



CAREER FORUM

An ISO 9001:2008 Certified Non-Profit Organization
Bakalia Ghat, Karbi Anglong, Assam

TENDER DOCUMENT

Supply, Installation & Commissioning of
SMART CLASS EQUIPMENT
in 20 Government Schools, Alipurduar District, West Bengal

Tender Reference No. CF/WB/TN/2026-27/001

Date of Issue 25.07.2026

Two-Bid System - Technical & Financial Bid

Career Forum, Bakalia Ghat, Karbi Anglong, Assam-782482

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KEY TENDER DETAILS

Particulars	Details
Name of Work	Supply, Installation & Commissioning of Smart Class Equipment in 20 Government Schools, Alipurduar, West Bengal
Funding Source	CSR Grant, vide Memorandum of Agreement dated 14.07.2026
Sanctioned Project Cost	Rs. 90,70,000/- inclusive of all taxes
Bid Submission Start	25.07.2026, 10:00 AM
Bid Submission End	08.08.2026, 02:30 PM
Technical Bid Opening	08.08.2026, 05:00 PM
Pre-Bid Queries	careerforum.ngo@gmail.com, by 28.07.2026
Bid Validity	180 days from last date of submission
Submission Mode	Sealed Bid, Two-Bid System (Technical + Financial)
Submit To	Career Forum, Bakalia Ghat, Karbi Anglong, Assam / careerforum.ngo@gmail.com
Contact	95776 01000 careerforum.org.in

ELIGIBILITY CRITERIA

Bidders must satisfy all of the following and submit supporting documents with the Pre-Qualification Bid:

1. Legally registered entity (Company/Partnership/LLP/Proprietorship).
2. Minimum 1 supply completed orders of Value more than 15 lakhs.
3. Average annual IT/ITeS turnover of Rs. 50 lakh+ in each of the last 3 financial years (2021-22 to 2023-24), CA-certified (Startup & MSME Exempted)
4. Valid ISO 9001:2015 certification
5. OEM authorization for all quoted brands (Annexure-B)
6. Product certifications: BIS/CE/FCC/Energy Star as applicable per item
7. Local presence in West Bengal/North-East India, or undertaking to establish within 1 month of award
8. No history of blacklisting or corrupt/fraudulent practice (Annexure-J)

9. SCOPE OF WORK

Career Forum invites bids for supply, installation and commissioning of Smart Class Equipment across 20 Government Schools in Alipurduar District, West Bengal. Scope includes:

- Supply of all equipment per the Technical Specifications, reputed brands only.
- Site survey and installation, cabling, mounting, configuration and commissioning at each school.
- On-site training of at least two teachers/staff per school.
- Comprehensive onsite warranty support with help-desk and timely fault rectification.
- School-wise Installation Reports and Training Completion Certificates, signed by the Principal/HM.

The full list of 20 schools with site details will be shared with the successful bidder along with the Purchase Order.

Indicative Timeline

Milestone	Timeline
Purchase Order issued	Within 15 days of tender finalization
Agreement signed & PBG submitted	Within 15 days of Purchase Order
Supply, installation & commissioning - all 20 schools	Within 45 days of Purchase Order
Final Handing & Taking Over	Within 60 days of Purchase Order

TECHNICAL SPECIFICATIONS

Minimum specifications below; higher configuration may be offered. Bidder must quote one make/model per OEM per item and attach compliance datasheets. Quantities are indicative across 20 schools and may vary at purchase order stage.

Sr.	Item	Qty	Key Specification (Minimum)	Warranty
1	Interactive Flat Panel Display	20	98" 4K UHD, Infrared touch (20 points), Android 11+, 4GB RAM/32GB storage, wall-mount kit included	3 yrs
2	Interactive UPS - 1.0 KVA	20	Line Interactive, pure sine wave, 30 min backup, BIS certified	2 yrs
3	Desktop Computer	80	i5 (10th Gen+), 8GB RAM, 1TB HDD/256GB SSD, 22" LED monitor, licensed Windows 11	3 yrs
4	Line Interactive UPS - 0.6 KVA	80	600VA, BIS certified, 15-20 min backup at half load	2 yrs
5	Installation & Teacher Training	20 schools	On-site setup, configuration and hands-on teacher training with completion certificate	-
6	Wireless Microphone	20	UHF, 30m range, handheld/collar-clip, carry case	1 yr
7	2.1 Channel Speaker System	20	30W RMS min, AUX/USB/Bluetooth input	1 yr
8	PA Mixer Amplifier	20	120W RMS min, 2 mic + 1 line input, overload protection	1 yr
9	Monochrome MFP Printer	20	Print/Scan/Copy, 20ppm min, Wi-Fi enabled	1 yr
10	Computer Table	20	MS/wooden frame, keyboard tray, CPU stand	-
11	Wooden Teaching Podium	20	Solid/engineered wood, storage shelf	-
12	Gigabit VPN Router	20	4 LAN + 1 WAN, VPN & firewall support, 50+ concurrent users	1 yr
13	Wi-Fi 6 Indoor Access Point	20	Dual-band, PoE powered, 50+ device support	1 yr
14	Cat6 OFC Cable Roll (305m)	20	Solid bare copper, TIA/EIA-568-B.2-1 compliant	-
15	4MP IP Dome CCTV Camera	80	IR night vision 20-30m, IP66 rated, PoE	2 yrs
16	1TB Surveillance HDD	20	24x7 duty cycle rated	2 yrs
17	8-Channel NVR	20	4MP/channel support, HDMI/VGA out, mobile app viewing	2 yrs
18	8-Port PoE Network Switch	20	Gigabit/Fast Ethernet, adequate PoE budget for cameras + AP	1 yr
19	LED Monitor - 22"	20	Full HD, VGA/HDMI input	2 yrs

COMMERCIAL / FINANCIAL BID

- Rates to be quoted item-wise, inclusive of GST, strictly in the Annexure-H (BOQ) format.
- Warranty must match the periods specified in the Technical Specifications table.
- Quoted rates remain valid for 1 year from date of award, for any future additional purchase.
- All items in the BOQ must be quoted; bids leaving any item blank will be rejected.
- Freight, installation, commissioning and training for all 20 school locations must be included - no separate logistics claims.

TERMS & CONDITIONS

1. **Amendment** – Career Forum may amend this Tender at any time before bid submission; changes will be posted on careerforum.org.in.
2. **Bid Opening** – Bids opened in the presence of bidder representatives who choose to attend (one per bidder).
3. **Evaluation & Award** – A Tender Evaluation Committee will evaluate technical bids first; only qualified bidders proceed to financial evaluation. Award is not necessarily to the lowest bidder. Career Forum may accept/reject any or all bids without assigning reasons.
4. **Agreement & PBG** – Successful bidder signs the Comprehensive Agreement (Annexure-E) within 15 days of Purchase Order.
5. **Delivery & Installation** – Complete within 45 days of Purchase Order, in phased school-wise manner. Installation report to be countersigned by the School Principal.
6. **Warranty** – Comprehensive onsite warranty as per item; help-desk support; faults attended within 2 working days and rectified within 7 working days.
7. **Penalty** – 0.5% per day of Purchase Order value for delay (cap 10%); same rate for warranty-period lapses. Chronic/repeated failures require free replacement within 30 days.
8. **Payment** – Released after satisfactory school-wise installation, training, and submission of Delivery Challan, Invoice, Installation & Training Certificates.
9. **Termination** – Failure to honour contract terms may lead to annulment of award, forfeiture of PBG, and debarment from future tenders for up to 2 years.
10. **Corrupt Practices** – Bidders found engaging in corrupt/fraudulent practices will be disqualified and may be declared ineligible for future tenders.
11. **Indemnity** – Bidder indemnifies Career Forum against any IP infringement claims relating to supplied hardware/software.
12. **Disputes** – Referred to an Arbitrator nominated by Career Forum under the Arbitration and Conciliation Act, 1996; jurisdiction – Courts at Guwahati, Assam.

Authorized Signatory,

Mithilesh Kumar Singh
Secretary
Career Forum

Annexure-A

Details of Tenderer

To be submitted on the Bidder's Letterhead, supported by documentary evidence for each item listed below.

Particulars	Details
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Name of Company/Firm	
Constitution & Year of Establishment	
Registered Office Address	
Contact - Phone / Email	
Authorized Signatory & Designation	
GST / PAN Number	
MSME Registration (if any)	
ISO 9001:2015 Certificate No. & Validity	
Manufacturer or Authorized Dealer	
OEM Brand(s) Proposed to be Quoted	
Turnover – 2021-22 / 2022-23 / 2023-24 (Rs.)	
Net Worth - Last 3 Years (Rs.)	
No. & Value of Similar Projects (Last 3 Years)	
Local Presence (Yes/No, Address)	
Pending Litigation, if any	

I/We declare that the above information is true and correct to the best of my/our knowledge, and is supported by the documentary evidence enclosed herewith.

Authorized Signatory

(Sign & Stamp)

Date:

Place:

OEM Authorization Form

To be issued on the Manufacturer's / OEM's Letterhead and enclosed with the Technical Bid.

Ref.No.: _____

Date: _____

To,

Career Forum,

Bakalia Ghat,

Karbi Anglong, Assam

Sub: OEM Authorization for Tender No. CF/WB/TN/2026-27/001 - Supply, Installation & Commissioning of Smart Class Equipment

We, the undersigned, being a duly authorized representative of the manufacturer/OEM, hereby authorize M/S to quote, negotiate and enter into a contract with Career Forum against the above tender, on our behalf. We further confirm the following:

- The product(s) quoted are not "end of life" or "end of sale" as on the date of bid submission. If support is withdrawn before delivery, an equivalent or superior product shall be supplied at no extra cost.
- Genuine spares, software patches and upgrade support shall be available for the entire warranty period from the date of the contract.
- We shall extend back-to-back technical support to the bidder for timely fulfilment of warranty obligations across all 20 school locations.
- This authorization is valid specifically for the subject tender and shall remain binding until completion of the contract, including the warranty period.

Yours faithfully,

(Name of Manufacturer / OEM)

Authorized Signatory

Name:

Designation:

Seal:

Commercial Proposal Submission Form

To be submitted on the Bidder's Letterhead, along with the Financial Bid (Annexure-H).

Date: _____

To,
Career Forum,
Bakalia Ghat,
Karbi Anglong, Assam

Sub: Commercial Proposal for Tender No. CF/WB/TN/2026-27/001

We have submitted our Financial Bid in the format of the Bill of Quantities (BOQ) at Annexure-H, inclusive of supply, installation, configuration, training and comprehensive support for all 20 school locations covered under this tender. We confirm the following:

- Our Financial Proposal is valid for 180 days from the last date fixed for submission of bids, and shall remain binding upon us until the conclusion of the entire project, if accepted.
- If our bid is accepted, we commit to submitting a Performance Bank Guarantee equal to 10% of the total contract value within the timeline specified in this Tender.
- We understand this bid, together with Career Forum's written notification of award, shall constitute a binding contract until a formal Comprehensive Agreement is executed.
- We understand that Career Forum is not bound to accept the lowest, or any, bid, and may reject any or all bids without assigning reasons.

Yours sincerely,

Name:

In the capacity of:

Signature:

Stamp / Seal:

Letter of Acceptance of Terms and Conditions

To be submitted on the Bidder's Letterhead.

To,
Career Forum,
Bakalia Ghat,
Karbi Anglong, Assam

Sub: Our Bid for Tender No. CF/WB/TN/2026-27/001 - Supply, Installation & Commissioning of Smart Class Equipment, 20 Government Schools, Alipurduar District, West Bengal

Sir,

Having examined and understood the instructions, terms and conditions forming part of this Tender Document, we hereby submit our Offer for the supply, installation and commissioning of equipment as detailed herein.

We confirm that our Offer is in full conformity with the terms and conditions set out in this Tender Document, and that these terms shall also form part of the Comprehensive Agreement at Annexure-E, to be executed upon award of the contract.

We further understand and accept that Career Forum is not bound to accept our Offer, either in part or in full, and reserves the right to reject the Offer in whole or in part, at its sole discretion and without assigning any reason whatsoever.

Yours faithfully,

Authorized Signatory

Name:

Designation:

Seal of the Firm:

Date:

Comprehensive Agreement

To be executed on Non-Judicial Stamp Paper of appropriate value, within 15 days of issuance of the Purchase Order

This Agreement is made on _____, 2026 between Career Forum, Bakalia Ghat, Karbi Anglong, Assam ("Purchaser") and M/s _____ ("Tenderer"), for supply and installation of Smart Class Equipment across 20 Government Schools of Alipurduar, West Bengal, at a total cost of Rs. _____, with comprehensive warranty as specified in the Technical Specifications. The Tenderer has submitted a Performance Security of Rs. _____ valid for 60 days beyond completion of the contract, including warranty.

Both parties agree to the following terms:

1. Supply and installation to be completed within 45 days of Purchase Order; delay attracts penalty as per this Tender.
2. Warranty as specified per item, excluding damage from misuse, breakage, or natural calamity.
3. Complaints may be lodged at the centralized number/email specified by the Tenderer; faults to be attended within 2 working days and rectified within 7 working days, else penalty applies.
4. Records of failures/downtime to be jointly maintained at each school.
5. Performance Security to be returned (without interest) after deducting dues, on satisfactory completion.
6. All terms of the Tender Document form part of this Agreement, including display of the funding partner's name/logo on supplied equipment.
7. Disputes referred to an Arbitrator nominated by Career Forum under the Arbitration and Conciliation Act, 1996; jurisdiction - Courts at Guwahati, Assam.

Annexure-F

Project Citation Format

To be submitted on the Bidder's Company Letterhead, in support of the eligibility criteria on similar project experience.

Bidders must furnish details of a minimum of One (1) similar supply and installation projects completed in the last three years, each valued at Rs. 15 lakh or more. A copy of the work order, completion certificate, or client letter must be attached for each project cited below.

Sl.	Client Name & Contact	Project Location	Brief Scope & Value	Year
1				
2				
3				

We certify that the above project references are true and verifiable, and that supporting documents are enclosed with this bid.

Authorized Signatory

(Sign & Stamp)

Financial Bid (Bill of Quantities)

To be submitted strictly in the format below, quoting all items; rates must be inclusive of GST.

Name of Bidder: _____

Sr.	Item	Qty	Make/Model	Unit Price	GST	Total (incl. GST)
1	Interactive Flat Panel Display	20				
2	Interactive UPS - 1.0 KVA	20				
3	Desktop Computer	80				
4	Line Interactive UPS - 0.6 KVA	80				
5	Installation & Teacher Training	20 schools				
6	Wireless Microphone	20				
7	2.1 Channel Speaker System	20				
8	PA Mixer Amplifier	20				
9	Monochrome MFP Printer	20				
10	Computer Table	20				
11	Wooden Teaching Podium	20				
12	Gigabit VPN Router	20				
13	Wi-Fi 6 Indoor Access Point	20				
14	Cat6 OFC Cable Roll (305m)	20				
15	4MP IP Dome CCTV Camera	80				
16	1TB Surveillance HDD	20				
17	8-Channel NVR	20				
18	8-Port PoE Network Switch	20				
19	LED Monitor - 22"	20				
Grand Total (in words):						

Note: All prices in INR, inclusive of warranty as per Technical Specifications. Quoting for all items is mandatory; quantities may vary at purchase order stage.

Annexure-H

Document Checklist

Bidders must ensure all documents listed below are enclosed, self-attested, and indexed in the order shown.

Sl.	Document	Bid
1	Bidder Details (Annexure-A) with supporting proofs	Pre-Qualification
2	Registration Certificate, GST, PAN, ITR (3 yrs)	Pre-Qualification
3	Audited Balance Sheets & CA Turnover/Net Worth Certificate	Pre-Qualification
4	ISO 9001:2015 Certificate	Pre-Qualification
5	Local Presence Proof / Undertaking	Pre-Qualification
6	Project Citation Format (Annexure-G) with proofs	Pre-Qualification
7	Self-Declaration (Annexure-J)	Pre-Qualification
9	Bill of Material & Compliance Statement with datasheets	Technical
10	Product Certifications (CE/FCC/BIS/CB/Energy Star)	Technical
11	Letter of Acceptance (Annexure-D)	Technical
12	Commercial Proposal Form (Annexure-C)	Financial
13	Financial Bid / BOQ (Annexure-H)	Financial
14	Performance Security Form (Annexure-F)	Post-Award

Documents to be self-attested and indexed in the order above.

Self-Declaration Format

To be submitted on the Bidder's Letterhead, along with the Pre-Qualification Bid.

To, Career Forum, Bakalia Ghat, Karbi Anglong, Assam.

Sub: Self-Declaration for Tender No. CF/WB/TN/2026-27/001

I/We, the undersigned, do hereby declare that:

1. Our firm is not blacklisted/debarred by any Government, PSU, University, or CSR-implementing agency in India.
2. All information and documents submitted with this bid are true and correct; false information may lead to rejection, contract cancellation, and forfeiture of the Performance Bank Guarantee.
3. We shall not sub-contract any part of this project without Career Forum's prior written approval.
4. We agree to display the name and logo of the project's CSR funding partner on all supplied equipment, as required under the funding conditions of this project.

Yours faithfully,

Authorized Signatory

Name:

Designation:

Seal of the Firm:

Date: _____