



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 4036 4757

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/PC/Ranipet- Vellore Chapter/2021

22.04.2021

TENDER NOTICE

Tender for supply, installing and commissioning of Desktop Computer sets

Reputed and reliable suppliers are invited to offer their quotations for **three (03) branded desktop computers** (preferably HP, Dell and Lenovo) as per configurations given below -

1. Specifications:

| | |
|---------------------------|--|
| Processor | Intel® Core™ i7 with VPro enabled, 10th Gen or better |
| Chipset | Intel Q470 Chipset or better |
| Mother board | OEM Motherboard with logo embossed (no sticker) |
| Bus Architecture | 4 PCI slot (PCI/PCI Express) |
| Memory | 8 GB (1X8GB) DDR4 2666MHz RAM,32 GB expandability |
| Hard Disk | 1 TB Serial ATA (7200RPM, 6 Gbps or higher) |
| Hard Drive Monitor | 18.5" with TCO 8.0 Certified |
| Mouse | USB Optical Scroll Mouse |
| Keyboard | USB Keyboard |
| I/O Ports | 8 USB Ports (4 USB 3.0 & 4 Usb 2.0), 10/100/1000 Gigabit Ethernet, VGA, HDMI, Universal audio jack for headphone/mic |
| Chassis | Tower |
| Power Supply | 180 W 90% or higher energy efficient power supply |
| Operating System | Microsoft Windows 10 Professional OEM |
| Certifications | For OEM: ISO 9001, 14001, 20001, 27001, For Quoted Model: FCC, CE, Rohs, UL, Energy star, EPEAT, Microsoft Windows 10. |
| Warranty | 3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM. |

2. Scope of work:

- 2.1 To supply and installation of the desktop computers at the Ranipet-Vellore Chapter of the Institute. Address: CMA Bhawan, 16 R G Nagar, Bharathi Nagar, 3rd Main road, Katpadi, Vellore 632007.
- 2.2 Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

3. Eligibility:

- 3.1 Bidder must be a profit making organization in the previous three financial years. Declaration in letter head to be attached.
- 3.2 The vendor shall be Original Equipment Manufacturer (OEM) of Computers and peripherals or the Authorized System Integrator/ Partners / Dealer of OEM



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The bidder shall have appropriate support relationship with OEM Channel/Service partner etc. and must submit OEM authorization documents. Proof of document that the bidder is authorized OEM Partner to be enclosed.

- 3.3 The bidder should have executed at least three similar work orders of same or higher value during the last three years. Copies of work order to be enclosed.
- 3.4 Bidders shall have PAN, TAN, GST registration
- 3.5 Must have an establishment in and around Ranipet, Vellore
- 3.6 Interested vendors may contact Sri Sivakumar, at Ranipet Vellore Chapter during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details email id: ranipet@icmai.in. Phone No. 9489320084 for delivery.

4. Instructions for bidders:

- 4.1 The rates to be offered should include all materials, installation charges, labour charges, delivery etc. No other additional payments would be made.
- 4.2 Taxes as applicable will be paid extra.
- 4.3 Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.
- 4.4 Bidders shall bear all costs associated with the preparation and submission of its bid.
- 4.5 Adequate precaution shall be taken to prevent danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person.

5. Terms & Conditions:

- 5.1 Schedule of delivery –
 - a. Time – Within 15 days from acceptance of order.
 - b. Place of Delivery – Ranipet Chapter, CMA Bhawan 16, R.G Nagar Bharathi Nagar, 3rd Main Road, Katpadi, Vellore - 632007
- 5.2 The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- 5.3 Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
- 5.4 Tenders duly signed by the bidder shall be submitted in **two parts in 2 separate sealed** envelopes super scribing '**Technical bid (Annexure A)**' and '**Financial bid (Annexure B)**'. Both the envelopes should be put into a third envelope super scribing "**Tender for supply, installation and commissioning of Desktop Computer sets**" on or before 04:00p.m., 06.05.2021
- 5.5 The price quoted by the bidder should remain valid for 90 days.
- 5.6 Period of Contract – "**ONE TIME**" will end automatically on satisfactory supply of the items.
- 5.7 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.



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- 5.8 Canvassing in any form in connection with the contract is strictly prohibited.
- 5.9 **L1 will be decided based on the consolidated amount quoted in the darkened boxes of Total Rs.**
- 5.10 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 5.11 Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- 5.12 Wherever the ground is dug for cable laying etc, it shall be restored to original condition. All debris etc. shall be disposed off to the nearest defined place by municipal authority or by Institute, as applicable.
- 5.13 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 5.14 The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- 5.15 Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- 5.16 Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute; such case/s will lead to forfeiture of Security Deposit.
- 5.17 Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- 5.18 The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- 5.19 The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- 5.20 Upon being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- 5.21 The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.
- 5.22 The order will be placed for the best interest of the Institute.



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6. Warranty and Maintenance

- 6.1 The entire equipment/ system shall be warrantied to be free from defective workmanship, software or materials and any defects that may appear within 36 months (three years) from the date of issue of work completion certificate, which in the opinion of the Institute have arisen from bad workmanship or materials, shall upon intimation by the Institute, be made good by the bidder at his own cost within the time specified.
- 6.2 During the said period of 36 months (DLP – Defective Liability Period), the contractor (successful bidder) shall make inspection of the entire system free of charge as and when require, and attend to such other service that may be required of him.
- 6.3 During Defect Liability period the contractor (successful bidder) shall provide on-site comprehensive maintenance, which includes preventive as well as corrective maintenance. The firm awarded with the maintenance contract shall carry out preventive maintenance of equipment on quarterly basis/ as per requirement and shall maintain the proper record thereof.
- 6.4 Defect Liability Period shall cover each part of Desktop computers and accessories including plastic body and parts, replacement of any part necessary for keeping the system active and free from any defects/disturbance, any unscheduled call for corrective and/or preventive maintenance services, taking appropriate measures/steps in time to set right the malfunctioning of the system.

7. Payments:

- 7.1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.
- 7.2 The payment will be made in electronic mode only within 30 days of submission of bills.

8. Submission of Bids:

Tenders duly signed by the bidder shall be submitted in **two parts in 2 separate sealed envelopes** super scribing '**Technical bid (Annexure A)**' and '**Financial bid (Annexure B)**'.

Both the envelopes should be put into a third envelope super scribing "**Tender for supply, installation and commissioning of Desktop Computer sets**" on or before 04:00p.m., 06.05.2021



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OR

to be posted to

Priyanka Goswami / Sudarshan Maity / Pradipta Ganguly
The Institute of Cost Accountants of India,
CMA Bhawan, 12, Sudder Street, Kolkata – 700016.

Convener
Local Purchase Committee

| Check list: | Mark the check list |
|--|----------------------------|
| <i>Technical bid envelope to contain -</i> | |
| Tender document signed and sealed on each page | YES / NO |
| Filled in Annexure A (technical bid) | YES / NO |
| Profitability declaration | YES / NO |
| Proof of document that the bidder is authorized OEM Partner | YES / NO |
| Declaration containing name of clients whom supplied similar PCs | YES / NO |
| PAN copy of proprietor and GST no. | YES / NO |
| <i>Financial bid envelope to contain -</i> | |
| Filled in Annexure B (financial bid) | YES / NO |



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Annexure A

Technical Bid

| Sl. No. | Details Requested | Provide Details |
|---------|--|-----------------|
| 1. | Name of the Company/ Vendor | |
| 2. | Contact person & Mobile number | |
| 3. | Full address of the office With Email Address | |
| 5. | Details of GSTN (if available) | |
| 6. | PAN No (Proprietor / Company) | |

| Specification | | Specifications |
|----------------------------|--|----------------|
| Suggested Model No: | | • _____ |
| Processor | Intel® Core™ i7 with VPro enabled, 10th Gen or better | • Yes / No |
| Chipset | Intel Q470 Chipset or better | • Yes / No |
| Mother board | OEM Motherboard with logo embossed (no sticker) | • Yes / No |
| Bus Architecture | 4 PCI slot (PCI/PCI Express) | • Yes / No |
| Memory | 8 GB (1X8GB) DDR4 2666MHz RAM,32 GB expandability | • Yes / No |
| Hard Disk | 1 TB Serial ATA (7200RPM, 6 Gbps or higher) | • Yes / No |
| Hard Drive Monitor | 18.5" with TCO 8.0 Certified | • Yes / No |
| Mouse | USB Optical Scroll Mouse | • Yes / No |
| Keyboard | USB Keyboard | • Yes / No |
| I/O Ports | 8 USB Ports (4 USB 3.0 & 4 Usb 2.0), 10/100/1000 Gigabit Ethernet, VGA, HDMI, Universal audio jack for headphone/mic | • Yes / No |
| Chassis | Tower | • Yes / No |
| Power Supply | 180 W 90% or higher energy efficient power supply | • Yes / No |
| Operating System | Microsoft Windows 10 Professional OEM | • Yes / No |
| Certifications | For OEM: ISO 9001, 14001, 20001, 27001, For Quoted Model: FCC, CE, Rohs, UL, Energy star, EPEAT, Microsoft Windows 10. | • Yes / No |
| Warranty | 3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM. | • Yes / No |

Signature of bidder:

Seal:

Date:



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Annexure B

Financial Bid

| Specification | | Qty | Unit rate | Taxes | Total (Rs.) |
|---------------------------|--|--------|-----------|-------|-------------|
| Processor | Intel® Core™ i7 with VPro enabled, 10th Gen or better | 3 no.s | | | |
| Chipset | Intel Q470 Chipset or better | | | | |
| Mother board | OEM Motherboard with logo embossed (no sticker) | | | | |
| Bus Architecture | 4 PCI slot (PCI/PCI Express) | | | | |
| Memory | 8 GB (1X8GB) DDR4 2666MHz RAM,32 GB expandability | | | | |
| Hard Disk | 1 TB Serial ATA (7200RPM, 6 Gbps or higher) | | | | |
| Hard Drive Monitor | 18.5" with TCO 8.0 Certified | | | | |
| Mouse | USB Optical Scroll Mouse | | | | |
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| Chassis | Tower | | | | |
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| Warranty | 3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM. | | | | |

Signature of bidder:

Seal:

Date: