



October 27, 2023

REF NO: IT/Laptops/2023-24/01

Tender Notice
for
Procurement of Branded (HP/Dell/Lenovo) Laptop with Windows 11 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 below-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 17-Nov-2023 till 06:00 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 an 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 orders of the same or higher value during the last one year.**

Scope of Work:

Delivery within 2-3 weeks of the laptop at

The Institute of Cost Accountants of India
CMA Bhawan
3, Institutional Area
Lodhi Road, New Delhi – 110 003

(a) Laptop with Windows 11 Professional OEM 04



Instruction to the tenderers

1. The bids to be submitted in two bid format (Technical Bid and Financial Bid) from the reputed manufacturers / authorized dealers / sales partners.
2. The tender shall be submitted in two parts Technical Bid and Financial Bid super scribing with Technical Bid and Financial Bid. Both these envelops will be put in a third envelop super scribing with “**Quotation for Procurement of Branded (HP/Dell/Lenovo) Laptop**” (Bid Reference - IT/Laptops/2023-24/01 dated 27-Oct-2023) and must be submitted on or before the last date of tender at the address mentioned above.
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-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 submit the latest document as 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 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. **100% Payment will be made after satisfactory delivery and installation of laptop within 2-3 weeks on 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, 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 OEM Partner.



ANNEXURE-I (Technical Bid)

TECHNICAL BID

| | |
|---|----------|
| NAME OF THE ORGANISATION | |
| ADDRESS | |
| CONTACT DETAILS Telephone / Mobile 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 | |
| Audited Balance Sheet for last financial year. (Copy attached) | Yes / No |
| IT Return of last assessment years. (Copy attached) | Yes / No |
| GST Return for last three quarters. (Copy attached) | Yes / No |
| Bank Account number with IFSC code, Bank name and Branch. | |
| Cliental List of the tenderer. (Copy Attached) | Yes / No |
| Proof of document that the tenderer is an authorized OEM Partner. (Copy Attached) | Yes / No |

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

Date:

Signature of bidder:

Place:

Seal:



TECHNICAL SPECIFICATION

(To be submitted along with Technical Bid)

| Sl. No. | Generic Configuration | Model Name along with Actual / Proposed Configuration |
|---------|--|---|
| 01. | <p><u>NOTEBOOK COMPUTER (LAPTOP) with Microsoft Windows 11 Professional OEM</u> 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 SuperSpeed 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> | |



ANNEXURE-II (Financial Bid)

FINANCIAL BID

| Sl. No. | Item | Quantity (no.) | Unit Price (INR.) | Taxes (INR.) | Total Price (INR.) |
|------------------------|--|----------------|-------------------|--------------|--------------------|
| 01. | <p>NOTEBOOK COMPUTER (LAPTOP) with Microsoft Windows 11 Professional OEM</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 SuperSpeed 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> | 04 | | | |
| GRAND TOTAL (A) | | | | | |