



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA – 700 016

Telephones: +91-33-2252-1031/34/35
+91-33-2252-1602/1492/1619
Fax: +91-33-2252-1723/7993/1026
Website: www.icmai.in

January 4 2021

Tender Notice
for
Procurement of Branded Desktop, Printer, Scanner and UPS.

The Institute of Cost Accountants of India invites sealed quotations from reputed Authorized OEM Partner with proven track records, for **Procurement of Branded Desktop, Printer, Scanner and UPS**. Vendors fulfilling the eligibility conditions can submit their quotation in sealed envelope at the institute's tender box in the above mentioned address.

The quotation should be addressed to
The Convener – Tender Committee
The Institute of Cost Accountants of India
12 Sudder Street
Kolkata – 700 016

Last date of submission of the quotation is **25th January, 2021 by 4.30 PM.**

Eligibility Criteria

1. The tenderer should be a Company registered in India.
2. The tenderer should have a good reputation in the market and their clientele shall preferably include reputed Govt. & Private concerns.
3. The tenderer should have appropriate support relationship with OEM Channel/Service partner etc. and **must submit OEM authorization documents.**
4. **The tenderer should have executed at least three similar work order of same or higher value during the last three years.**
5. **Tenderer must be a profit making organization in the previous three financial years with an annual turnover of at least 2.0 crore per year for last three financial years.**

Scope of Work:

Delivery & Installation of the Computer Peripherals at

The Institute of Cost Accountants of India CMA Bhawan 12, Sudder Street Kolkata – 700 016	
(a) Desktop –	07
(b) 600 VA UPS –	07
(c) Mono LaserJet Printer	02
(d) Scanner	02

Instruction to the tenderers

1. The tender shall be submitted into two parts in separate envelopes super-subscribing Technical bid and Financial bid. Both the envelope should be put into a third envelope super-subscribing with **“Quotation for Procurement of Branded Desktop, Printer, Scanner and UPS” (Bid Reference - IT/2020-21/13, Dated 04/01/2021)**
2. All the quotations have to be submitted within the dates mentioned in the document and The Institute shall not be held liable for any postal delays. Tender received after the stipulated time/date will be are liable to be summarily rejected without giving any reason.



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3. The quotation are to be submitted as per details given in the enclosed **Annexure-I in Technical Bid** and **Annexure-II in Financial Bid** on vendor's letter head duly signed, stamped and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

Terms and Conditions

1. The tenderer must be in its legal existence for more than a minimum period of 10 years. The tenderer must submit the latest document as a proof of Authorized OEM Partner.
2. The tenderer shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of Institute.
3. The price quoted by the Tenderer should remain valid **for a period of three months** from the date of submission of tender.
4. The Institute is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Institute also reserves the right to reject the tenders without assigning any reason thereof.
5. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.] in the Quotation.
6. **Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to deliver all the items within 2-3 weeks, failing which 0.5% per week on the PO value will be raised and the same would be deducted from the submitted Invoice.**
7. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
8. The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.
9. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Secretary (Acting) of The Institute of cost Accountants of India, Kolkata. The award of the sole Arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Kolkata.

Statutory Requirements

1. PAN, TAN, GST, VAT along with the copy of registration.
2. Audited Balance Sheet of last three financial years.
3. IT Return of last three assessment years.
4. GST Return of last three quarters.
5. Bank Account number with IFSC code, Bank name and Branch
6. Compliance of PF, ESI matter.
7. Proof of document that the tenderer has executed at least five similar work order during the last three years.
8. Cliental List of the tenderer.
9. Proof of document that the tenderer is authorized OEM Partner.



ANNEXURE-I (To be submitted in Technical Bid)

TECHNICAL SPECIFICATION

Sl. No.	Generic Configuration	Model Name along with Actual / Proposed Configuration
01.	<p><u>DESKTOP COMPUTER</u> 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 - Free DOS 2.0 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.</p>	Model No. _____
02.	<p>600 VA UPS with AVR (Automatic Voltage Regulator) facility Warranty - 2 years.</p>	Model No. _____
03.	<p><u>MONO LASERJET PRINTER</u> Print Technology - Laser Mono Paper Handling - A4, A5, A6, B5, C5, DL, postcards Print Speed - Up to 14 ppm (in Normal Mode) Resolution - 600 X 600 dpi Memory - 2 MB (Not expandable) Recommended Volume - 250 – 2000 pages per month Paper trays, maximum - 1 (plus single-sheet priority input slot) Connectivity, Standard - Hi-Speed USB 2.0 port Warranty - 1 year onsite warranty</p>	Model No. _____
04.	<p><u>SCANNER</u> Type - Flatbed colour image scanner Optical Resolution - 4800 dpi X 4800 dpi Document Size - Upto 216 X 297 mm / A4 Size Optical Sensor - Contact Image Sensors Light Source - LED Warranty - 1 year onsite warranty</p>	Model No. _____



ANNEXURE-II (To be submitted in Financial Bid)

FINANCIAL BID

Sl. No.	Item	Quantity (no.)	Unit Price (Rs.)	Taxes (Rs.)	Total Price (Rs.)
01.	DESKTOP COMPUTER - Model No. _____ 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 - Free DOS 2.0 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.	07			
02.	600 UPS - Model No. _____ with AVR (Automatic Voltage Regulator) facility Warranty - 2 years.	07			
03.	MONO LASERJET PRINTER - Model No. _____ Print Technology - Laser Mono Paper Handling - A4, A5, A6, B5, C5, DL, postcards Print Speed - Up to 14 ppm (in Normal Mode) Resolution - 600 X 600 dpi Memory - 2 MB (Not expandable) Recommended Volume - 250 – 2000 pages per month Paper trays, maximum - 1 (plus single-sheet priority input slot) Connectivity, Standard - Hi-Speed USB 2.0 port Warranty - 1 year onsite warranty	02			
04.	SCANNER - Model No. _____ Type - Flatbed colour image scanner Optical Resolution - 4800 dpi X 4800 dpi Document Size - Upto 216 X 297 mm / A4 Size Optical Sensor - Contact Image Sensors Light Source - LED Warranty - 1 year onsite warranty	02			
GRAND TOTAL					