



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: www.icmai.in

TENDER NOTICE

Ref. LPC/PC/Ranipet Chapter

February 24, 2021

Tender for supply, Installing and commissioning of branded Desktop Computer sets

Reputed and reliable supplier are invited to offer their Rate for three branded desktop computers as per configuration given below -

1. Specification :

Processor	Intel® Core™ i7 with VPro enabled, 10th Gen or better
Chipset	Intel Q470 Chipset or better
Mother board	OEM Motherboard with logo embossed (no sticker)
Bus Architecture	4 PCI slot (PCI/PCI Express)
Memory	8 GB (1X8GB) DDR4 2666MHz RAM, 32 GB expandability
Hard Disk	1 TB Serial ATA (7200RPM, 6 Gbps or higher)
Hard Drive Monitor	18.5" with TCO 8.0 Certified
Mouse	USB Optical Scroll Mouse
Keyboard	USB Keyboard
I/O Ports	8 USB Ports (4 USB 3.0 & 4 Usb 2.0), 10/100/1000 Gigabit Ethernet, VGA, HDMI, Universal audio jack for headphone/mic
Chassis	Tower
Power Supply	180 W 90% or higher energy efficient power supply
Operating System	Microsoft Windows 10 Professional OEM
Certifications	For OEM: ISO 9001, 14001, 20001, 27001, For Quoted Model: FCC, CE, Rohs, UL, Energy star, EPEAT, Microsoft Windows 10.
Warranty	3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM.

2. Scope of work :

- 2.1 To supply and assembling of the desktop computers at the Ranipet Chapter of the Institute.
- 2.2 Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

3. Eligibility :

- 3.1 Bidder must be a profit making organization in the previous three financial years with an annual turnover of at least Rs.50 Lacs. per year is preferable for last three financial years. Audited bank statement of 2016-17, 2017-18 and 2018-19 to be enclosed.
- 3.2 The vendor shall be Original Equipment Manufacturer (OEM) of desktop computers and peripherals or the Authorized System Integrator/ Partners / Dealer of OEM
OR
The bidder shall have appropriate support relationship with OEM Channel/Service partner etc. and must submit OEM authorization documents. Proof of document that the bidder is authorized OEM Partner to be enclosed.
- 3.3 The bidder should have executed at least three similar work order of same or higher value during the last three years. Copies of work order to be enclosed.
- 3.4 Bidders shall have PAN, TAN, GST registration



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- 3.5 Must hold ISO 9000 – 2000 certification, Copy to be attached
- 3.6 Copies of valid trade licenses, permissions to be enclosed.
- 3.7 Should have undertaken such activities of at least 2 State/Central Universities, Govt. education boards, Govt. examining commissions. Copies of at least 3 such work orders pertaining to immediate 3 years need to be enclosed.
- 3.8 Must have an establishment in and around Ranipet.
- 3.9 Interested vendors may contact Sri Biplob Chaki, (Dy. Director, IT), for any further clarification regarding specifications at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: it.dd1@icmai.in, Phone no.: 9432289561 and contact Shri. Sivakumar, Asst Co-Ordinator of Ranipet Chapter, CMA Bhawan 16, R.G Nagar Bharathi Nagar, 3rd Main Road, Katpadi, Vellore - 632007 during office hours on Monday – Friday except National Holidays Contact details email id: ranipet@icmai.in Phone No .9489320084 for delivery.

4. Instructions for bidders :

- 4.1 The rates to be offered should include all designing, typesetting, printing, packing, labour, transportation, loading, unloading, supply, etc. No other additional payments would be made.
- 4.2 Taxes as applicable will be paid extra.
- 4.3 Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.
- 4.4 Bidders shall bear all costs associated with the preparation and submission of its bid.
- 4.5 Adequate precaution shall be taken to prevent danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person.

5. Terms & Conditions :

- 5.1 Schedule of delivery –
 - a. Time – Within 15 days from acceptance of order.
 - b. Place of Delivery – Ranipet Chapter, CMA Bhawan 16, R.G Nagar Bharathi Nagar, 3rd Main Road, Katpadi, Vellore - 632007
- 5.2 The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- 5.3 Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
- 5.4 The price quoted by the bidder should remain valid for 90 days.
- 5.5 Period of Contract – “ONE TIME” will end automatically on satisfactory supply of the items.
- 5.6 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- 5.7 Canvassing in any form in connection with the contract is strictly prohibited.
- 5.8 **L1 will be decided based on the consolidated amount quoted in the darkened boxes of Total Rs.**
- 5.9 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 5.10 Once the supply order is placed, it will be the vendors’ responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- 5.11 Wherever the ground is dug for cable laying etc, it shall be restored to original condition. All debris etc. shall be disposed off to the nearest defined place by municipal authority or by Institute, as applicable.



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- 5.12 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 5.13 The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- 5.14 Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- 5.15 Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- 5.16 Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- 5.17 The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- 5.18 The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- 5.19 Upon being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- 5.20 The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.
- 5.21 The order will be placed for the best interest of the Institute.

6. Warranty and Maintenance

- 6.1 The entire equipment/ system shall be warrantied to be free from defective workmanship, software or materials and any defects that may appear within 36 months (three years) from the date of issue of work completion certificate, which in the opinion of the Institute have arisen from bad workmanship or materials, shall upon intimation by the Institute, be made good by the bidder at his own cost within the time specified.
- 6.2 During the said period of 36 months (DLP – Defective Liability Period), the contractor (successful bidder) shall make inspection of the entire system free of charge as and when require, and attend to such other service that may be required of him.
- 6.3 During Defect Liability period the contractor (successful bidder) shall provide on-site comprehensive maintenance, which includes preventive as well as corrective maintenance. The firm awarded with the maintenance contract shall carry out preventive maintenance of equipment on quarterly basis/ as per requirement and shall maintain the proper record thereof.
- 6.4 Defect Liability Period shall cover each part of Desktop computers and accessories including plastic body and parts, replacement of any part necessary for keeping the system active and free from any defects/disturbance, any unscheduled call for corrective and/or preventive maintenance services, taking appropriate measures/steps in time to set right the malfunctioning of the system.



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7. Payments :

- 7.1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.
- 7.2 The payment will be made in electronic mode only within 30 days of submission of bills.

Check list:	Mark the check list
Technical bid envelope to contain -	
Tender document signed and sealed on each page	YES / NO
Filled in Annexure A	YES / NO
Audited bank statement of 2016-17, 2017-18 and 2018-19	YES / NO
Proof of document that the bidder is authorized OEM Partner	YES / NO
Copies of work order and Client list served	YES / NO
PAN, GST, TAN registration certificate	YES / NO
Financial bid envelope to contain –	
Filled in Annexure B	YES / NO

8. Submission of Bids :

Tenders duly signed by the bidder shall be submitted at
The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
to Ms. Moumita Das/Ms. Priyanka Roy/Ms. Jayati Sinha in two parts in separate sealed envelopes
superscribing 'Technical bid (Annexure A)' and 'Financial bid (Annexure B)'.

Both the envelopes should be put into a third envelope superscribing with

**"Tender for Supply, Installing and commissioning of branded Desktop Computer sets
" (Bid Reference – LPC/PC/Ranipet Chapter)**

on or before 04:00 p.m.,

March 5, 2021 or to be posted at

The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
addressing to Ms. Moumita Das/Ms. Priyanka Roy/Ms. Jayati Sinha) on or before 04:00 p.m.,
March 5, 2021.

**Local Purchase Committee
Rs.25000/- to Rs.250000/-**



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Annexure A

Technical

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3	Full address of the office With Email Address	
5.	Details of GSTN (if available)	

Specification		Suggest Make Model
Processor	Intel® Core™ i7 with VPro enabled, 10th Gen or better	Make & Model no.
Chipset	Intel Q470 Chipset or better	
Mother board	OEM Motherboard with logo embossed (no sticker)	
Bus Architecture	4 PCI slot (PCI/PCI Express)	
Memory	8 GB (1X8GB) DDR4 2666MHz RAM, 32 GB expandability	
Hard Disk	1 TB Serial ATA (7200RPM, 6 Gbps or higher)	
Hard Drive		
Monitor	18.5" with TCO 8.0 Certified	
Mouse	USB Optical Scroll Mouse	
Keyboard	USB Keyboard	
I/O Ports	8 USB Ports (4 USB 3.0 & 4 Usb 2.0), 10/100/1000 Gigabit Ethernet, VGA, HDMI, Universal audio jack for headphone/mic	
Chassis	Tower	
Power Supply	180 W 90% or higher energy efficient power supply	
Operating System	Microsoft Windows 10 Professional OEM	
Certifications	For OEM: ISO 9001, 14001, 20001, 27001, For Quoted Model: FCC, CE, Rohs, UL, Energy star, EPEAT, Microsoft Windows 10.	
Warranty	3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM.	

Signature of bidder:

Seal:

Date:



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Annexure B

Financial Bid

Specification		Qty	Unit rate	Taxes	Total
Processor	Intel® Core™ i7 with VPro enabled, 10th Gen or better	3 no.s			
Chipset	Intel Q470 Chipset or better				
Mother board	OEM Motherboard with logo embossed (no sticker)				
Bus Architecture	4 PCI slot (PCI/PCI Express)				
Memory	8 GB (1X8GB) DDR4 2666MHz RAM, 32 GB expandability				
Hard Disk	1 TB Serial ATA (7200RPM, 6 Gbps or higher)				
Hard Drive					
Monitor	18.5" with TCO 8.0 Certified				
Mouse	USB Optical Scroll Mouse				
Keyboard	USB Keyboard				
I/O Ports	8 USB Ports (4 USB 3.0 & 4 Usb 2.0), 10/100/1000 Gigabit Ethernet, VGA, HDMI, Universal audio jack for headphone/mic				
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Warranty	3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM.				

Signature of bidder:

Seal:

Date: