



TENDER NOTICE

LTE/ IT/2025-26/IT-ITEMS

Date: 09.05.2025

Date of Invitation: 09.05.2025

Date of Closure: 20.05.2025 till 3:00 PM

Subject: Tender Notice for Procurement of Laptops, Printers, Scanners & Desktop

The Institute of Cost Accountants of India invites quotations from reputed Authorized OEM Partner with proven track records, for **Procurement of branded Laptops, Printers, Scanners & Desktop**. Bidders fulfilling the eligibility conditions can submit their quotations.

The quotation should be addressed to Convenor and drop at the tender box available at the Institute ground floor:

**The Convenor – Limited Tender Enquiry (LTE)
The Institute of Cost Accountants of India
CMA Bhawan, 3 Institutional Area, Lodhi Road,
New Delhi – 110 003**

Eligibility Criteria

1. The bidder should be a Company registered in India.
2. The Bidder should have a good reputation in the market and their clientele should preferably include reputed Govt. & Private concerns.
3. The Bidder should have an appropriate support relationship with OEM Channel/Service partner etc. and **must submit OEM authorization documents**.
4. OEM should undertake that the quoted products are with OEM warranty as per bid requirement and not of bidder. **Undertaking for providing URL for verification of the warranty in the OEM website to be provided along with the bid.**
5. The tenderer / OEM should have an online call logging facility for Repair and Service Center Support. **Documents for the same must be submitted along with the bid.**
6. **Product compliance sheet needs to be submitted in OEM letter head.**
7. **The Bidder should have executed at least five similar work order of same or higher value during the last three years (2023-2024, 2022-2023, 2021-2022).**
8. **Bidder 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 (2023-2024, 2022-2023, 2021-2022).**
9. Earnest Money Deposit of INR 10,000/- (Rupees Ten Thousand Only) is to be deposited through NEFT / RTGS as per the Bank Details – **Or through Demand Draft**. Unsuccessful Bidder's EMD shall be returned within thirty (30) days after the contract is awarded to the successful bidder.
10. The EMD of the successful bidder(s) shall be returned after successful delivery and satisfactory installations of the items, subject to certification by the indenting department.



11. Technical Evaluation will be done based on the eligibility criteria and as per the Configuration mentioned in the Technical Specification (Annexure - I)
12. ***Bidder's offer is liable to be rejected if they don't provide any of the certificates/documents sought in the Bid document.***

Scope of Work:

IT Peripherals will be delivered and installed at the following addresses:

The Institute of Cost Accountants of India CMA Bhawan 3, Institutional Area, Lodhi Road New Delhi – 110 003	The Institute of Cost Accountants of India CMA Bhawan 12, Sudder Street, Kolkata – 700 016
(a) High Speed Scanner - 4 (b) Laptops - 7 (c) Desktop - 1 (d) Network Printers (Duplex) – 2	a) High Speed Scanners - 4 b) Laptops – 5

Instructions to the Bidders

1. The tender shall be submitted into two parts 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 Laptops, Printers, Scanners & Desktop - LTE/ IT/2025-26/IT-ITEMS**”
2. 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.
3. The quotations 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 Bidder must be in its legal existence for more than a minimum period of 10 years.
2. The Bidder must submit the latest document as proof of Authorized OEM Partner.
3. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of the Institute.
4. The price quoted by the Bidder should remain valid for a period of three months from the date of submission 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 reason thereof***



6. All Payments will be made through Electronic Mode to the Bank Account of the selected Bidder. 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. Earnest Money Deposit of INR 10,000/- (Rupees Ten Thousand Only) is to be deposited through NEFT / RTGS as per the Bank Details. Unsuccessful Bidder's EMD shall be returned within thirty (30) days after the contract is awarded to the successful bidder. Bank Details: State Bank of India (SBI), Account No: 30678404793, IFSC Code: SBIN0060321.
8. **100% Payment will be made after successful delivery within 3-4 weeks and satisfactory installation subject to submission of invoice.**
9. **Separate Purchase Order will be issued for delivery of the items at Kolkata & Delhi location. The invoice has to be submitted accordingly at that location.**
10. **Upon being selected as the successful Bidder and being awarded the Work Order, the Bidder is expected to deliver all the items within 4 weeks from the date of work order, failing which LD will be imposed based on the calculation 1% 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.**
11. 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.
12. 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.
13. 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, New Delhi. 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 Delhi.



BIDDER DETAILS

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS TELEPHONE NO: E-MAIL ID:	
COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES (Attach a copy of Certificate)	
PAN NUMBER (COMPANY / PROPRIETOR) enclose copy of PAN	
GST REGISTRATION NUMBER Enclose copy	
TIN / TAN Number (attach copy)	
Audited Balance Sheet for the last three financial years (attach copy)	
IT Return of last three assessment years. (attach copy)	
GST Return for the last three quarters. (attach copy)	
Proof of document that the Bidder has executed at least five similar work orders during the last three years (attach copy)	
Cliental List of the Bidder. (attach copy)	



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.
TELEPHONES: +91 11 24666100 Extn. 123 /116
Website: www.icmai.in e-mail: LTE@icmai.in

Proof of document that the Bidder is an authorized OEM Partner.	
Bank Account number with IFSC code, Bank name and Branch	

Declaration: We / our company, together with this Technical Bid, has submitted all necessary documents required for the Tender.

Date:

Signature of the bidder:

Place:

Seal:

ANNEXURE-I (To be submitted in Technical Bid)



TECHNICAL SPECIFICATION

Sl. No.	Configuration of Items	Remarks
01.	<p><u>HP 440 G10 i7 Laptop [with Windows 11 Preloaded / DOS]</u></p> <p>Processor: Intel® Core™ i7-1355U Memory: 32 GB DDR4-3200 MHz MT/s (2 x 16 GB) AND Or 16 GB DDR4-3200 MHz MT/s (1 x 16 GB) <i>(Separate specification along with pricing should be quoted)</i> Display: 35.6 cm (14") diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC Graphics: Intel® UHD Graphics Ports: 2 USB Type-A 5Gbps signaling rate (1 charging, 1 power) 1 AC power, 1 HDMI 2.1, 1 stereo headphone/microphone combo jack, 1 RJ-45, 2 USB Type-C® 10Gbps signaling rate (USB Power Delivery, DisplayPort™ 2.1) SSD: 1 TB PCIe® □ Gen4x4 NVMe™ M.2 SSD TLC 15,17 Wireless: Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card (supporting gigabit data rate) Camera: 720p HD-camera Audio: Dual stereo speakers, dual array microphones Keyboard: Spill-resistant keyboard Pointing device: Clickpad with multi-touch gesture support Power Adapter: HP Smart 65 W External AC power adapter Battery type: HP Long Life 3-cell, 51 Wh Li-ion Warranty: 3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM. Security management: Absolute Persistence Module TPM 2.0 embedded security chip <i>Note - In case of Laptop pre-installed with Windows 11, Operating System should be factory preloaded.</i></p>	



02.	<p><u>HP 240 14-inch G10 Notebook PC [with Windows 11 Preloaded / DOS]</u></p> <p>Processor: Intel Core i5-1340P Processor Chipset: Integrated with the processor Memory: 16 GB DDR4-3200 SDRAM (1 x 16 GB) Graphics: Intel Iris Xe Graphics Display: 35.6 cm (14.0 in) diagonal, HD, SVA, eDP, antiglare, narrow bezel, bent, 250 nits, 45% NTSC (1366 x 768) M.2 Solid-State Drive storage (SSD): 1 TB PCIe NVMe M.2 Value SSD Wireless LAN (WLAN): Realtek 8852BE-VS (1x1) Wi-Fi 6 and Bluetooth 5.3 WLAN Wireless Card Ports: (2) SuperSpeed USB 3.2 Gen 1.0 Type-A ports; 5 Gbps signaling rate (1) SuperSpeed USB 3.2 Gen 1.0 Type-C port; 5 Gbps signaling rate (data transfer only; charging or external monitors not supported) (1) AC power input port (1) HDMI v1.4b port (cable sold separately) (1) Headphone/microphone combo jack Audio: (2) Integrated stereo speakers Integrated microphone Camera options: 720p HD Camera with Temporal Noise Reduction Keyboard: backlight and spill resistance Pointing device: Touchpad with multitouch gesture support Power adapters: HP Smart 65 W EM External AC power adapter Primary battery: HP Long Life 3-cell, 41 Wh Polymer Warranty: 3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM. <i>Note - In case of Laptop pre-installed with Windows 11, Operating System should be factory preloaded.</i></p>	
03.	<p><u>HP Scanjet Pro 2000 s2 Sheet-feed Scanner</u></p> <p>Scan resolution, optical: Up to 600 dpi Bit depth: 24-bit (external), 48-bit (internal) Scan file format: For text & images: PDF, PDF/A, Encrypted PDF, JPEG, PNG, BMP, TIFF, Word, Excel, PowerPoint, Text (.txt), Rich Text (.rtf) and Searchable PDF Scanner advanced features: Auto-colour detect, auto-crop, auto-exposure, auto orient, OCR, zonal OCR, zonal barcode, edge removal, background cleanup, remove hole, colour drop out, straighten the page, scan to cloud, scan to email, PDF security, Citrix Ready Automatic document feeder capacity: Standard, 50 sheets Automatic document feeder speed: Up to 35 ppm/70 ipm (Sheet feed speeds: (All resolutions up to and including 300 ppi). Simplex 35 A4 pages per minute. Duplex 70 A4 images per minute Scan size (ADF), maximum: 8.5 x 122 in Compatible operating systems: Microsoft® Windows® (11,10, 8.1, 7, XP: 32-bit and 64-bit, 2008 R2, 2012 R2, 2016, 2019); MacOS (Catalina 10.15, Mojave 10.14, High Sierra</p>	



	10.13); Linux (Ubuntu, Fedora, Debian, RHEL, Linux Mint, Open SUSE, Manjiro); Citrix ready Warranty: 3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM.	
04.	<u>HP LaserJet Pro 4004dn Printer</u> Print Resolution Technologies: HP FastRes1200, HP ProRes1200, Economode Print quality black (best) Black: Fine Lines (1200 x 1200 dpi) Color: Processor speed: 1200 MHz Recommended monthly page volume: 750 to 4,000 Print languages: HP PCL 6, HP PCL 5e, HP postscript level 3 emulation, PDF, URF, PWG Raster Minimum System Requirements: 2 GB available hard disk space; Internet connection or USB port Internet browser. Display: 2-line back lit LCD graphic display Compatible Operating Systems: Windows 11; Windows 10; Android; iOS; Mobile OS; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; macOS 13 Ventura; Chrome OS Paper handling input, standard: 100-sheet multipurpose Tray 1, 250-sheet input Tray 2 Paper handling input, optional: Optional third 550-sheet tray Maximum output capacity (sheets): Up to 150 sheets Paper handling output, standard: 150-sheet output bin Media types: Paper (plain, EcoFFICIENT, light, heavy, bond, colored, letterhead, preprinted, prepunched, recycled, rough); envelopes; labels Paper handling input, optional: Optional third 550-sheet tray Power: 110-volt input voltage: 110 to 127 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz); 220-volt input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz) (Not dual voltage, product varies by part number with # Option code identifier) Warranty: 1 year On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM.	
05.	<u>HP Pro Tower 280 G9 PCI Desktop PC</u> <ul style="list-style-type: none">• Processor: Intel® Core™ i7-13700 (up to 5.2 GHz with Intel® Turbo Boost Technology, 30 MB L3 cache, 16 cores, 24 threads) or higher• Chipset: Intel® H670; Intel® H770• Motherboard: OEM Motherboard with logo embossed (no sticker)• Bus Architecture: 4 PCI slot (PCI/PCI Express)• Memory: 16 GB DDR4-3200 MT/s• Storage acceleration: M.2 2230 1 TB PCIe NVMe Class 40 Solid State Drive• Monitor: 20" with TCO 8.0 Certified• Mouse: USB Optical Scroll Mouse• Keyboard: USB Keyboard• Wireless: Realtek RTL8852BE Wi-Fi 6 (2x2) and Bluetooth® 5.3 wireless card.	



<ul style="list-style-type: none">• I/O Ports<ul style="list-style-type: none">○ 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 - Windows 11 Pro Preloaded• Certifications<ul style="list-style-type: none">○ For OEM: ISO 9001, 14001, 20001,27001○ For Quoted Model: FCC, CE, Rohs, UL, Energy star, EPEAT, Microsoft Windows 11. <p>Warranty - 3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM.</p> <p><i>Note - In case of Desktop pre-installed with Windows 11, Operating System should be factory preloaded.</i></p>	
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Declaration: We / our company, together with this Technical Bid, has submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:



ANNEXURE-II (To be submitted in Financial Bid)

FINANCIAL BID FOR PRINTERS

Sl. No.	Item	Qty (no.)	Price per unit (Rs.)	Total Price	Taxes (Rs.)	Total Price (Inclusive of taxes (Rs.))
01.	HP 440 G10 i7 Laptop 32 GB DDR4-3200 MHz MT/s (2 x 16 GB) • Operating System - Free DOS 2.0 (Specifications as mentioned in technical specifications Point 01)	01 Delivery Location Kolkata Office				
02.	HP 440 G10 i7 Laptop 16 GB DDR4-3200 MHz MT/s (1 x 16 GB) • Operating System – Windows 11 Professional Preloaded (Specifications as mentioned in technical specifications Point 01)	03 Delivery Location Delhi Office				
03.	HP 240 14-inch G10 Notebook PC (1 x 16 GB) • Operating System – Free DOS 2.0 (Specifications as mentioned in technical specifications Point 02)	04 Delivery Location Kolkata Office				
04.	HP 240 14-inch G10 Notebook PC (1 x 16 GB) • Operating System – Windows 11 Professional Preloaded (Specifications as mentioned in technical specifications Point 02)	04 Delivery Location Delhi Office				
05.	HP Scanjet Pro 2000 s2 Sheet-feed Scanner (Specifications as mentioned in technical specifications Point 03)	08 Delivery Location 04 Nos. - Kolkata Office 04 Nos. - Delhi Office				



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TELEPHONES: +91 11 24666100 Extn. 123 /116
Website: www.icmai.in e-mail: LTE@icmai.in

06.	HP LaserJet Pro 4004dn Printer (Specifications as mentioned in technical specifications Point 04)	02 Delivery Location Delhi Office				
GRAND TOTAL						

Note: The Institute will not bear or reimburse delivery charges for consignments to **Delhi** and **Kolkata** locations. All such delivery costs shall be **borne by the bidder**.

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: