



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory body under an Act of Parliament)
EASTERN INDIA REGIONAL COUNCIL
CMA BHAWAN, 84, HARISH MUKHERJEE ROAD, KOLKATA-700025
LOCAL PURCHASE COMMITTEE

Ref:- EIRC- LPC/ 2024-24/ HP Laptops /2

Date : 10.06.2024

TENDER CALL NOTICE

Sub:- Procurement of HP make Laptop with Windows 11 Professional

Date of Invitation: 10.06.2024

Date of Closure: 02.07.2024 AT 2 P.M.

The Institute of Cost Accountants of India, **Eastern India Regional Council** invites sealed quotations from reputed dealers with proven track records, for **Procurement of two (2) HP make Laptop with Windows 11 Professional**. Dealers 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 – Local Purchase Committee
The Institute of Cost Accountants of India
Eastern India Regional Council
CMA BHAWAN, 84 Harish Mukherjee Road
Kolkata 700025**

Last date of submission of the quotation is 02.07.2024 till 2.00 P.M.

Date of opening of the tender – 02.07.2024 at 4.30 P.M.

(In the presence of tenderers or their authorized representatives if any)

Eligibility Criteria

1. The tenderer should be a Company registered in India/Partnership firm/Proprietorship firm
2. The tenderer should have a good reputation in the market.
3. The tenderer should have an appropriate support relationship with OEM Channel/Service partner etc. and must submit authorized dealers certificates and documents.



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Instruction to the tenderers :

1. The bids to be submitted in bid format from authorized dealers / sales partners.
2. The tender shall be submitted in sealed envelope super-subscribing superscribed with **"Quotation for Procurement of 2 (Two HP make Laptops)**
3. All the quotations must be submitted within the date& time 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-III 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/Authorized HP dealer.
2. The tenderer shall not sub-contract the mentioned SUPPLY to any organization, person, firm, or its franchisee without the priorapproval of the Institute.
3. The price quoted by the Tenderer should be firm & 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. 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.
7. 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.

Payment terms

100% Payment will be made after satisfactory delivery and installation of laptop within 2 weeks on submission of invoice.

Enclosure:-

1. PAN, GST along with the copy of registration
2. Bank Account number with IFSC code, Bank name and Branch
3. Proof of document that the tenderer is an authorized HP dealer.
4. Annexure I ,II & III duly filled & signature ,seal.



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BIDDER'S DETAILS

ANNEXURE-I
(Company Details)

| | |
|---|--|
| NAME OF THE ORGANISATION | |
| ADDRESS | |
| CONTACT DETAILS Telephone / Mobile No: E-MAIL ID: | |
| PROPRIETORSHIP/ PARTNERSHIP FARM/COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES | |
| PAN NUMBER (PROPRIETORSHIP/PARTNERSHIP/COMPANY) enclose copy of PAN | |
| GST REGISTRATION NUMBER Enclose copy | |
| Bank Account number with IFSC code, Bank name and Branch. | |
| Proof of document that the tenderer is an authorized HP dealer. (Copy Attached) | |
| TRADE LICENCE NO. (attach copy) | |

Declaration: We / our company have submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:



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ANNEXURE-II

TECHNICAL SPECIFICATION
(To be submitted along with Bid)

| Sl. No. | Generic Configuration | Model Name along with Actual / Proposed Configuration |
|---------|--|---|
| 01. | <p><u>HP make NOTEBOOK COMPUTER (LAPTOP) with Microsoft Windows 11 Professional OEM</u></p> <p>Intel® Core™ i5-1235U (up to 4.4 GHz with Intel® Turbo Boost Technology, 12 MB L3cache, 10 cores, 12 threads) 12th Generation Intel® Core™ i5 processor . MS Office 2021 ,Home Licence (Preloaded) RAM: 16 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 Super Speed 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 gigabitdata 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, Antivirus etc 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. Including Delivery , installation charges at ICMAI-EIRC</p> | |

Date:

Place:

Signature of bidder:

Seal:



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ANNEXURE-III (Financial Bid)
FINANCIAL BID

| Sl. No. | Item | Quantity (no.) | Unit Price (INR.) | Taxes (INR.) | Total Price (INR.) |
|--------------------|--|----------------|-------------------|--------------|--------------------|
| 01. | <u>HP make NOTEBOOK COMPUTER (LAPTOP) with Microsoft Windows 11 Professional OEM</u> (As per the Specification in Annexure-II) Including Delivery ,Installation charges at ICAI-EIRC | 02 | | | |
| GRAND TOTAL | | | | | |

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:

Place:

Signature of bidder:

Seal: