



**The date of submission of bid extended to 26<sup>th</sup> October, 2020 Upto 2:30 PM**

September 23, 2020

**Tender Notice**

**Procurement of Branded (HP/Dell/Lenovo) Laptop with Windows 10 Professional OEM**

The Institute of Cost Accountants of India invites sealed quotations from reputed Authorized OEM Partner with proven track records, for **Procurement of Branded (HP/Dell/Lenovo) Laptop**. 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  
3 Institutional Area, Lodhi Road,  
New Delhi - 110003**

Last date of submission of the quotation is **14<sup>th</sup> October, 2020 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 1.0 crore per year for last three financial years.**

**Scope of Work:**

**Delivery within 2-3 weeks of the Laptop**

The Institute of Cost Accountants of India CMA Bhawan 3, Institutional Area Lodhi Road, New Delhi – 110 003	
<b>(a) Laptop –</b>	<b>01</b>
<b>(b) Microsoft Windows 10 Professional OEM</b>	<b>01</b>

**Instruction to the tenderers**



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

3 Institutional Area, Lodhi Road, New Delhi – 110003

Telephones: +91-11-24666-100  
+91-11-22622-156/157/158

Website: [www.icmai.in](http://www.icmai.in)

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 (HP/Dell/Lenovo) Laptop**” (Bid Reference - IT/2020-21/Del/01 Dated 23/09/2020)
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.
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. **100% Payment will be made after satisfactory delivery and installation of laptop within 2-3 weekson submission of 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.

## **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><b><u>NOTEBOOK COMPUTER (LAPTOP)</u></b></p> <p><b>Components</b></p> <p>Intel UHD 620 Graphics for Intel 8th Gen Core i5-8265U 1 ENERGY STAR Qualified 1 14.0" HD (1366x768) Anti-Glare, Non-Touch, Camera &amp; Mic, WLAN capable 1 Non-Touch WLAN LCD Cover with HD Camera 1 4GB, 1x4GB, DDR4 Non-ECC 1 2.5" 1TB 5400 RPM SATA Hard Drive 1 65 Watt AC Adapter 1 Power Cord for 3-pin Adapter (IND) 1 3 Cell 42Whr ExpressCharge™ Capable Battery 1 Laptop Carry Bag 1 Intel Core(TM) i5 Processor Label 1 Intel Dual Band Wireless AC 9560 (802.11ac) 2x2 1 Wireless Driver for Intel 9560 + Bluetooth 5.0 1 Internal US/International Qwerty Non-backlit Keyboard 1 Recovery Environment 1 Not selected in this configuration 1 Battery Carries 1 Year Warranty from Invoice Date</p> <p><b>Warranty</b></p> <ul style="list-style-type: none"><li>3 Years On-site Comprehensive OEM Warranty on laptop and battery. It should be visible on Website of OEM.</li></ul>	
02	<b>Microsoft Windows 10 Professional OEM</b>	



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

**FINANCIAL BID**

Sl. No.	Item	Quantity (no.)	Unit Price (INR.)	Taxes (INR.)	Total Price (INR.)
01.	<b><u>NOTEBOOK COMPUTER (LAPTOP)</u></b> Model No. - _____  Intel UHD 620 Graphics for Intel 8th Gen Core i5-8265U 1 ENERGY STAR Qualified 1 14.0" HD (1366x768) Anti-Glare, Non-Touch, Camera & Mic, WLAN capable 1 Non-Touch WLAN LCD Cover with HD Camera 1 4GB, 1x4GB, DDR4 Non-ECC 1 2.5" 1TB 5400 RPM SATA Hard Drive 1 65 Watt AC Adapter 1 Power Cord for 3-pin Adapter (IND) 1 3 Cell 42Whr ExpressCharge™ Capable Battery 1 Laptop Carry Bag 1 Intel Core(TM) i5 Processor Label 1 Intel Dual Band Wireless AC 9560 (802.11ac) 2x2 1 Wireless Driver for Intel 9560 + Bluetooth 5.0 1 Internal US/International Qwerty Non-backlit Keyboard 1 Recovery Environment 1 Not selected in this configuration 1 Battery Carries 1 Year Warranty from Invoice Date  <b>Warranty</b> <ul style="list-style-type: none"><li>3 Years On-site Comprehensive OEM Warranty on laptop and battery. It should be visible on Website of OEM.</li></ul>	01			
02	<b>Microsoft Windows 10 Profession OEM</b>	01			
<b>GRAND TOTAL (A)</b>					