

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

Date: 04th December 2024

Tender Notice

Tender for supply and installation of Internet Leased Line, Online UPS, Desktops, Printers & MS Office

Dear Sir / Madam,

The Institute of Cost Accountants of India is a statutory body set up under an Act of Parliament. The Institute imparts education and conducts qualifying examinations for Cost & Management Accountants and regulates & develops the Cost and Management Accounting Profession. The Institute invites sealed quotations for the following items as per the specifications given in the Annexure – I.

TABLE - A

Sr. No	Description	Qty.
1	20 Mbps (1:1) Airtel Internet Leased Line	1

TABLE - B

Sr. No	Description	Qty.
1	40 KVA Online UPS HPi33EVO with Battery Bank	1
2	HP 280 G9 i7 Desktops 13th Generation	6
3	HP LaserJet M208dw Printer	1
4	MS Office perpetual license for Educational Institutions (Latest Edition)	6

General Instructions

1. The hard copy of the bids should be submitted at the following address:

The Institute of Cost Accountants of India,
CMA Bhawan,
3 Institutional Area, Lodhi Road,
New Delhi - 110003

2. For any technical query, please contact Shri Ashish Tewari – 9015624512 during the office hours between 9:30 to 6:00 PM
3. The last date of the submission of quotation is **6th December till 02:00 P.M.** Any bid received after the last date & time for receipt of the given in the Tender Document will be rejected.
4. **L1 for 20 Mbps (1:1) Internet Leased Line will be decided based on price quoted in the Financial Bid Format of “Annexure III”, similarly for other items the L1 will be decided based on “Annexure II” prices. For procurement, both these items are independent of nature, and both have no connection with each other.**
5. The quotation must be valid for 30 days from the last date of quotation.
6. The Work Order will be communicated to the successful bidder by email.
7. Taxes shall be paid as applicable and quoted by the vendor.
8. Payment will be made after successful supply and installation of items and on submission of the invoice.
9. The statutory tax deductions on the payment made by the Institute would be done as per the prevalent Tax laws of Government of India.
10. The bidder should sign each page of this document and attach it with the bid document.
11. The committee reserves the right to reject any / all quotations without assigning any reason there for.
12. Conditional / Incomplete bids shall be rejected.
13. The bid should strictly be in the format specified in the tender document.
14. Termination of Contract -In terms of Internet Leased Line (1:1), the contract with the successful bidder may be terminated by the Institute by giving 30 Days advance Notice if bidder fails to perform its obligations specified in work order or if in case the service provided is found to be unsatisfactory.
15. Dispute Resolution - In case of any dispute, parties shall resolve the dispute by mutual discussions within a period of 30 days failing which all disputes will be subject to the Jurisdiction of Delhi Court only.
16. The work order for Internet Leased Line would be awarded initially for a period of One Year, which can be extended for four more times at the same rate and same terms and conditions subject to satisfactory performance and mutual agreement.

Signature of authorized signatory

Name:

Seal:

Convener & Member

LTE Committee

Documents Required

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	Registered office/business address Name of Contact Person (s) Telephone/Mobile Number Email and fax number	
4.	Income Tax - PAN (Attach copy of PAN)	
5.	GST Number (Attach copy of GSTN)	
6.	Complete Address (with Name of the Contact person, Designation, Telephone, Mobile No, Email, Fax No)	
7.	Attach the brochure and complete specification of the Item quoted.	
8.	Turnover of last three consecutive years (It should not be less than Rs. 1 Crore per year - attach proof)	
9.	RTGS & Bank Account Details	
10.	An Undertaking that the Firm has never been blacklisted by any of the client(s) on any the reasons whatsoever.	

Specification of 20 Mbps (1:1) Airtel Internet Leased Line

- 20 Mbps dedicated Internet Leased Line from Airtel with 20 Mbps Upload & 20 Mbps download speed.

Specifications of 40 KVA UPS

- Original Equipment Manufacturer - **Numeric**
- 40 KVA Online UPS HPi33EVO
- Input / Output 3 Phase
- Serial Interface
- 5" Touch Screen color display
- Open type battery rack
- Battery Breaker
- Battery Bank – Inclusive
- 30 Minutes backup on full load
- Warranty 1 Year on UPS and 2 Years on Batteries

Specifications of HP 280 G9 i7 Desktops 13th Gen

- HP 280 G9 Desktop i7 - 13700
- 16 GB DDR4 RAM
- 512 GB SSD
- Window 11 Pro with Digital Key
- 3 Years onsite warranty
- Monitor Size 21.5"

Specifications of HP LaserJet M208dw Printer

- **Resolution** - Up to 600 dpi (color and mono, Sheet-feed)
- **Control panel** - 2-line 16 character per line LCD display, Simplex button, Duplex button, Cancel button, Power button with a LED and Tool button
- **Bit depth** - 24-bits external 48-bits internal
- **Maximum document scan size** - 8.5 x 122 in
- **Scannable media types**
Cut Sheet Paper, Printed Paper (Laser and ink), Pre-Punched Paper, Bank Checks, Business Cards, Freight Bills, Carbonless forms, Plastic Carrier sheets for easily damaged documents, previously stapled media with staple removed Plastic cards (up to 1.24mm)
- **Input type** - Sheetfed
- **Auto document feeder** - 80 sheets of Xerox 4024 75 g/m² paper
- **Connectivity** - USB 2.0 and USB 3.0 (Super Speed)
- **Warranty** – 1 Year Limited Warranty

MS Office perpetual license for Educational Institutions (Latest Edition)

Annexure - II

Financial Bid Format for UPS, Desktop, Printer & MS Office

Sr. No	Description	Qty.	Unit Price (In INR)	Taxes (18% GST)	Total price per unit (Inclusive Taxes)	Grand Total (Inclusive Taxes)
1	40 KVA Online UPS HPi33EVO with Battery Bank	1				
2	HP 280 G9 i7 Desktops 13th Generation	6				
3	HP LaserJet M208dw Printer	1				
4	MS Office perpetual license for Educational Institutions (Latest Edition)	6				
5	Installation/ Any other Charges					
	Total					
Total in words (Inclusive of taxes):						

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm:

Annexure - III

Financial Bid Format for 20 Mbps (1:1) Internet Leased Line from Airtel

Sr. No	Description	Qty.	Unit Price (In INR)	Taxes (18% GST)	Total price per unit (Inclusive Taxes)	Grand Total (Inclusive Taxes)
1	20Mbps (1:1)Airtel Internet Leased Line	1				
2	Installation/ Any other Charges					
	Total					
Total in words (Inclusive of taxes):						

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm: