



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

Bid Reference - LPC/ IT/2023-24/ HP Laptops /02)

Date : 20.2.2024

Date of Invitation: 20.2.2024

Date of Closure: 11.3.2024

Tender Notice

for

Procurement of HP make Laptop with Windows 11 Professional

The Institute of Cost Accountants of India, Eastern India Regional Council invites sealed quotations from reputed dealers with proven track records, for **Procurement of two (2) HP make Laptop with Windows 11 Professional** . Dealers fulfilling the eligibility conditions can submit their quotation in sealed envelope at the institute's tender box in the below-mentioned address. 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:

**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 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 authorized dealers certificates and documents.
4. The tenderer should have executed at least three similar work orders of the same or higher value during the last one year. **(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 of the laptop at

The Institute of Cost Accountants of India CMA Bhawan Eastern India Regional Council 84 Harish Mukherjee Road Kolkata 700025	
(a) HP make Laptop with Windows 11Professional OEM	02

Instruction to the tenderers

1. The bids to be submitted in bid format from authorized dealers / sales partners.
2. 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 Laptops ” (Bid Reference - LPC/ IT/2023-24/ HP Laptops /02)**
3. All the quotations must 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.
4. 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 submit the latest document as proof of Authorized OEM Partner/Authorized HP dealer.
2. The tenderer shall not sub-contract the mentioned work to any organization, person, firm, or its franchisee without the prior approval of the Institute.
3. The price quoted by the Tenderer should remain valid **for a period of three months** from the date of submission of the 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 reply to all queries/ complaints that may be raised by the Institute from time to time.
7. 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.



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

Payment terms

100% Payment will be made after satisfactory delivery and installation of laptop within 2 weeks on submission of invoice.

Statutory Requirements

1. PAN, GST along with the copy of registration.
2. Audited Balance Sheet for last financial year.
3. IT Return of last assessment years.
4. GST Return for last three quarters.
5. Bank Account number with IFSC code, Bank name and Branch
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

BIDDER'S DETAILS

ANNEXURE-I

(Company Details)

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS Telephone / Mobile No: E-MAIL ID:	
PROPRIETORSHIP/ PARTNERSHIP FARM/COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES (Attach a copy of Certificate/Partnership Deed	
PAN NUMBER (PROPRIETORSHIP/PARTNERSHIP/COMPANY) enclose copy of PAN	
GST REGISTRATION NUMBER Enclose copy	
Audited Balance Sheet for last financial year. (Copy attached)	
IT Return of last assessment years. (Copy attached)	
GST Return for last three quarters. (Copy attached)	
Bank Account number with IFSC code, Bank name and Branch.	
Cliental List of the tenderer. (Copy Attached)	
Proof of document that the tenderer is an authorized HP dealer. (Copy Attached)	

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

Date:

Signature of bidder:

Place:

Seal:



TECHNICAL SPECIFICATION
(To be submitted along with Bid)

Sl. No.	Generic Configuration	Model Name along with Actual / Proposed Configuration
01.	<p><u>HP make NOTEBOOK COMPUTER (LAPTOP) with Microsoft Windows 11 Professional OEM</u></p> <p>Intel® Core™ i5-1235U (up to 4.4 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads) 12th Generation Intel® Core™ i5 processor RAM: 8 GB DDR4-3200 MHz RAM (1 x 8 GB) HDD: 512 GB PCIe® NVMe™ SSD Display: 35.6 cm (14) diagonal, HD (1366 x 768), narrow bezel, anti-glare, 250 nits, 45% NTSC Ports: 2 SuperSpeed USB Type-A 5Gbps signaling rate; 1 Super Speed USB Type-C® 5Gbps signaling rate; 1 RJ-45; 1 headphone/microphone combo; 1 HDMI 1.4b; 1 AC power Camera: 720p HD camera Network Interface: Realtek RTL8111HSH-CG 10/100/1000 GbE NIC Wireless: Realtek Wi-Fi 6 (2x2) and Bluetooth® 5.3 wireless card (supporting gigabit data rate) Power: 65 W EM External AC power adapter Battery Type: Long Life 3-cell, 41 Wh Li-ion Dimensions: 32.4 x 22.5 x 1.99 cm Security Note: Fingerprint Sensor; TPM 2.0 embedded security chip Warranty: 3-year standard parts, labor and on-site limited warranty (3-3-3), depending on country (upgrades available). 1-year limited warranty on primary battery. With Carry Bag</p>	



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

ANNEXURE-II (Financial Bid)
FINANCIAL BID

Sl. No.	Item	Quantity (no.)	Unit Price (INR.)	Taxes (INR.)	Total Price (INR.)
01.	<u>HP make NOTEBOOK COMPUTER (LAPTOP) with Microsoft Windows 11 Professional OEM</u>	02			
GRAND TOTAL					