



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

**TENDER**  
**NOTICE**

Ref - LPC/ IT/2023-24/ HP Desktop/02

Date: 20.2.2024

Date of Invitation: 20.2.2024

Date of Closure: 11.3.2024

**Subject: Tender Notice for Procurement of HP make Desktop with windows 11 professional**

The Institute of Cost Accountants of India, Eastern India Regional Council invites quotations from reputed dealers with proven track records, for **Procurement of two (2) 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 Convenor and drop at the tender box available at the Institute ground floor:

The Convener – Local Purchase Committee/Tender 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 11.3.2024 till 4.00 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 includereputed Govt. & Private concerns/PSUs etc
3. The tenderer should have an appropriate support relationship with OEM Channel/Service partner etc. and **must submit authorized dealers certificates and documents.**  
**The tenderer should have executed at least three similar work order of same or higher value during the last three years (2022–2023, 2021–2022, 2020–2021).**



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

**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 with windows 11 professional 02

**Instruction to the tenderers**

1. The tender shall be submitted in sealed envelope super-subscribing Financial bid. The envelope should be superscribed with **“Quotation for Procurement of 2 (Two) HP make Desktop” (Bid Reference - LPC/ IT/2023-24/ HP Desktop/02)**
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 liable to be summarily rejected without giving any reason.
3. The quotations are to be submitted as per details given in the enclosed **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 5years.
2. The tenderer must submit the latest document as proof of Authorized OEM Partner./authorized dealer
3. The tenderer shall not sub-contract the mentioned work to any organization, person, firm or its franchiseewithout the prior approval of the Institute.
4. The price quoted by the Tenderer should remain valid for a period of three months from the date ofsubmission 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 reasonthereof***
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 based on the calculation 0.5% per week of the quoted price of the delayed item(s) 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.



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

**LOCAL PURCHASE COMMITTEE**

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 at Kolkata.

**Payment terms**

***100% Payment will be made after successful delivery within 2 weeks and satisfactory installation subject to submission of invoice.***

**Statutory Requirements**

1. PAN, TAN, 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 order during the last three years.
6. Cliental List of the tenderer.
7. Proof of document that the tenderer is an authorized HP dealer.



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

**ANNEXURE-I**

**BIDDER DETAILS**

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS TELEPHONE NO: E-MAIL ID:	
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 REGISTRATION NUMBER Enclose copy	
TRADE LICENCE NO. (attach copy)	
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:**



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

**TECHNICAL  
SPECIFICATION**

01.	<p><b><u>HP Make DESKTOP COMPUTER</u></b></p> <ul style="list-style-type: none"><li>• <b>Processor</b> - 10th Generation Intel® Core™ i7-10700 (8-Core, 16MB Cache, 2.9GHz to 4.8GHz, 65W) or higher</li><li>• <b>Mother board</b> - OEM Motherboard with logo embossed (no sticker)</li><li>• <b>Bus Architecture</b> - 4 PCI slot (PCI/PCI Express)</li><li>• <b>Memory</b> - 8 GB (1X8GB) DDR4 RAM non ECC memory, 32 GB expandability</li><li>• <b>Storage acceleration</b> - M.2 2230 512GB PCIe NVMe Class 40 Solid State Drive</li><li>• <b>Monitor</b> - 20" with TCO 8.0 Certified</li><li>• <b>Mouse</b> - USB Optical Scroll Mouse</li><li>• <b>Keyboard</b> - USB Keyboard</li><li>• <b>I/O Ports</b><ul style="list-style-type: none"><li>○ 8 USB Ports (4 USB 3.0 &amp; 4 Usb 2.0)</li><li>○ 10/100/1000 Gigabit Ethernet</li><li>○ VGA, HDMI</li><li>○ Universal audio jack for headphone/mic</li></ul></li><li>• <b>Chassis</b> - Tower</li><li>• <b>Power Supply</b> - 180 W 90% or higher energy efficient power supply</li><li>• <b>Operating System</b> - Free DOS 2.0</li><li>• <b>Certifications</b><ul style="list-style-type: none"><li>○ For OEM: ISO 9001 , 14001,20001,27001</li><li>○ For Quoted Model: FCC, CE, Rohs, UL, Energy star, EPEAT, Microsoft Windows 10.</li></ul></li></ul> <p><b>Warranty</b> - 3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM.</p>	
-----	--	--

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

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**



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

**ANNEXURE-II(To be submitted in Financial Bid)**

**FINANCIAL BID FOR**  
**DESKTOP**

Sl. No	Item	Quantity (No)	Unit Price (INR)	Taxes (INR)	Total Price (INR)
01.	<b>HP make DESKTOP COMPUTER</b>	02			
	<b>Model Name:</b> _____				
02.	(Specifications as mentioned in technical specifications) <b>Windows 11 Professional</b>	02			
<b>GRAND TOTAL</b>					

**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.*