



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory Body under an Act of Parliament)

Eastern India Regional Council

CMA BHAWAN, 84 Harish Mukherjee Road, Kolkata-700025

Purchase Committee

TENDER NOTICE

Ref-EIRC-PC/2024-25-Computer/15/25407

Date: 10.09.2024

Date of Invitation: 10.09.2024, Date of Closure: 03.10.2024 at 2pm

Date of Opening of Tender :- 03.10.2024 at 4pm

(in the presence of the tenderer or their authorized representatives)

Subject: Tender Notice for Procurement of 15nos. HP make Desktop – BZ DT 280 G9 MT

The Institute of Cost Accountants of India, **Eastern India Regional Council** invites quotations from reputed dealers with proventrack records, for **Procurement of 15 (Fifteen) nos. HP make Desktop**. Dealers fulfilling the eligibility conditions can submit their quotations at the following address:

**The Institute of Cost Accountants of India
Eastern India Regional Council
CMA Bhawan, 84, Harish Mukherjee
Road, Kolkata 700025**

The quotation should be addressed to Convener and drop at the tender box available at the Institute ground floor:

**The Convener – Purchase Committee
The Institute of Cost Accountants of India
Eastern India Regional Council
84 Harish Mukherjee Road,
Kolkata 700025**

Last date of submission of the quotation is 03.10.2024 till 2.00 pm

Eligibility Criteria

1. The tenderer should be a Company registered in India/partnership firm/proprietorship firm
2. The tenderer should have a good reputation in the market and their clientele shall preferably include reputed Govt. & Private concerns/ PSUs etc.
3. The tenderer should have an appropriate support relationship with OEM Channel/Service partner etc and must submit documents in support of that.
4. The tenderer should have executed at least three similar work order of same or higher value during the last three years (2023–2024,2022–2023,2021–2022).

Scope of Work:

Delivery & Installation of the HP Computer Desktop Peripherals at

The Institute of Cost Accountants Of India
Eastern India Regional Council
84, Harish Mukherjee Road
Kolkata 700025

HP make Desktop –BZ DT 280 G9 MT

Instruction to the tenderers

1. The tender shall be submitted in sealed envelope. The envelope should be superscribed with **“Quotation for Procurement of 15 NOS HP make Desktop”**
2. All the quotations have to be submitted within the date & time 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 liable to be summarily rejected without giving any reason.
3. The quotations are to be submitted as per details given in the enclosed **Annexure-III 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 5years.
2. The tenderer must submit the latest document as proof of Authorized OEM Partner/authorized dealer/ service partner etc.
3. The tenderer shall not sub-contract the above mentioned supply to any organization, person,

firm or its franchisee without the prior approval of the Institute.

4. The price quoted by the Tenderer should be firm & remain valid for a period of three months from the date of submission of the tender.
5. 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.
6. 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.
7. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to deliver all the items within 2 weeks, failing which LD will be imposed @ 1% per each week of delay subject to a maximum of 5% of the cost of the delayed items and the same would be deducted from the submitted Invoice, while releasing the payment.
8. 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.
9. 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.
10. 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 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 the provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. The place of such arbitration proceedings shall be Kolkata.
11. **Other Costs/Charges:-** The bidder should clearly indicate all applicable other charges, if any separately viz. transportation, packing, loading, unloading, insurance, installation, commissioning etc.
12. **Earnest Money Deposit(EMD) :-** The bidders should furnish EMD @1% of the quoted value along with the technical bid in the form of Account payee demand draft /bankers cheque from any of the commercial bank Banks drawn in favor of “ The Institute of Cost Accountants of India -Eastern India Regional Council “. EMD of the unsuccessful bidders will be refunded within 7 days from the date of opening of the tender.
13. **Performance security:-** Successful bidder should submit a performance security @ 5% of the total basic price of the goods (exclusive of taxes & duties) within a period of 15 days from the date issue of Purchase order.

Performance security should remain valid for the entire warranty period plus additional (grace) period of 60 days ,from the date of successful installation of the computer system.

Performance Security shall be submitted in the form of account payee Demand Draft/ banker's cheque from any of the commercial Banks drawn in favor of “ The Institute of Cost Accountants

of India -Eastern India Regional Council “

14. **Warranty** :- The bidders should offer a minimum period of 3 years warranty for all the quoted items from the date of successful installation of the equipment . The quoted price shall be inclusive of warranty costs .
15. **Agreement** :- An agreement in the prescribed format of Institute of Cost Accountants of India is required to be entered in to by the supplier or their authorized representative with the Eastern India Regional Council in respect of Purchase of Goods within a period of 15days from the date of issue of Purchase order .
16. **Payment** ;- Payment will be released after delivery, satisfactory installation , submission of all the relevant documents ,against submission of valid Tax Invoice with GSTN number of the supplier.

StatutoryRequirements

1. PAN, GST along with the copy of registration.
2. IT Return of last three assessment years.
3. GST Return for last three quarters.
4. Bank Account number with IFSC code, Bank name and Branch.
5. Proof of document that the tenderer has executed at least three similar work orders during the last three years.
6. Cliental List of the tenderer.
7. Proof of document that the tenderer is an authorized HP dealer/appropriate support relationship with OEM Channel / Service partner.

Sd/-

Chairperson – Limited Tender Committee



ANNEXURE-I

BIDDERDETAILS

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS TELEPHONE NO: E-MAILID :	
PROPIETORSHIP / PARTNERSHIP FIRM /COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES (Attach a copy of Certificate/Partnership Deed)	
PAN NUMBER (PROPRIETOR / PARTNERSHIP / COMPANY) enclose copy of PAN	
GST REGISTRATIONNUMBER Enclose copy	
TRADE LICENCE NO.(attachcopy)	
Undertaking – Company is not debarred from any Govt / PSU organizations.	

Declaration: We / our company together with this Bid have submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:

**TECHNICAL SPECIFICATION
ANNEXURE-II**

01.	<u>HP Make DESKTOP COMPUTER – BZ DT 280 G9 MT</u> Intel i5 - 12500/ 8GB DDR4 RAM / Storage SSD -512GB/ Keyboard. Mouse, HP Monitor - 19.5". Win 11pro Office 2021 Home & student license (Perpetual)	<u>Yes / No</u>
02.	Warranty-3 years Onsite Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM.	

Declaration: We / our company together with this bid have submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:

ANNEXURE-II (To be submitted in Financial Bid)

FINANCIAL BID FOR HP MAKE DESKTOP

Sl. No	Item	Quantity (No)	Unit Price (INR)	Taxes (INR)	Total Price (INR)
01.	<u>HP make DESKTOP COMPUTER</u> Model Name: BZ DT 280 G9 MT (Specifications as mentioned in technical specifications Annexure-II)	15			
02.	Office 2021 Home & student license (Perpetual)	15			
GRAND TOTAL					

Declaration: We / our Company understood the requirements involved. We agree to all the terms and conditions as indicated in this Tender Notice. We are not debarred by any of the departments of the Organization/Institute.

Date:

Signature of bidder:

Place:

Seal:

Kindly note that Institute reserves the right to accept the financial bid for all the items or individually lowest price for any item. The Institute reserves the right to accept either in full or in part of any tender.