information related to this RFQ <p>If such conditions are determined to provide an undue or unfair advantage, UN GCNI reserves the right to reject the Bid.</p> <p>Final Provision</p> <p>UN GCNI reserves the right to take appropriate action, including rejection of the Bid or termination of contract, if any conflict of interest or non-disclosure is identified at any stage of the procurement process.</p>
<p>Eligibility Requirements</p>	<p>To be eligible, bidders must meet the following criteria:</p> <p>A Vendor engaged by UN GCNI must not be suspended, debarred, or otherwise declared ineligible by any United Nations organization, the World Bank Group, or any other international organization. Vendors are required to disclose whether they are subject to any sanction, debarment, or temporary suspension. Failure to disclose may result in termination of any contract or Purchase Order.</p> <p>It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture partners, subcontractors, service providers, suppliers, and/or their employees meet the eligibility requirements established by UN GCNI.</p> <p>Bidders must have the legal capacity to enter into a binding contract and must be authorized to supply goods and execute works in India.</p> <p>Only proposals that are complete and fully compliant with the requirements set forth below will be considered. Incomplete proposals shall be disqualified from further evaluation.</p> <p>Eligibility Criteria</p> <p>A. Legal Eligibility</p> <ul style="list-style-type: none"> • Registered Company / Partnership / LLP / Proprietorship in India • Valid GST Registration • Valid PAN <p>B. Sanctions and Compliance</p> <p>To be considered eligible, the Bidder must:</p> <ul style="list-style-type: none"> • Not be debarred, blacklisted, or under sanctions by any Government authority • Have no outstanding statutory dues (Income Tax, GST, etc.) • Ensure all submitted documents and information are accurate and valid <p>C. Technical Capacity</p> <p>The bidder must demonstrate capability in supply, installation, and commissioning of the following:</p> <p>1. IT & Electrical Equipment</p> <ul style="list-style-type: none"> • Desktop Computers • All-in-One Printers • Multimedia Projectors • Air Conditioners <p>2. School Furniture</p> <ul style="list-style-type: none"> • Supply of school benches <p>3. Solar Energy Backup System (Mandatory)</p> <p>The bidder must have proven capability in:</p> <ul style="list-style-type: none"> • Design, supply, installation, and commissioning of solar PV systems (minimum 5 kW or above) • Integration with existing electrical infrastructure

Minimum Solar Requirements:

- Experience with hybrid/grid/off-grid systems
- Use of MNRE-approved components
- Installation of:
 - Solar panels
 - Hybrid inverter
 - Battery backup system
 - Mounting structure and wiring

OEM / Authorization Requirements

- Bidder must be:
 - Manufacturer OR
 - Authorized dealer/distributor
- Authorization required for:
 - IT equipment (Desktops, Printers, Projectors)
 - Air Conditioners
 - Solar system components (if applicable)

D. Experience

- Minimum 03 years of relevant experience

Experience must include:

- Supply and installation of IT equipment
- Institutional / Government / CSR projects
- Solar system installation (mandatory for solar scope)

Supporting Documents:

- Work Orders / Purchase Orders
- Completion Certificates
- Client references (if available)

E. Financial Capacity

- Positive net worth
- Audited financial statements for last 2–3 financial years
- Recommended minimum average annual turnover: INR 50 Lakhs Crore

F. Non-Blacklisting Declaration

The Bidder shall submit a declaration confirming that:

- The firm has not been blacklisted or debarred by any Government authority
- The firm has not engaged in:
 - Fraud
 - Collusion
 - Misrepresentation

Any false declaration shall result in disqualification and legal action.

G. Mandatory Implementation Plan

The Bidder must submit a detailed implementation plan covering:

1. Supply & Delivery

- Procurement strategy
- Delivery timelines

2. Installation & Commissioning

- IT equipment setup
- AC installation
- Projector mounting
- Solar system installation (panels, inverter, battery)

3. Solar System Details (Mandatory)

- Load assessment and system sizing

	<ul style="list-style-type: none"> • Panel layout • Battery backup capacity • Safety measures (earthing, surge protection) <p>4. Quality Assurance</p> <ul style="list-style-type: none"> • Pre-dispatch inspection • Testing procedures <p>5. Documentation</p> <ul style="list-style-type: none"> • Warranty certificates • Installation reports • Test certificates <p>6. After-Sales Support</p> <ul style="list-style-type: none"> • Service support and response time • Availability of spare parts • Maintenance plan (including solar system) <p>Failure to submit a complete and realistic implementation plan may result in the Bid being considered non-responsive.</p>
Currency of Quotation	All prices must be quoted in Indian Rupees (INR) .
Joint Venture (JV) / Consortium / Association	<p>If the Bidder is a group of legal entities that have formed or intend to form a Joint Venture (JV), Consortium, or Association for the purpose of submitting a Bid under this RFQ, they shall comply with the following requirements:</p> <p>(i) Lead Partner Authorization</p> <ul style="list-style-type: none"> • The members must designate one entity as the Lead Partner, who shall be fully authorized to legally bind all members of the JV/Consortium/Association. • Such authorization shall be evidenced by a duly notarized Joint Venture/Consortium Agreement, executed among all member entities and submitted along with the Bid. • Any member of the JV/Consortium may be designated as the Lead Partner. <p>(ii) Contractual Responsibility</p> <ul style="list-style-type: none"> • In the event of award of contract, the Contract Agreement shall be executed between UN GCNI and the designated Lead Partner, who shall act on behalf of all member entities. • All members of the JV/Consortium/Association shall be jointly and severally liable for the successful execution of the contract, including: <ul style="list-style-type: none"> ○ Supply and delivery of equipment ○ Installation and commissioning ○ Installation of solar energy system ○ Warranty and after-sales support <p>(iii) Scope Responsibility (Recommended Clarification)</p> <p>The JV/Consortium Agreement should clearly define the roles and responsibilities of each member, such as:</p> <ul style="list-style-type: none"> • IT equipment supply • Solar system installation • Electrical and installation works <p>Non-Compliance</p> <p>Failure to comply with the above requirements shall render the Bid non-responsive and liable for rejection.</p>
Only One Bid	<p>Submission of Bids and Conflict of Interest Among Bidders</p> <p>The Bidder (including the Lead Entity acting on behalf of any Joint Venture (JV),</p>

	<p>Consortium, or Association) shall submit only one Bid, either:</p> <ul style="list-style-type: none"> • In its individual capacity; or • As the designated Lead Entity of a JV/Consortium/Association <p>Submission of multiple Bids in violation of this requirement shall result in the rejection of all such Bids.</p> <p>Conflict of Interest Among Bidders</p> <p>Bids submitted by two (2) or more Bidders shall be rejected if it is determined that they have any of the following relationships or circumstances:</p> <p>a) Common Ownership</p> <ul style="list-style-type: none"> • They have at least one common controlling partner, director, or majority shareholder <p>b) Control or Financial Dependency</p> <ul style="list-style-type: none"> • One Bidder directly or indirectly: <ul style="list-style-type: none"> ○ Controls another Bidder ○ Is controlled by another Bidder ○ Is under common control with another Bidder • Includes situations where one Bidder has received financial support, subsidy, or backing from another <p>c) Common Legal Representation</p> <ul style="list-style-type: none"> • They have the same legal representative for the purposes of this tender <p>d) Access to Confidential Information</p> <ul style="list-style-type: none"> • They have a relationship that allows them to: <ul style="list-style-type: none"> ○ Access confidential information of another Bidder ○ Influence another Bidder’s proposal <p>e) Dual Participation</p> <ul style="list-style-type: none"> • One Bidder is proposed as a subcontractor in another Bid, while also submitting a separate Bid as a lead Bidder <p>f) Shared Key Personnel</p> <ul style="list-style-type: none"> • Key personnel proposed for one Bidder are also proposed in another Bid <p><i>(Note: This restriction does not apply to subcontractors who may participate in more than one Bid.)</i></p> <p>Scope Applicability</p> <p>These conditions apply to the entire scope of the tender, including:</p> <ul style="list-style-type: none"> • Supply and installation of IT equipment • Air conditioning systems • School furniture • Installation of the solar energy backup system <p>Non-Compliance</p> <p>Any conflict of interest, collusion, or anti-competitive practice identified at any stage of the procurement process may result in:</p> <ul style="list-style-type: none"> • Immediate disqualification of the concerned Bid(s) • Rejection of proposals • Further action as per UN GCNI procurement policies
<p>Price Variation</p>	<p>The prices quoted for the supply, delivery, installation, testing, and commissioning of school equipment, solar systems, and infrastructure works shall be firm and fixed for the entire validity period of the quotation and until full completion of the contract.</p> <p>No price variation shall be permitted due to:</p> <ul style="list-style-type: none"> • Increase in material costs • Labor cost escalation • Inflation

	<ul style="list-style-type: none"> • Fluctuation in exchange rates • Changes in market conditions • Any other commercial factors <p>Any changes in statutory taxes or duties (such as GST), if applicable after submission of the quotation, shall be considered only if supported by official government notification and subject to the terms of the Contract.</p> <p>Non-Acceptance of Conditional Pricing</p> <p>Any Bid submitted with:</p> <ul style="list-style-type: none"> • Conditional price escalation clauses • Open-ended pricing • Linked or adjustable pricing terms <p>shall be treated as non-responsive and may be rejected.</p> <p>Scope Applicability</p> <p>This condition applies to all components under the tender, including:</p> <ul style="list-style-type: none"> • IT equipment (Desktops, Printers, Projectors) • Air Conditioners • School benches • 5 kW Solar Energy Backup System
<p>Alternative Quotations</p>	<p>If alternative quotations are permitted under this tender, an Alternative Quote may be submitted only in addition to a fully compliant “Main Quote” that meets all the technical and commercial requirements specified in this RFQ.</p> <p>Conditions for Alternative Quotations</p> <ul style="list-style-type: none"> • The Main Quote must fully comply with all specifications outlined in: <ul style="list-style-type: none"> ○ IT equipment ○ Air Conditioners ○ School furniture ○ 5 kW Solar Energy Backup System • The Alternative Quote shall: <ul style="list-style-type: none"> ○ Clearly specify all deviations, enhancements, or modifications from the original specifications ○ Provide detailed technical justifications demonstrating: <ul style="list-style-type: none"> ▪ Equivalent or superior performance ▪ Improved efficiency or durability ▪ Better lifecycle cost or energy savings (especially for solar and AC systems) <p>Evaluation of Alternative Quotations</p> <p>UN GCNI reserves the right to:</p> <ul style="list-style-type: none"> • Evaluate the Alternative Quote alongside the Main Quote • Accept or reject the Alternative Quote based on: <ul style="list-style-type: none"> ○ Technical compliance ○ Commercial advantage ○ Long-term performance and sustainability <p>The contract may be awarded based on the Alternative Quote only if it is found to be technically responsive and commercially beneficial.</p> <p>Submission Requirements</p> <ul style="list-style-type: none"> • All quotations must be clearly labelled as: <ul style="list-style-type: none"> ○ “Main Quote” ○ “Alternative Quote” • This labelling must be reflected in: <ul style="list-style-type: none"> ○ Email subject line

	<ul style="list-style-type: none"> ○ File names ○ All supporting documents <p>Failure to clearly distinguish between Main and Alternative Quotes may result in rejection of the Alternative Offer.</p> <p>Important Note Submission of an Alternative Quote does not exempt the Bidder from submitting a fully compliant Main Quote.</p>
<p>Contact Person for Correspondence, Notifications, and Clarifications</p>	<p>All correspondence, requests for clarification, and notifications related to this tender for the supply, delivery, installation, and execution of school equipment, solar energy system, and infrastructure works shall be submitted only through the designated procurement communication channel as specified in this RFQ.</p> <ul style="list-style-type: none"> • Where an e-procurement portal is used, all communication must be made through the portal’s messaging system. • Where submission is through email, all communication must be sent only to the official procurement email address specified in this RFQ. <p>No communication through unauthorized email IDs, telephone, or any other informal mode shall be considered official unless expressly permitted by the Purchaser.</p> <p>Response to Queries</p> <ul style="list-style-type: none"> • Bidders are responsible for seeking clarifications within the stipulated time period. • Any delay or absence of response from the Purchaser shall not be considered a valid reason for: <ul style="list-style-type: none"> ○ Extension of the submission deadline ○ Modification of the Bid by the Bidder <p>Extension of Deadline An extension of the bid submission deadline shall be granted only if:</p> <ul style="list-style-type: none"> • The Purchaser determines that such an extension is necessary; and • The revised deadline is formally communicated to all prospective Bidders through the official communication channel. <p>Important Note Only communications issued through the official procurement channel shall be considered valid and binding for the purpose of this tender.</p>
<p>Right Not to Accept Any Quotation</p>	<p>UN GCNI reserves the right to accept or reject any quotation received in response to this tender for the supply, delivery, installation, and execution of school equipment, solar energy system, and infrastructure works, without assigning any reason whatsoever.</p> <p>UN GCNI shall not be bound to accept the lowest-priced quotation or any quotation, nor shall it be obligated to award a Contract or issue a Purchase Order.</p> <p>Right to Annul the Tender Process UN GCNI further reserves the right to:</p> <ul style="list-style-type: none"> • Cancel or annul the tender process at any stage prior to contract award • Reject all proposals, wholly or partially • Modify the scope of work, if required <p>without incurring any liability to the Bidders.</p> <p>No Claim by Bidders Submission of a quotation shall be deemed as acceptance that:</p> <ul style="list-style-type: none"> • Bidders shall have no claim against UN GCNI arising from such rejection or cancellation • No compensation shall be payable for:

	<ul style="list-style-type: none"> ○ Costs incurred in preparation of the Bid ○ Participation in the tender process
Right to Vary Requirement at the Time of Award	<p>At the time of award of the Contract or issuance of the Purchase Order, UN GCNI reserves the right to increase or decrease the quantity and/or scope of goods and works by up to a maximum of twenty-five percent (25%) of the total quantity specified in the Bid.</p> <p>Scope of Variation This variation may apply to any or all components under the tender, including:</p> <ul style="list-style-type: none"> • Desktop Computers • All-in-One Printers • Projectors • Air Conditioners • School Benches • 5 kW Solar Energy Backup System <p>Conditions of Variation</p> <ul style="list-style-type: none"> • Such variation shall be made without any change in: <ul style="list-style-type: none"> ○ Unit prices ○ Technical specifications ○ Delivery timelines ○ Terms and conditions of the Contract • The Bidder shall be obligated to supply and execute the revised quantities/scope under the same contractual terms and agreed rates. <p>Important Note The variation shall be exercised at the sole discretion of UN GCNI, based on project requirements, site conditions, or budget availability.</p>
Publication of Contract Award	<p>UN GCNI reserves the right to publish details of contract awards for the supply, delivery, installation, and execution of school equipment, solar energy system, and infrastructure works, where the contract value meets applicable disclosure thresholds.</p> <p>Scope of Disclosure Such publication may include:</p> <ul style="list-style-type: none"> • Name of the successful Bidder • Contract value • Brief description of the goods, works, and services provided <p>This information may be published on:</p> <ul style="list-style-type: none"> • Official website of UN GCNI • Designated public procurement platforms • Any other transparency or reporting channels <p>Bidder Consent By submitting a Bid, the Bidder:</p> <ul style="list-style-type: none"> • Consents to the disclosure of the above information • Acknowledges that such disclosure is in line with procurement transparency and accountability requirements <p>Confidentiality Note Disclosure shall be limited to non-confidential information only. Proprietary, technical, or commercially sensitive information submitted as part of the Bid shall not be disclosed without prior consent of the Bidder, unless required under applicable laws or regulations.</p>
Policies and procedures	<p>This RFQ for the supply, delivery, installation, and execution of school equipment, solar energy system, and infrastructure works is conducted in accordance with the procurement policies and procedures of UN GCNI.</p>

	<p>All Bidders are required to:</p> <ul style="list-style-type: none"> • Comply with applicable procurement guidelines • Adhere to ethical standards and integrity principles • Follow all transparency and accountability requirements governing this tender process <p>Reference to Procurement Policies For detailed information, Bidders may refer to the official procurement policy documents of UN GCNI, which form the basis of this RFQ and shall be deemed applicable throughout the procurement and contract execution process.</p> <p>Compliance Obligation By submitting a Bid, the Bidder confirms that:</p> <ul style="list-style-type: none"> • They have understood and accepted the applicable policies and procedures • They shall comply with all requirements during: <ul style="list-style-type: none"> ○ Bidding stage ○ Evaluation process ○ Contract execution
UNGM Registration	NA

SECTION 2.2: RFQ SPECIFIC INSTRUCTIONS

General Conditions of Contract	<p>Any Purchase Order or Contract issued as a result of this RFQ for the supply, delivery, installation, and execution of school equipment, solar energy system, and infrastructure works shall be subject to the applicable General Conditions of Contract (GTC).</p> <p>Applicable GTC</p> <ul style="list-style-type: none"> • Refer to Annex 5 – General Terms and Conditions for Contracts, which shall form an integral part of the Contract. <p>Acceptance of Terms By submitting a Bid, the Bidder:</p> <ul style="list-style-type: none"> • Confirms full acceptance of the applicable General Terms and Conditions • Agrees to comply with all contractual provisions without reservation <p>Any deviations from the GTC must be:</p> <ul style="list-style-type: none"> • Clearly stated in the Bid • Explicitly accepted by UN GCNI <p>Otherwise, such deviations shall be deemed not accepted and the standard GTC shall prevail.</p>
Special Conditions of Contract	<p>Liquidated Damages In the event of delay in the supply, delivery, installation, construction, testing, or commissioning of goods and works under this Contract beyond the stipulated timeline specified in the Purchase Order/Contract, liquidated damages shall be imposed at the rate of:</p> <ul style="list-style-type: none"> • 0.5% (zero-point five percent) of the total Contract value per week of delay, or part thereof • Subject to a maximum of 5% (five percent) of the total Contract value <p>Scope of Applicability This clause shall apply to all components of the project, including:</p> <ul style="list-style-type: none"> • Supply and installation of IT equipment • Desktop computers

	<ul style="list-style-type: none"> • All in one printer • Projectors • Air Conditioners • School benches • 5 kW Solar Energy Backup System (including installation and commissioning) <p>Rights of the Purchaser The imposition of liquidated damages shall be without prejudice to any other rights or remedies available to UN GCNI under the Contract.</p> <p>Next Course of Action If:</p> <ul style="list-style-type: none"> • The delay exceeds the maximum limit for liquidated damages; or • The Supplier fails to perform contractual obligations <p>UN GCNI reserves the right to:</p> <ul style="list-style-type: none"> • Cancel the Purchase Order/Contract, in whole or in part • Procure the remaining goods/works from alternative sources <p>Any additional cost incurred shall be borne by the Supplier.</p> <p>Important Note Repeated delays, poor performance, or failure to meet quality standards may also result in:</p> <ul style="list-style-type: none"> • Termination of contract • Blacklisting as per procurement policies
Duties and Taxes	<p>All prices quoted for the supply, delivery, installation, and execution of school equipment, solar energy system, and infrastructure works must:</p> <ul style="list-style-type: none"> • Be exclusive of Goods and Services Tax (GST) • Clearly indicate GST and any other applicable statutory taxes, duties, levies, or charges separately in the Price Schedule • Be quoted in Indian Rupees (INR) <p>Tax Compliance The Bidder shall:</p> <ul style="list-style-type: none"> • Ensure full compliance with all applicable tax laws and regulations • Be responsible for timely payment of all applicable taxes, duties, and statutory obligations <p>Variation in Taxes</p> <ul style="list-style-type: none"> • Any change in statutory taxes after the date of submission of the quotation shall be considered only if supported by official Government notification • Such changes shall be handled in accordance with the terms and conditions of the Contract
Language of Quotation	<p>The quotation and all related correspondence shall be submitted in English. All supporting documentation, including but not limited to:</p> <ul style="list-style-type: none"> • Product catalogues and brochures • Technical specifications and data sheets • Installation manuals and user guides • Warranty certificates • Operation and maintenance manuals • Drawings and layouts (for solar system and civil works) <p>must also be provided in English.</p> <p>Translation Requirement Any document originally issued in a language other than English shall be accompanied by a duly authenticated English translation.</p>

	<p>In case of any discrepancy between the original document and the translated version, the English version shall prevail.</p> <p>Scope Applicability This requirement applies to all components under the tender, including:</p> <ul style="list-style-type: none"> • Desktop Computers and IT equipment • All-in-One Printers and Projectors • Air Conditioners • School benches • 5 kW Solar Energy Backup System
<p>Quotation Validity Period</p>	<p>Quotations submitted for the supply, delivery, installation, and execution of school equipment, solar energy system, and infrastructure works shall remain valid for a period of 60 (Sixty) days from the deadline for submission of quotations.</p> <p>Price and Terms Stability During this validity period, the Bidder shall:</p> <ul style="list-style-type: none"> • Maintain the quoted prices without any change • Keep all technical and commercial terms and conditions unchanged <p>Extension of Validity UN GCNI may request an extension of the quotation validity period, if required.</p> <ul style="list-style-type: none"> • The Bidder may accept or decline such request • Any acceptance of extension must be communicated in writing <p>Important Note If a Bidder does not agree to extend the validity period when requested, their quotation may be excluded from further evaluation.</p>
<p>Payment Terms</p>	<p>Payment for the supply, delivery, installation, and execution of school equipment, solar energy system, and infrastructure works shall be made within sixty (60) days from the date of:</p> <ul style="list-style-type: none"> • Successful completion of delivery and installation • Acceptance of goods/works by UN GCNI • Receipt of a complete and correct invoice <p>Conditions for Payment Payment shall be subject to:</p> <ul style="list-style-type: none"> • Successful supply, installation, and commissioning of all items in accordance with Contract specifications • Completion of washroom construction works as per approved drawings and quality standards • Successful installation and commissioning of the 5 kW Solar Energy Backup System • Submission of all required documents, including: <ul style="list-style-type: none"> ○ Tax invoice ○ Delivery challan ○ Installation and commissioning reports ○ Warranty certificates ○ Test reports (for solar and electrical systems) ○ Any other mandatory documentation • Confirmation of satisfactory inspection and acceptance by the Purchaser <p>Advance Payment No advance payment shall be made unless specifically agreed in the Contract.</p> <p>Important Note</p>

	<p>Partial payments, if any, shall be made only upon:</p> <ul style="list-style-type: none"> • Completion of defined milestones • Certification by the authorized representative of UN GCNI
<p>Conditions for Release of Payment</p>	<p>Payment shall be released subject to the following conditions:</p> <p>1. Acceptance of Goods and Works</p> <ul style="list-style-type: none"> • Written acceptance confirming full compliance with the technical specifications and requirements set out in the RFQ • Certification of satisfactory completion of: <ul style="list-style-type: none"> ○ Supply of equipment ○ Installation and commissioning ○ Solar system installation <p>2. Payment Milestones</p> <p>For Goods (IT Equipment, ACs, Benches, etc.)</p> <ul style="list-style-type: none"> • 85% of the goods value shall be paid after: <ul style="list-style-type: none"> ○ Successful delivery ○ Installation and commissioning ○ Inspection and formal acceptance • 15% of the goods value shall be paid after: <ul style="list-style-type: none"> ○ Final acceptance ○ Submission of all documentation ○ Completion of defect-free operation period (if applicable) <p>For Solar Energy System (5 kW)</p> <ul style="list-style-type: none"> • Payment shall be released after: <ul style="list-style-type: none"> ○ Successful installation and commissioning ○ Performance testing ○ Submission of test reports and handover documents <p><i>(Retention or milestone split may follow goods structure unless otherwise specified.)</i></p> <p>For Civil Works (Washrooms)</p> <ul style="list-style-type: none"> • Payment shall be linked to: <ul style="list-style-type: none"> ○ Completion of construction ○ Quality verification ○ Final inspection and approval <p>For Services (if applicable)</p> <ul style="list-style-type: none"> • 100% of service-related value (such as training, demonstration, or system handover) shall be paid after: <ul style="list-style-type: none"> ○ Successful completion of demonstration ○ Training of users (if applicable) ○ Final handover <p>3. Documentation Requirement</p> <p>All payments shall be processed only upon submission of:</p> <ul style="list-style-type: none"> • Tax invoice • Delivery challan • Installation and commissioning reports • Warranty certificates • Test reports (solar/electrical systems) • Completion certificates (civil works) • Any other required supporting documents <p>4. Payment Processing</p> <p>All payments shall be processed in accordance with:</p> <ul style="list-style-type: none"> • Annex 7 – Forms for Release of Payments

	<ul style="list-style-type: none"> • Applicable contract terms and certification procedures <p>Important Note Failure to meet any of the above conditions may result in withholding or delay of payment until compliance is achieved.</p>
Clarifications	<p>Requests for clarification regarding this tender for the supply, delivery, installation, and execution of school equipment, solar energy system, and infrastructure works shall be submitted through the designated procurement communication channel (e-procurement portal or official email, as specified in this RFQ) no later than four (4) days prior to the deadline for submission of quotations.</p> <p>Deadline for Clarifications</p> <ul style="list-style-type: none"> • No requests for clarification received after this deadline shall be entertained. • Bidders are advised to seek clarifications well in advance to avoid last-minute issues. <p>Response to Clarifications</p> <ul style="list-style-type: none"> • Responses to all timely clarification requests shall be: <ul style="list-style-type: none"> ○ Shared through the official communication channel ○ Made available to all prospective Bidders • Such responses shall: <ul style="list-style-type: none"> ○ Form an integral part of the tender documents ○ Be binding on all Bidders <p>Important Note No individual or informal responses (via phone or unofficial email) shall be considered valid unless formally communicated through the authorized channel.</p>
Evaluation Method	<p>The Contract or Purchase Order for the supply, delivery, installation, and execution of school equipment, solar energy system, and infrastructure works shall be awarded to the Bidder whose offer is:</p> <ul style="list-style-type: none"> • Determined to be substantially compliant with the technical and commercial requirements of the RFQ; and • Offers the lowest evaluated price <p>Verification and Due Diligence UN GCNI reserves the right to verify the financial capacity and stability of the Bidder. For this purpose, UN GCNI may:</p> <ul style="list-style-type: none"> • Seek references from clients, financial institutions, or banks • Review financial records and supporting documents <p>Inspection of Facilities UN GCNI reserves the right to conduct physical inspections, with or without prior notice, of the Bidder's:</p> <ul style="list-style-type: none"> • Office premises • Warehouses or inventory facilities • Manufacturing units (if applicable) • Authorized dealerships or service centres <p>to assess:</p> <ul style="list-style-type: none"> • Supply capability • Technical capacity • Service infrastructure • Overall ability to execute the contract <p>Right to Reject Bids UN GCNI reserves the right to reject any Bid if the Bidder is found to be:</p>

	<ul style="list-style-type: none"> • Financially unstable or incapable • Lacking sufficient supply or execution capacity • Facing operational or performance issues that may affect contract delivery <p>Final Decision The decision of UN GCNI regarding evaluation, verification, and award of the Contract shall be final and binding on all Bidders.</p>
<p>Documents to be Submitted / Evaluation Criteria</p>	<p>Bidders must submit the following documents as part of their quotation. Only those Bidders meeting the criteria listed below and providing adequate supporting documentation shall be considered for further evaluation.</p> <p>1. Compliance with Technical and Commercial Requirements</p> <ul style="list-style-type: none"> • Full compliance with all technical and commercial requirements as specified in Annex 1 – Technical Specifications and BOQ • Full acceptance of the applicable General Terms and Conditions of Contract (Refer Annex 5 – General Terms and Conditions for Contracts) <p>2. Registration Certificates Bidders must submit:</p> <ul style="list-style-type: none"> • Valid Company Registration Certificate • GST Registration Certificate • PAN Card • Any other statutory registrations required for: <ul style="list-style-type: none"> ○ Supply of IT equipment ○ Electrical/solar system installation <p>3. Descriptive Literature Bidders shall provide complete technical details for all items offered, including:</p> <ul style="list-style-type: none"> • Technical data sheets and brochures • Product catalogues for: <ul style="list-style-type: none"> ○ Desktops, Printers, Projectors ○ Air Conditioners ○ Solar energy system components (panels, inverter, batteries, etc.) • Drawings and layouts (for solar system, if applicable) • Photographs or illustrations of products <p>Where catalogues include optional features, the specific model/configuration offered must be clearly highlighted.</p> <p>4. Manufacturer’s Authorization (if applicable)</p> <ul style="list-style-type: none"> • If the Bidder is not the manufacturer (OEM), a valid Manufacturer’s Authorization Certificate (MAC) must be submitted • The MAC shall clearly authorize the Bidder to supply and support the specified products <p>5. Financial Capacity Bidders must submit:</p> <ul style="list-style-type: none"> • Audited Balance Sheets • Profit & Loss Statements for the last three (3) financial years <p>Demonstrating:</p> <ul style="list-style-type: none"> • Financial stability • Preferably an average annual turnover of at least INR 50 Lakhs <p>6. Past Supply and Work Experience</p>

	<p>Bidders shall provide documentary evidence demonstrating experience in similar works, including:</p> <ul style="list-style-type: none"> • Supply of IT equipment (desktops, printers, projectors, etc.) • Supply and installation of air conditioners • Execution of solar energy systems <p>Supporting documents shall include:</p> <ul style="list-style-type: none"> • Copies of Purchase Orders / Work Orders • Completion Certificates • Client references • Photographs of completed work <p>UN GCNI reserves the right to conduct site visits or verification checks of past projects.</p> <p>7. Minimum Experience Requirement</p> <ul style="list-style-type: none"> • The Bidder must have a minimum of three (3) years of experience in: <ul style="list-style-type: none"> ○ Supply of similar equipment and systems ○ Installation/implementation of related works <p>8. Mandatory Submission of Supply, Installation & Execution Plan</p> <p>The Bidder must submit a detailed plan covering:</p> <ul style="list-style-type: none"> • Delivery timelines • Installation and commissioning approach • Solar system installation and testing methodology • Quality assurance and inspection procedures • After-sales service and maintenance support for at least 2 years <p>Failure to submit a clear and realistic plan may result in the Bid being considered non-responsive.</p> <p>Notes</p> <p>Bidders meeting the above criteria must submit adequate documentary evidence in support of their claims.</p> <p>Failure to provide complete, accurate, and satisfactory documentation may result in disqualification of the proposal.</p>
<p>Type of Contract to be Awarded</p>	<p>The Contract to be awarded under this tender shall be a Goods and Works Contract for the supply, delivery, installation, and execution of the following components:</p> <ul style="list-style-type: none"> • School equipment (desktops, printers, projectors, school benches) • Air conditioners • 5 kW Solar Energy Backup System <p>Scope of Contract</p> <p>The Contract shall include all associated services, such as:</p> <ul style="list-style-type: none"> • Transportation and delivery to site • Installation and commissioning of all equipment • Execution of civil works (washrooms) • Testing and quality assurance • Documentation support • Warranty and defect liability obligations • After-sales service and maintenance support <p>End-to-End Responsibility</p> <p>The selected Bidder shall be responsible for end-to-end execution, ensuring that all components are:</p> <ul style="list-style-type: none"> • Supplied as per specifications • Properly installed and functional • Fully compliant with the requirements set out in the RFQ

	<p>Important Note The Contract shall be treated as a composite contract, and no separate claims shall be entertained for individual components unless explicitly provided in the Contract.</p>
<p>Expected Date for Contract Award</p>	<p>The Contract for the supply, delivery, installation, and execution of school equipment, solar energy system, and infrastructure works is expected to be awarded on or around 05 May 2026.</p> <p>Note This date is indicative only and subject to:</p> <ul style="list-style-type: none"> • Completion of the evaluation process • Internal approvals • Administrative and procedural requirements <p>UN GCNI reserves the right to modify the expected award date without prior notice.</p>
<p>Pre-Dispatch Inspection</p>	<p>All goods, equipment, and system components shall not be dispatched or handed over unless a provisional inspection and functional test report is submitted to UN GCNI confirming compliance with the technical specifications of the Contract.</p> <p>Right to Inspection and Testing UN GCNI reserves the right to:</p> <ul style="list-style-type: none"> • Arrange pre-dispatch inspection and/or independent quality control testing • Conduct inspections on a sample or full-consignment basis • Carry out additional inspections and tests at any stage of supply, installation, or execution <p>Cost of Inspection</p> <ul style="list-style-type: none"> • The cost of the first pre-dispatch inspection shall be borne by UN GCNI • If any items are rejected due to non-compliance, the cost of subsequent inspections shall be borne by the Supplier <p>Scope of Inspection Inspection shall be carried out by a UN GCNI nominated agency or authorized representative to verify compliance with technical specifications, including but not limited to:</p> <p>For Equipment (IT & Electrical)</p> <ul style="list-style-type: none"> • Configuration and performance of desktops, printers, and projectors • Cooling capacity and performance of air conditioners • Product quality, make, and model compliance <p>For Solar Energy System (5 kW)</p> <ul style="list-style-type: none"> • Capacity and performance of solar panels • Inverter and battery specifications • Electrical connections, safety systems, and performance testing <p>Rejection and Rectification If any goods, systems, or works fail to conform to the required specifications:</p> <ul style="list-style-type: none"> • UN GCNI may reject the items/works • The Supplier shall, at no additional cost: <ul style="list-style-type: none"> ○ Replace the rejected items; or ○ Carry out necessary modifications and rectifications <p>to ensure full compliance with the Contract requirements.</p> <p>Important Note No delivery, installation, or handover shall be considered complete until final</p>

inspection and acceptance by UN GCNI.

ANNEX 1: SCHEDULE OF REQUIREMENTS

This RFQ invites bids for the supply, delivery, installation, and execution of school infrastructure, digital equipment, solar energy system, and WASH facilities at Zilla Parishad High School (ZPH School), Nimmada Village, Kotabommali Mandal, Srikakulam District, Andhra Pradesh.

The proposed intervention aims to strengthen educational infrastructure, improve digital learning access, enhance energy reliability, and provide adequate sanitation facilities, thereby contributing to a better learning environment and overall student well-being.

This initiative is supported under the Corporate Social Responsibility (CSR) framework of the Airports Authority of India, implemented by the United Nations Global Compact Network India (UN GCNI) and monitored by the United Nations Development Programme (UNDP India) in coordination with the District Administration of Srikakulam.

1. Background

Education infrastructure plays a critical role in shaping the quality of learning outcomes and student development, particularly in rural and underserved areas. Government schools often face challenges such as:

- Inadequate classroom furniture
- Limited access to digital learning tools
- Unreliable power supply

These gaps directly impact student attendance, learning engagement, health, and overall academic performance.

Recognizing these challenges, the Airports Authority of India (AAI), through its CSR initiatives, is supporting infrastructure development in rural schools to create safe, inclusive, and technology-enabled learning environments.

Project Context

As part of the broader initiative titled:

“Strengthening Srikakulam’s Resilience: A Holistic Approach to Sustainable Development”

the project focuses on improving essential infrastructure in selected institutions, including schools, to support long-term community development.

Srikakulam district, with its growing population and evolving development needs, requires focused interventions in:

- Digital education
- Renewable energy access
- Basic infrastructure improvement

Project Components

Under this sub-project at **ZPH School, Nimmada**, the following components will be implemented:

1. Digital Learning Enhancement

- Supply and installation of:
 - Desktop computers

- All-in-one printers
- Projectors

To promote **digital literacy, smart classrooms, and access to modern educational tools.**

2. Classroom Infrastructure Improvement

- Provision of **school benches** to ensure:
 - Proper seating arrangements
 - Improved classroom comfort
 - Better student participation

3. Climate-Controlled Learning Environment

- Installation of **air conditioners** to:
 - Improve classroom conditions
 - Enhance student concentration and comfort

4. Renewable Energy Support

- Installation of a **5 kW Solar Energy Backup System** to:
 - Ensure uninterrupted power supply
 - Support digital classrooms and essential infrastructure
 - Promote clean and sustainable energy use

Objectives of the Intervention

The project aims to:

- Improve learning outcomes through digital education tools
- Provide adequate and comfortable classroom infrastructure
- Ensure reliable power supply through solar energy
- Create a safe, inclusive, and child-friendly learning environment
- Support national priorities such as:
 - Digital India
 - Swachh Bharat Mission
 - Sustainable Development Goals (SDGs)

Expected Outcomes

- Improved student attendance and engagement
- Enhanced digital learning capabilities
- Better hygiene and sanitation practices
- Reduced dependency on conventional electricity
- Strengthened overall school infrastructure

Implementation Approach

The project will adopt a **comprehensive and integrated approach**, ensuring:

- Supply of quality materials and equipment
- Proper installation and commissioning
- Adherence to technical standards
- Post-installation support and maintenance

Important Note

The Bidder shall be responsible for **end-to-end execution**, including:

- Supply
- Transportation
- Installation
- Testing
- Commissioning
- Handover

for all components under this RFQ.

2. Objective

The selected Bidder shall be responsible for the supply, delivery, installation, testing, commissioning, and handover of school infrastructure, digital equipment, solar energy system, and sanitation facilities at ZPH School, Nimmada Village, Kotabommali Mandal, Srikakulam District, under the Corporate Social Responsibility (CSR) initiative of the Airports Authority of India (AAI), implemented by UN Global Compact Network India (UN GCNI) and monitored by United Nations Development Programme (UNDP India).

This intervention forms a critical component of a broader initiative aimed at strengthening educational infrastructure, promoting digital inclusion, ensuring reliable energy access, and improving sanitation facilities in rural and underserved communities. The project supports the creation of a safe, inclusive, and technology-enabled learning environment, contributing to improved student outcomes and overall community development.

Specific Objectives of the RFQ

The RFQ aims to provide clear requirements to the Bidder regarding the following components:

Supply, Delivery, and Installation

- Supply and deliver all specified items, including:
 - Desktop computers
 - All-in-one printers
 - Projectors
 - Air conditioners
 - School benches
- Ensure proper installation, configuration, and readiness for use

Solar Energy System (5 kW)

- Design, supply, installation, and commissioning of a **5 kW Solar Energy Backup System**
- Ensure:
 - Proper system integration
 - Electrical safety compliance
 - Performance testing and commissioning

Technical Specifications Compliance

- Supply all equipment and systems strictly in accordance with the **technical specifications defined in Annex 1**
- Ensure:
 - Use of quality materials
 - Compliance with relevant industry standards
 - Durability and safety

Installation, Testing, and Commissioning

- Complete installation and commissioning of all components
- Conduct:
 - Functional testing of equipment
 - Performance testing of solar system
- Ensure full operational readiness before handover

Training & Capacity Building

- Provide basic training to designated school staff on:
 - Operation of IT equipment
 - Usage of projectors and printers
 - Basic maintenance practices
 - Operation and safety of solar system

Warranty & After-Sales Support

- Provide:
 - Minimum **1-year warranty** on all equipment (or as per manufacturer standards) and 2 years of after sale service support is required
 - Service support within the district
 - Availability of spare parts and technical assistance

Documentation

Submit all required documentation in **English**, including:

- User manuals and installation guides
- Warranty certificates
- Test reports (solar and electrical systems)
- Completion certificates (civil works)
- Any other relevant documentation

Environmental & Social Safeguards

- Ensure:
 - Safe disposal of packaging and construction waste
 - Compliance with occupational health and safety standards
 - Adherence to UN GCNI's environmental and social safeguard policies

Project Outcome Focus

This intervention is designed to:

- Improve **digital learning infrastructure**
- Ensure **reliable and sustainable power supply**
- Create a **conducive learning environment for students**
- Support long-term **educational and community development goals**

3. KEY FEATURES AND OPERATIONAL SCOPE

3.1 TECHNICAL SPECIFICATION TABLE

Supply, Installation and Commissioning of School Infrastructure, Equipment & Solar System

Category	Specification / Requirement
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Project Type & Scope	<ul style="list-style-type: none"> • Supply, delivery, installation, testing, and commissioning of school infrastructure, digital equipment, solar energy backup system facilities at ZPH School, Nimmada Village, Kotabommali Mandal, Srikakulam District. • Components include: 250 School Benches, 20 Desktop Computers, 4 All-in-One Printers, 6 Projectors, 5 Air Conditioners, and 5 kW Solar Energy Backup System. • Project to be executed under CSR initiative of Airports Authority of India (AAI), implemented by United Nations Global Compact Network India (UN GCNI) and monitored by United Nations Development Programme (UNDP India).
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1. SCHOOL BENCHES (250 Nos.)

Category	Specification / Requirement
Item Type	Dual Desk School Bench
Material	MS steel frame with powder coating
Seating & Desk	Pre-laminated particle board / HDPE top
Dimensions	Standard (suitable for middle/high school students)
Frame Structure	Rust-proof, sturdy, long-lasting
Finish	Smooth edges, child-safe design
Capacity	3 students per bench
Durability	Suitable for long-term institutional use
Delivery & Installation	Complete supply and placement in classrooms
Warranty	Minimum 01 year

2. DESKTOP COMPUTERS (20 Nos.)

Category	Specification / Requirement
Processor	Intel i5
RAM	Minimum 08 GB
Storage	512 GB SSD
Monitor	19.5" or higher LED
Operating System	Licensed Windows OS
Connectivity	LAN, Wi-Fi enabled
Ports	USB, HDMI, Audio
Accessories	Keyboard, Mouse
UPS	Minimum 30 minutes backup
Warranty	Minimum 01 years onsite
Brands	HP, Dell or similar brands

3. ALL-IN-ONE PRINTERS (4 Nos.)

Category	Specification / Requirement
Type	Multi-function monochrome laser printer (Print, Scan, Copy)
Technology	Monochrome Laser Printer

Print Speed	Minimum 20 ppm
Connectivity	USB + Wi-Fi
Duplex Printing	Preferred
Paper Size	A4 (minimum)
Warranty	Minimum 01 year
Brands	HP, Canon, Samsung or similar brands

4. PROJECTORS (6 Nos.)

Category	Specification / Requirement
Type	LCD/LED Projector
Brightness	Minimum 3000 lumens
Resolution	Full HD 4K UHD / XGA, WXGA
Connectivity	HDMI, USB, VGA
Projection Size	Suitable for classroom use
Mounting	Ceiling / wall mount
Accessories	Remote, cables
Warranty	Minimum 1–2 years
Brands	EPSON, BenQ TK700Sti, Sony or similar brands

5. AIR CONDITIONERS (5 Nos.)

Category	Specification / Requirement
Type	Split AC
Capacity	2 Ton (or as required)
Energy Rating	Minimum 3 Star
Refrigerant	Eco-friendly
Installation	Complete with copper piping
Stabilizer	Included
Warranty	01-year comprehensive + compressor warranty
Brands	Samsung, Daikin, LG, Voltas or similar brands

6. SOLAR ENERGY BACKUP SYSTEM (5 kW)

Category	Specification / Requirement
System Capacity	5 kW
Type	Hybrid Solar System (with battery backup)
Solar Panels	MNRE approved, high efficiency
Inverter	5 kVA hybrid inverter
Battery	Lithium / Tubular battery bank
Mounting Structure	Galvanized iron structure
Protections	Earthing, surge protection
Wiring	ISI certified cables
Installation	Complete with testing & commissioning
Performance	Minimum generation as per standard norms
Warranty	Panels: 20–25 years, Inverter/Battery: 3–5 years

Brands	Adani, TATA, Vikram Solar or similar brands
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7. GENERAL REQUIREMENTS (APPLICABLE TO ALL COMPONENTS)

Category	Specification / Requirement
Inspection	Pre-dispatch and post-installation inspection
Testing	Functional testing of all systems
Training	Basic training for school staff
Documentation	Manuals, warranty, reports
Delivery Timeline	Within 60 days
Warranty Support	Onsite service support and 2 years of after sale services
Compliance	UN GCNI standards
Branding	AAI CSR branding and UNDP/UN GCNI on all assets

3.2 Operational Scope (School Infrastructure Project)

Design, supply, installation, testing, and commissioning of school infrastructure, digital equipment, solar energy backup system, and sanitation facilities at ZPH School, Nimmada Village, Kotabommali Mandal, Srikakulam District.

The scope shall include:

- Supply and installation of 250 School Benches
- Supply, installation, and configuration of 20 Desktop Computers
- Supply and installation of 4 All-in-One Printers
- Supply and installation of 6 Projectors
- Supply and installation of 5 Air Conditioners
- Design, installation, testing, and commissioning of 5 kW Solar Energy Backup System

Compliance & Standards

- Ensure full compliance with applicable Indian standards and regulations, including:
 - BIS standards for electrical and electronic equipment
 - Energy efficiency norms (BEE ratings where applicable)
 - Electrical safety standards and wiring regulations

Warranty & Maintenance

- Provide minimum 1-year comprehensive warranty for all supplied equipment and installations (or as per OEM standards), including:
 - Desktops, printers, projectors, and AC units
 - Solar backup system components (minimum 5 years for panels, 1–2 years for inverter/battery as applicable)
 - School furniture (benches) against manufacturing defects
 - Any defects during warranty period must be rectified within 7 days at no additional cost.

Solar Energy Backup System (5 kW)

- The bidder shall:
 - Design and install a 5-kW solar power system with inverter, batteries (if applicable), mounting structures, and wiring

- Ensure backup support for digital classroom equipment and essential loads
- Provide protection systems (earthing, surge protection, safety disconnects)
- Ensure compliance with MNRE guidelines and local electrical regulations
- Provide performance testing and commissioning report

Installation & Commissioning

- Complete installation, testing, and commissioning of all components within 60 days from the date of work order.
- Ensure:
 - Proper classroom setup for digital equipment
 - Functional testing of all devices
 - Integration of solar backup with electrical systems
 - Completion and usability of sanitation facilities

Training & Capacity Building

- Conduct training sessions for school staff covering:
 - Operation of computers, printers, and projectors
 - Basic troubleshooting and maintenance
 - Safe usage of electrical and solar systems

After-Sales Support

- Ensure availability of service support within Srikakulam district or nearby areas.
- Submit:
 - List of authorized service centres
 - Contact details for technical support

Documentation

- Provide complete documentation at handover:
 - User manuals for all equipment
 - Warranty certificates
 - Installation and commissioning reports
 - Electrical layout and solar system design documents
 - Maintenance guidelines

Environmental & Social Safeguards

- Ensure:
 - Proper disposal of packaging and installation waste
 - Safe construction practices for washrooms
 - Compliance with occupational health and safety standards
 - Adherence to UN GCNI environmental and social safeguards

Payment Linkage

- Payments shall be linked to:
 - Successful delivery of all items
 - Installation and testing completion
 - Solar system commissioning
 - Submission of all required documents

No		Documents		%
1	Mobilization, Supply Chain Initiation and Pre-Installation Activities	<ul style="list-style-type: none"> • Contract commencement report • Detailed implementation work plan and schedule • Technical compliance matrix against specifications • Site readiness and pre-installation inspection report • Manufacturer’s authorization and warranty certificates for all equipment • Delivery challans for all items (Desktop Computers, Printers, Projectors, Air Conditioners, School Benches, Solar Power System components) 	Within 7 days from PO	20%
2	Supply, Installation and Execution of Works	<ul style="list-style-type: none"> • Installation reports for ICT equipment (Desktop Computers, All-in-One Printers, Multimedia Projectors, Air Conditioners) • Network, electrical and connectivity commissioning reports • Installation completion certificate for School Benches • • Solar Energy System installation report (including panels, inverter, mounting structure, wiring, earthing, and safety systems) • Site inspection photographs (pre-, during, and post-installation) • Safety and quality compliance certification 	Within 20 days from PO	40%
3	Testing, Commissioning, Training and Final Handover	<ul style="list-style-type: none"> • System testing and commissioning certificates for all installed equipment • Functional performance test reports (ICT equipment, air conditioners, solar system) • Solar system commissioning report including operational performance verification and grid synchronization (if applicable) • User training completion report for school staff (ICT equipment and solar system operation & basic troubleshooting) • Final completion certificate issued by authorized representative • Warranty certificates (minimum as per specifications) 	Within 35 days from PO	40%

		<ul style="list-style-type: none"> • Operation & Maintenance (O&M) manuals • Handover documentation with beneficiary acknowledgment 		
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Additional Conditions (Applicable to All Payments)

- All payments shall be subject to verification and acceptance by the Employer/Implementing Agency.
- Payments shall be released only upon submission of complete and satisfactory documentation as specified above.
- No advance payment shall be made unless explicitly stated in the Contract.

Notes and Special Conditions

1. Payment Terms

Payments shall be made strictly in accordance with the approved Project Deliverables and Payment Schedule table.

- The percentage indicated under the “Payment %” column represents the portion of the total contract value payable by UNDP / UN GCNI only.
- This percentage does not include any subsidy, beneficiary contribution, or any other co-funding component, if applicable under the project design.
- Payments shall be processed only after verification, certification, and acceptance of deliverables by the authorized implementing authority.

2. Completion of Delivery

Project completion shall be considered valid only upon fulfilment of all contractual obligations, including submission of:

- Proof of compliance with all applicable statutory requirements, including registration, insurance, Pollution Under Control (PUC) certificate (where applicable), and any other regulatory approvals
- Successful inspection, testing, and commissioning reports
- Confirmation of compliance with all technical specifications, safety standards, and quality requirements
- Final acceptance certificate issued by the competent authority

No project shall be deemed complete until all above requirements are fully satisfied.

3. Loan / Financial Facilitation

Wherever financing or credit arrangements are involved for procurement or operational support:

- The vendor shall be solely responsible for coordinating with relevant financial institutions, banks, or lending agencies
- All costs related to documentation, processing, closure, or facilitation of such financing arrangements shall be fully borne by the vendor
- No reimbursement shall be made by UNDP, UN GCNI, beneficiaries, or any implementing partner for such costs under any circumstances

4. Branding and Visibility Requirements

The vendor shall ensure full compliance with UNDP visibility and branding standards throughout project implementation.

- All assets, including ICT equipment, school benches, signage, manuals, and communication materials, shall prominently display the logos of:
 - UNDP
 - UN GCNI
 - Airports Authority of India
 - Relevant State Government authorities, as applicable
- Branding materials and placement shall strictly follow official UNDP/UN GCNI branding and visibility guidelines
- All branding designs and placements shall be subject to prior written approval of designated UNDP/UN GCNI officials before execution

5. Responsibility and Risk Management

The vendor shall bear full responsibility for project execution, including all associated risks.

- The vendor shall be fully accountable for addressing any unforeseen site conditions, logistical constraints, technical challenges, or implementation delays
- All associated costs, damages, liabilities, and expenses arising during execution shall be solely borne by the vendor
- Under no circumstances shall additional financial claims be made to UNDP, UN GCNI, or any beneficiary entity

Warranty Conditions

- All supplied vehicles and/or equipment under this RFQ shall be covered by a comprehensive warranty (parts and labour included) in accordance with the manufacturer's standard warranty and project-specific requirements.
- Warranty coverage shall include, at minimum:
 - Chassis, engine, hydraulic tipping mechanism, and superstructure (where applicable)
 - All major installed systems and components as specified in the contract
- Any defects or failures identified during the warranty period shall be rectified by the vendor at no additional cost to the purchaser within seven (7) calendar days of notification.
- The warranty shall not cover damages arising from misuse, negligence, accidents, or unauthorized modifications.
- The vendor shall provide onsite warranty support through authorized service centres for the entire duration of the warranty period, ensuring timely response and resolution of issues.

B. Implementation Timeline (60 Days)

The total implementation period for the assignment shall be sixty (60) calendar days from the date of issuance of the Purchase Order (PO).

The Bidder shall acknowledge that the implementation schedule submitted as part of the proposal shall form an integral part of the Contract and shall not be modified after award without prior written approval from UN Global Compact Network India (UN GCNI). Any changes to scope, activities, or timelines shall require formal written consent.

The Bidder shall ensure that all activities required for supply, delivery, installation, testing, commissioning, and handover of the following components are fully planned and executed within the stipulated timeline:

- Desktop Computers
- All-in-One Printers
- Multimedia Projectors
- Air Conditioners

- School Benches
- 5 kW Solar Energy Backup System

1. Initiation and Planning Phase

- Preparation of detailed project implementation plan covering procurement, logistics, installation, construction, and commissioning
- Mobilization of required manpower, tools, materials, and technical teams
- Submission of detailed work schedule for all components
- Coordination for site surveys and verification of installation/construction requirements

2. Procurement and Supply Chain Management

- Procurement and supply of all ICT equipment, furniture, construction materials, and solar system components as per approved specifications
- Ensuring availability of certified and compliant products from authorized manufacturers/suppliers
- Packaging, transportation, and safe delivery of all materials to the project site(s)
- Submission of delivery challans and material inspection records

3. Installation and Execution Phase (ICT, Furniture & Electrical Systems)

- Installation, configuration, and commissioning of:
 - Desktop Computers with operating system and required software
 - All-in-One Printers with network connectivity
 - Multimedia Projectors with mounting, wiring, and screen setup
 - Air Conditioners including electrical connections, stabilizers, and safety fittings
- Electrical cabling, networking, and power integration for ICT systems
- Installation of School Benches in designated classrooms
- Submission of installation completion reports and photographic evidence

4. Installation of 5 kW Solar Energy Backup System

- Supply and installation of solar panels, inverter, mounting structures, wiring, earthing, and protection systems
- Integration with school electrical system (grid-connected or hybrid/off-grid as applicable)
- Testing of system performance, load management, and backup functionality
- Submission of solar commissioning report and performance test results

5. Testing, Commissioning and Quality Assurance

- Functional testing of all ICT equipment, electrical systems, and solar installation
- Trial operation of air conditioners, projectors, printers, and computers
- Structural and functional inspection of washroom facilities
- Verification of installation quality and safety compliance
- Joint inspection with UN GCNI/authorized representatives for approval

6. Training and Capacity Building

- Training of school staff on:
 - Operation of ICT equipment
 - Basic maintenance of computers, printers, and projectors
 - Safe usage and basic troubleshooting of air conditioners
 - Operation and monitoring of solar energy system

- Submission of training attendance sheets and completion certificates

7. Handover and Documentation

- Formal handover of all installed assets to designated school/authority representatives
- Submission of:
 - Asset registers
 - Operation & Maintenance (O&M) manuals
 - Warranty certificates for all components
 - Final completion report
- Photographic documentation of completed works

8. Demobilization and Site Clearance

- Removal of all temporary materials, packaging waste, and construction debris
- Restoration of site cleanliness and operational readiness
- Final inspection and clearance certification from concerned authority

9. Warranty and Post-Installation Support

- Provision of comprehensive warranty support for all supplied and installed items
- Availability of spare parts, technical assistance, and preventive maintenance services
- Onsite and remote support during the warranty period as per contractual obligations

C. Implementation Plan / Proposed System Plan (School Component – Brief)

- UN GCNI will issue dispatch instructions to the selected vendor, including **school-wise delivery locations and contact persons** for coordination.
- After award, the vendor shall plan and execute all activities for the school infrastructure components, including:
 - Procurement and supply of all items (Desktop Computers, Printers, Projectors, Air Conditioners, School Benches, and Solar System)
 - Installation and setup at the school site
 - Testing and commissioning of all systems
 - Handover to school authorities
- All activities shall be executed in a **proper sequence to ensure completion within the stipulated timeline of 60 days**.
- The vendor shall follow a **standard implementation protocol** across all schools to ensure uniform quality, safety, and functionality.
- At least **one qualified engineer/technical representative** must be present during installation and commissioning to:
 - Supervise installation works
 - Provide basic training to teachers and school staff
 - Ensure safe operation of ICT equipment, air conditioners, and solar system
 - Support smooth handover to the school

5.1 Vendor Commitments and Execution Requirements

5.1.1 Technical Support

- The vendor shall provide qualified technical personnel for installation, commissioning, and post-installation support.
- A clear **service support plan and escalation matrix** must be submitted.
- Contact details of support staff must be shared for quick response during warranty period.

- Training shall be provided to school staff on:
 - Use of computers, printers, and projectors
 - Basic maintenance of equipment
 - Operation of solar backup system and air conditioners

5.1.2 Quality Control and Inspection

- All materials shall be inspected before dispatch to ensure compliance with specifications.
- At school site, joint inspection shall be conducted with UN GCNI/school representatives covering:
 - Installation quality
 - Functionality of ICT equipment and electrical systems
 - Solar system performance

5.1.3 Testing and Commissioning

- All systems shall be tested at site for proper functioning, including:
 - Computers, printers, projectors, and ACs
 - Electrical wiring and safety systems
 - Solar power backup system
- Testing results shall be documented and submitted.

5.1.4 Safety and Compliance

- All installations must comply with relevant safety standards and electrical norms.
- Proper earthing, wiring safety, and load management must be ensured.

5.1.5 Final Handover

- Formal handover shall be completed with school authorities and UN GCNI representatives.
- Vendor shall submit:
 - Completion certificate
 - Asset list of installed items
 - Warranty documents
 - Operation & Maintenance manuals
 - Photographic evidence of completed works
- Final acceptance will be granted only after successful verification.

5.1.6 Warranty and Maintenance

- All equipment and installations shall carry a minimum **1-year comprehensive warranty** (or as per manufacturer standard) and two years of after sales service.
- Defects must be rectified within a reasonable time at no additional cost.
- Vendor shall provide onsite/remote support during warranty period.

5.1.7 Post-Installation Support

- Vendor shall provide support for troubleshooting and maintenance during the warranty period.
- Refresher training may be provided if required by schools.
- Regular communication with school authorities must be maintained for smooth operation.

Notes

- Any defective or non-functional item must be replaced or repaired at vendor cost.

- Vendor is responsible for safe delivery, installation, and protection of materials until final handover.
- UN GCNI reserves the right to inspect works at any stage before payment release.

Pricing, Delivery, and After-Sales

Unit prices quoted shall be **all-inclusive**, covering:

- Supply and transportation
- Installation and commissioning
- Training of school staff
- Warranty and maintenance support
- Any other cost required for full operational readiness

Delivery Requirements	
Delivery Schedule:	All goods and works shall be delivered, installed, and fully commissioned within 60 days from the date of issuance of the Purchase Order / Contract.
Delivery Terms (INCOTERMS 2020):	DAP (Delivered at Place) – All items shall be delivered and installed at the designated school site(s), including: <ul style="list-style-type: none"> ○ Desktop Computers ○ All-in-One Printers ○ Multimedia Projectors ○ Air Conditioners ○ School Benches ○ 5 kW Solar Energy Backup System
Key Notes	<ol style="list-style-type: none"> 1. Any damage, loss, or defect during transportation, installation, or handling shall be the sole responsibility of the vendor. 2. A proper delivery challan duly signed by the school authority/authorized representative shall be submitted for each delivery stage. 3. The vendor shall be fully responsible for safeguarding all materials until final installation, testing, commissioning, and handover are completed.
Exact Delivery Location(s)	ZPH School, Nimmada Village, Kotabommali Mandal, Srikakulam District, Andhra Pradesh.
Training on Operation and Maintenance (O&M)	<p>The vendor shall provide structured training to school staff/teachers and designated operators at the school site, covering:</p> <ul style="list-style-type: none"> • Safe and effective use of ICT equipment (computers, printers, projectors) • Operation and basic maintenance of air conditioners • Use and monitoring of 5 kW solar power system • Basic troubleshooting and preventive maintenance • Safety procedures and emergency handling <p>The vendor shall also provide:</p> <ul style="list-style-type: none"> • User manuals and O&M guides • Training materials in printed/digital format

	<ul style="list-style-type: none"> • Demonstration sessions for practical understanding
Warranty Period	<p>All supplied and installed items shall carry a minimum comprehensive warranty of 1 year (or as per manufacturer standard, whichever is higher).</p> <p>Warranty coverage shall include:</p> <ul style="list-style-type: none"> • Desktop Computers, Printers, Projectors, Air Conditioners: 1 year minimum • Solar Energy System (panels, inverter, electrical components): 1 year minimum or manufacturer standard • School furniture (benches): minimum 1 year for structural defects <p>Warranty shall include parts, labour, and service support, excluding damages caused by misuse, negligence, or external accidents.</p>
After-Sales Service and Local Support	<ul style="list-style-type: none"> • The vendor shall appoint qualified technical personnel for local service and support. • A helpdesk/contact mechanism must be provided for quick complaint resolution. • The vendor shall ensure: <ul style="list-style-type: none"> ○ Onsite support during the warranty period ○ Timely response to technical issues ○ Preventive maintenance visits as required ○ Continuous operational support to ensure equipment uptime

QUOTATION COMPLIANCE

The quotation submitted is in accordance with the requirements specified under **Annex 1: Schedule of Requirements**:

YES NO

If **NO**, any deviations must be clearly listed below:

Signature: _____

Name: _____

Title: _____

Date: _____

ANNEX 2: QUOTATION SUBMISSION FORM

(For Supply, Installation, Testing, and Commissioning of School Infrastructure Package)

Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it, and submit it as part of their quotation along with **Annex 3: Technical and Financial Offer**. No alterations to the format shall be permitted, and no substitutions shall be accepted.

Bid Information

Item	Details
Bidder Name	

RFQ Reference	
Date	

Company Profile

Item Description	Details
Legal Name of Bidder	
Legal Address (City, State, Country)	
Website	
Year of Registration	
Legal Structure (Proprietorship / Partnership / Pvt Ltd / LLP / JV)	
UNGM Registered Vendor	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, UNGM Number:
Quality Assurance Certification (ISO 9001 or equivalent)	<input type="checkbox"/> Yes <input type="checkbox"/> No (Attach copy)
Environmental Certification (ISO 14001 or equivalent)	<input type="checkbox"/> Yes <input type="checkbox"/> No (Attach copy, if applicable)
Environmental Policy Available	<input type="checkbox"/> Yes <input type="checkbox"/> No (Attach copy, if applicable)
Sustainability / CSR / ESG Commitment	<input type="checkbox"/> Yes <input type="checkbox"/> No (Attach supporting documents, if any)
UN Global Compact Membership	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bank Information

- Bank Name: _____
- Bank Address: _____
- Account Name: _____
- Account Number: _____
- IFSC Code: _____
- SWIFT/BIC (if applicable): _____
- Account Currency: _____

Relevant Experience (Minimum 3 Similar Assignments)

(Supply / Installation of ICT Equipment, Solar Systems, Furniture, Civil Works in Schools or Institutions)

Project Name	Client & Contact Details (Email/Phone)	Contract Value	Duration	Scope of Work

Bidder's Declaration

The undersigned hereby declares that:

1. We have examined the RFQ documents and fully understand the requirements for **supply, installation, testing, and commissioning of school infrastructure components** including ICT equipment, solar system, furniture, washroom construction, and related works.
2. We confirm that the offered solution complies with all technical specifications stated in the RFQ.
3. We agree to complete all works within the stipulated timeline of **60 days from issuance of Contract/Purchase Order**.

4. We confirm availability of adequate technical manpower, service support, and infrastructure within the project region for timely execution and after-sales support.
5. We certify that all information provided in this submission is true, correct, and complete in all respects.
6. We understand that any false or misleading information may lead to rejection of our bid or termination of contract.

Authorized Signature

- Signature: _____
- Name: _____
- Designation: _____
- Company Seal: _____
- Date: _____

BIDDER'S DECLARATION

(For Supply of Heavy-Duty Dumper Vehicle / Applicable RFQ Submission)

The Bidder is requested to tick (✓) the appropriate response.

Declaration	Yes	No
1. RFQ Understanding and Compliance: I/We confirm that we have read, understood, and accepted all provisions of the RFQ document, including Instructions to Bidders, Schedule of Requirements, General Conditions of Contract (GCC), and Special Conditions of Contract (SCC), and agree to be bound by them.	<input type="checkbox"/>	<input type="checkbox"/>
2. Capacity and Capability: I/We confirm that the Bidder possesses the required financial capacity, technical capability, statutory registrations, dealership authorization (if applicable), manpower, and infrastructure necessary to successfully execute the contract and meet all delivery obligations.	<input type="checkbox"/>	<input type="checkbox"/>
3. Ethical Conduct: I/We warrant that the Bidder has not engaged in any improper, illegal, collusive, coercive, or anti-competitive practices. We confirm that no attempt has been made to influence the procurement process or to obtain confidential information through unauthorized means.	<input type="checkbox"/>	<input type="checkbox"/>
4. UN Supplier Code of Conduct: I/We confirm that the Bidder shall comply with the United Nations Supplier Code of Conduct and shall avoid any conduct that may result in financial, operational, reputational, or compliance risks to the United Nations or its implementing partners.	<input type="checkbox"/>	<input type="checkbox"/>
5. Conflict of Interest: I/We declare that the Bidder has no actual, potential, or perceived conflict of interest in submitting this offer or in executing the contract. Any such conflict arising during the procurement process shall be promptly disclosed to the Buyer.	<input type="checkbox"/>	<input type="checkbox"/>
6. Prohibited Practices and Sanctions: I/We confirm that the Bidder, including its directors, owners, affiliates, consortium/joint venture partners, subcontractors, and suppliers, is not subject to any UN, World Bank, or international organization sanctions, debarment, suspension, or procurement prohibition.	<input type="checkbox"/>	<input type="checkbox"/>
7. Financial Standing: I/We declare that the Bidder is not insolvent, bankrupt, or under receivership, and no legal proceedings are ongoing that would materially affect the ability to perform the contract.	<input type="checkbox"/>	<input type="checkbox"/>
8. Offer Validity: I/We confirm that the submitted quotation, including pricing and technical offer, shall remain valid for the entire validity period specified in the RFQ.	<input type="checkbox"/>	<input type="checkbox"/>
9. Product Compliance: I/We certify that all offered goods (including vehicles/equipment,	<input type="checkbox"/>	<input type="checkbox"/>

if applicable) are brand new, unused, compliant with applicable standards (e.g., BS-VI or relevant specifications), and fully meet or exceed the technical requirements stated in the RFQ.		
10. Authority to Submit: I/We confirm that the undersigned is duly authorized to submit this quotation and bind the Bidder to all commitments stated herein.	<input type="checkbox"/>	<input type="checkbox"/>

Authorized Signatory

- Signature: _____
- Name: _____
- Title/Designation: _____
- Company Name: _____
- Company Seal: _____
- Date: _____

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS

(Supply, Installation, Testing and Commissioning of School Infrastructure Package)

Bidders are requested to complete this form, sign it, and submit it as part of their quotation along with **Annex 2: Quotation Submission Form**.

No alterations to the format shall be permitted, and no substitutions shall be accepted.

Bid Information

- **Bidder Name:** _____
- **RFQ Reference:** _____
- **Date:** _____

TECHNICAL OFFER

(For Supply, Installation, Testing and Commissioning of School Infrastructure at ZPH School, Nimmada Village)

1. Company Profile

Provide a brief description covering:

- Company background and legal status
- Experience in ICT equipment, solar systems, school infrastructure, or civil works
- Service network within Andhra Pradesh
- Technical and financial capability

2. Method Statement & Implementation Plan

Provide a brief execution plan covering:

- Procurement and supply of all items (ICT, furniture, solar system, washroom materials)
- Installation and configuration process
- Testing and commissioning methodology
- Delivery and installation timeline (within 60 days of Contract issuance)
- Training plan for school staff/teachers
- Final handover process

3. Descriptive Literature (OEM Technical Compliance)

Submit complete technical documentation for all items:

- Desktop Computers (specifications, OS, RAM, storage, warranty)

- All-in-One Printers (print/scan/copy features, connectivity)
- Multimedia Projectors (lumens, resolution, connectivity)
- Air Conditioners (tonnage, inverter type, energy rating)
- School Benches (material, durability, design)
- 5 kW Solar Energy System (panels, inverter, battery backup if any, warranty)

Include:

- OEM brochures/catalogues
- Photographs or product datasheets
- Warranty details
- Compliance certificates (where applicable)

4. Detailed Technical Specifications Compliance

Parameter	Offered Specification	Make/Model	Compliance (Yes/No)
Desktop Computers			
All-in-One Printers			
Multimedia Projectors			
Air Conditioners			
School Benches			
Solar Energy System (5 kW)			

Any deviation must be clearly indicated.

5. Deviations (If Any)

Clause Reference Description of Deviation Justification

6. Legal Registration Documents

Attach copies of:

- Certificate of Incorporation
- GST Registration
- PAN Card
- Trade License (if applicable)

7. Manufacturer's Authorization

If not the manufacturer, submit valid **OEM Authorization Letters** for:

- Computers
- Printers
- Projectors
- Air Conditioners
- Solar System components

8. Financial Capacity

Provide:

- Audited financial statements (last 3 years)
- Profit & Loss statements
- Average annual turnover (as required in RFQ)

9. Experience Requirement

Provide evidence of:

- Minimum 3 years' experience in supply/installation of ICT, solar systems, or school infrastructure

- Experience with government/NGO/educational institutions

10. Past Performance (Minimum 3 Similar Assignments)

Project Name	Client Details	Contract Value	Duration	Scope of Work
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TECHNICAL COMPLIANCE TABLE

Minimum Technical Requirements	Supplier Comments on Compliance / Remarks
Desktop Computers with required specifications	
Printers (All-in-One)	
Multimedia Projectors	
Air Conditioners (Energy Efficient)	
School Benches (Durable & Safe Design)	
5 kW Solar Energy System (Complete Installation)	
Installation, Testing & Commissioning	
Training for School Staff	
Warranty & After-Sales Support	
Delivery within 60 Days	

TECHNICAL DECLARATION

THE OFFERED PRODUCTS AND WORKS ARE IN ACCORDANCE WITH THE REQUIRED TECHNICAL SPECIFICATIONS AND REQUIREMENTS UNDER THIS RFQ:

YES NO

Any deviations must be clearly listed below:

AUTHORIZED CERTIFICATION

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company in the event of acceptance.

Company Details

- Company Name: _____
- Address: _____
- Phone No.: _____
- Email Address: _____

Authorized Signatory

- Signature: _____
- Name: _____
- Designation: _____
- Email: _____
- Date: _____
- Company Seal: _____

FINANCIAL OFFER

(Supply, Installation, Testing and Commissioning of School Infrastructure Package)

Currency of Quotation: INR

Incoterms (2020): DAP – Delivered at Place (School Site)

A. Price Schedule

Description	Quantity	Unit Price (INR)	Total Price (INR)
Supply, Installation, Testing and Commissioning of School Infrastructure including: Desktop Computers, All-in-One Printers, Multimedia Projectors, Air Conditioners, School Benches, and 5 kW Solar Energy Backup System, including delivery, installation, training, warranty, and handover at site	1 Set		

Total Quoted Price (Inclusive of all taxes, transportation, installation, commissioning, and delivery):
INR _____

Price Inclusions

The quoted price shall be inclusive of:

- GST and all applicable taxes
- Transportation and delivery to school site
- Installation and commissioning of all equipment and works
- Civil works for washroom construction
- Solar system installation and integration
- Training of school staff/teachers
- Warranty and after-sales support
- Any incidental or operational costs required for full functionality

B. Cost Breakdown

Cost Component	Amount (INR)
ICT Equipment (Computers, Printers, Projectors)	
Air Conditioners	
School Benches	
Solar Energy System (5 kW)	
Transportation & Delivery	
Installation & Commissioning	
Training of Staff	
Warranty & Support Services	
Other Costs (if any)	

C. COMPLIANCE CONFIRMATION

The quotation submitted is in accordance with the requirements specified under **Annex 1: Schedule of Requirements (School Infrastructure Package)**:

YES NO

Any deviations must be listed below:

S. No	Clause Reference	Description of Deviation	Remarks
-------	------------------	--------------------------	---------

D. TAXES

Type of Tax	Rate (%)	Amount (INR)
GST		

Other Taxes (if any)		
----------------------	--	--

Total Quotation Including Taxes (INR):

E. OPTIONAL REQUIREMENTS (Not for Evaluation)

Description	Qty	Unit Price (INR)	Total (INR)
Extended Warranty (additional year beyond standard warranty)	1		
Annual Maintenance Contract (post warranty)	1		

F. COMPLIANCE WITH REQUIREMENTS

Requirement	Yes	No	Remarks
Delivery within 60 days	<input type="checkbox"/>	<input type="checkbox"/>	
DAP Delivery to School Site	<input type="checkbox"/>	<input type="checkbox"/>	
Compliance with Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty (Minimum 1 Year)	<input type="checkbox"/>	<input type="checkbox"/>	
Installation & Commissioning	<input type="checkbox"/>	<input type="checkbox"/>	
Training of School Staff	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Offer (____ days)	<input type="checkbox"/>	<input type="checkbox"/>	

G. OTHER INFORMATION

- Estimated Delivery Timeline: _____
- Country of Origin of Major Equipment: _____
- Remarks (if any): _____

AUTHORIZED DECLARATION

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company in the event of acceptance.

Company Details

- Company Name: _____
- Address: _____
- Phone No.: _____
- Email Address: _____

Authorized Signatory

- Signature: _____
- Name: _____
- Designation: _____
- Date: _____
- Company Seal: _____

ANNEX 4: SITE SPECIFIC DETAILS

Delivery Location:

ZPH School, Nimmada Village, Kotabommali Mandal, Srikakulam District, Andhra Pradesh
 Exact contact details, school headmaster information, and geo-coordinates will be provided upon issuance of Purchase Order.

ANNEX 5: FORMS FOR RELEASE OF PAYMENTS

FORM A: CONSIGNEE ACCEPTANCE CERTIFICATE

(To be issued by School Authority / Authorized Representative)

This is to certify that the following goods and works have been received and accepted:

1. Item Supplied: School Infrastructure Package (ICT Equipment, Solar System, Furniture)
2. Purchase Order / Contract No.: _____
3. Supplier Name: _____
4. Quantity: 1 Set
5. Location: ZPH School, Nimmada Village
6. Invoice No. & Date: _____
7. Date of Receipt: _____

It is hereby certified that the goods/works have been received in good condition, installed, and accepted.

Signature: _____

Name: _____

Designation & Stamp: _____

Date: _____

Countersigned by:

Signature: _____

Name: _____

Date: _____

FORM B: DELIVERY, INSTALLATION & TRAINING CERTIFICATE

This is to certify that the following items have been successfully delivered, installed, and commissioned:

1. Purchase Order No.: _____
2. Description: School Infrastructure Package
3. Quantity: 1 Set
4. Name of School: _____

The supplier has fulfilled contractual obligations including:

- Delivery and installation of all equipment
- Installation of solar power system
- Testing and commissioning of ICT equipment and electrical systems
- Training of teachers and school staff
- Submission of manuals and warranty documents

Signature: _____

Name: _____

Designation & Stamp: _____

Date: _____

Countersigned by:

Signature: _____

Name: _____

Date: _____

Sample Model of School Bench

