



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 116 /119/ 123

Website: [www.icmai.in](http://www.icmai.in) e-mail: [lpcedelhi.convenor@icmai.in](mailto:lpcedelhi.convenor@icmai.in)

## Local Purchase Committee

### TENDER NOTICE

**Last date extended till 18th November, 2021 on or before 6 PM.**

Ref. LPC/DEL/IT/2021

27<sup>th</sup> October, 2021

**Last Date of Submission of Bid- 11th November 2021(Thursday) on or before 6:00 PM**

The Institute invites sealed quotation for 60 Nos. Trend Micro Worry free Antivirus Solution with the following detailed specifications:

Srl No	Item	Specification	Quantity
1	Antivirus	Trend Micro Worry free Business Security Standard Edition Antivirus Renewal Charges (1 year)	60 No.
2	Antivirus	Trend Micro Worry free Business Security Standard Edition Antivirus Renewal Charges (3 years)	60 No.

### **General Terms & Conditions:**

1. The Bidder should be a company registered in India (Attach a copy of Certificate).
2. The bidder must be the manufacturer / authorized dealer / sales partner of the quoted product. **A copy of authorization letter from the manufacturer is required** in case the bidder is authorized dealer / sales partner.
3. Attach copy of three similar orders in Government/ Autonomous body / PSU in last three years.
4. Furnish Copies of income tax returns for three years (2017-18 onwards)
5. Attach a copy of PAN No, GSTIN&TAN/ TIN No.
6. Attach RTGS & Bank Account Details
7. Attach the brochure and complete specification of the Item quoted.
8. **Delivery:** The Supply and installation must be made immediately on issue of supply order. The item is to be delivered and installed at 3<sup>rd</sup> Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003.
9. The quoted rates of offer should be valid for a period of 60 days.
10. Taxes shall be paid as applicable and quoted by the vendor.



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11. For any further clarification/information regarding antivirus solution, please contact Shri Sumit Saxena, Senior Officer, IT, ICAI (Phone: 98187 57440) on any Working Day (Monday to Friday) during Office Hours (9:30 AM to 6:00 PM).
12. The delivery charges and installation Charges (if any) should be included in the price quoted. No extra charges shall be payable for delivery.
13. Conditional / Incomplete bids without the attachments as indicated in Sl. No. 1 to 7 above shall be rejected.
14. The last date of submission of tender is **11-November-2021 on or before 6 PM.**
15. The Institute is not bound to accept the lowest tender and reserves the right to cancel any or all the Tenders without assigning any reason thereof.
16. The financial bid should be as per the format at **Annexure – 1.**
17. **Payment Terms and conditions:** Payment for supply and installation will be made within one month from the date of satisfactory completion of job and receipt of Invoice. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer.



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**Annexure-1**

### Financial Bid Format.

S No	Description	Qty.	Unit Price (in INR)	Taxes (Pl. Specify breakup of taxes) (in INR)	Total (in INR)
1.	Trend Micro Worry free Business Security Standard Edition Antivirus Renewal Charges (1 year)	60			
2.	Trend Micro Worry free Business Security Standard Edition Antivirus Renewal Charges (3 year)	60			
3.	Installation charges of above items	1			
4.	Any other charges to be specified clearly	1			
<b>Total</b>					
<b>Total Amount (in words) Rupees.....</b>					

**Signature:**

**Name of the Authorized Signatory:**

**Name of the Company/Firm:**

**Contact No.:**

**Seal of the Company/Firm:**