



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.

Website: www.icmai.in e-mail: lpcdelhi.convenor@icmai.in

Local Purchase Committee

TENDER NOTICE

Ref. LPC/DEL/IT/2024

18th September, 2024

Tender for supply and installation of Antivirus (Trend Micro worry-free Business Security)

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 quotation for 60 Nos. Trend Micro Worry-Free Antivirus Solution with the following detailed specifications:

| Srl No | Item | Specification | Quantity |
|--------|-----------|---|----------|
| 1 | Antivirus | Trend Micro worry-free Business Security Standard Edition Antivirus Renewal Charges (3 years) | 60 No. |

General Terms & Conditions:

1. The Bidder should be a company registered in India (Attach a copy of Certificate).
2. The bidder must be the manufacturer / authorized dealer / sales partner of the quoted product. **A copy of authorization letter from the manufacturer is required** in case the bidder is authorized dealer / sales partner.
3. Attach copy of three similar orders in Government/ Autonomous body / PSU in last three years.
4. Attach a copy of PAN No, GSTIN & TAN/ TIN No.
5. Attach RTGS & Bank Account Details
6. Attach the brochure and complete specification of the Item quoted.
7. **Delivery:** The server will be installed at Co-located server installed at Noida Office and clients will be installed at the following two locations:
 - CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003.
 - CMA Bhawan, C-42, Sector 62, Noida - 201309.



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8. The quoted rates of offer should be valid for a period of 30 days.
9. For any further clarification/information regarding antivirus solution, please contact Shri Ashish Tiwari, HOD IT, ICMAI (Phone: 9015624512) on Working Days (Monday to Friday) between (10 AM to 5 PM).
10. Taxes shall be paid as applicable and quoted by the vendor.
11. The delivery charges and installation Charges (if any) should be included in the price quoted. No extra charges shall be payable for delivery.
12. Conditional / Incomplete bids without the attachments as indicated in Sl. No. 1 to 6 above shall be rejected. (Sl No.1 to 6 is mandatory).
13. Sealed tender duly filled with heading as Tender for supply and installation of Antivirus (Trend Micro worry-free Business Security) should be addressed to The Convener, Local Purchase Committee, The Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi and dropped in the tender box available/ laid in the Ground Floor on or before 8th October 2024 (on or before 6.00 PM).
14. The last date of submission of tender is 8th October, 2024 on or before 6 PM.
15. The Institute is not bound to accept the lowest tender and reserves the right to cancel any or all the Tenders without assigning any reason thereof.
16. The financial bid should be as per the format at Annexure – 1.
17. **Payment Terms and conditions:** Payment for supply and installation will be made within one month from the date of satisfactory completion of job and receipt of Invoice. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer.



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Annexure-1

Financial Bid Format.

| Sl No | Description | Qty | Unit Price (in INR) | Taxes (Pl. Specify breakup of taxes)(in INR) | Total (in INR) |
|------------------------------|---|-----|---------------------|--|----------------|
| 1. | Trend Micro Worryfree Business Security Standard Edition Antivirus Renewal Charges (3 year) | 60 | | | |
| 2. | Installation charges of above items | 1 | | | |
| 3. | Any other charges to be specified clearly | 1 | | | |
| Total | | | | | |
| Total (in words) Rupees..... | | | | | |

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm: