



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: lpcdelhi.convenor@icmai.in
Local Purchase Committee

Last date for submission of Tender is extended upto 15th July 2023 on or before 6:00 PM

TENDER NOTICE

LPC/ IT/2022-23/Printers & Desktop/03

Date: 16.06.2023

Date of Invitation: 16.06.2023

Date of Closure: 6th July 2023 by 11 AM

Subject: Tender Notice for Procurement of Printers & Desktop

The Institute of Cost Accountants of India invites quotations from reputed Authorized OEM Partner with proven track records, for **Procurement of branded Printer / Desktop [Preferably HP / Dell / Lenovo/ EPSON / CANON]**. Vendors fulfilling the eligibility conditions can submit their quotations at the following address:

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

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

**The Convenor – Local Purchase Committee (LPC)
The Institute of Cost Accountants of India
CMA Bhawan, 3 Institutional Area, Lodhi Road,
New Delhi – 110 003**

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 order of same or higher value during the last three years (2021–2022, 2020–2021, 2019–2020).**
5. Technical Evaluation will be done based on the eligibility criteria and as per the Configuration mentioned in the Technical Specification (Annexure - I)

Scope of Work:

Delivery & Installation of the Computer Peripherals at

The Institute of Cost Accountants of India CMA Bhawan 3, Institutional Area, Lodhi Road New Delhi – 110 003	
(a) Normal Mono LaserJet Printer–	01
(b) All-in-One Mono LaserJet Multifunction Printer (Duplex Network)–	03
(c) All-in-One Colour LaserJet Multifunction Printer–	01



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(d) Desktop

01

Instruction to the tenderers

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 Printer & One Desktop**” (Bid Reference - LPC/ IT/2022-23/Printers & Desktop/03)
2. All the quotations have to 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 tenderer must be in its legal existence for more than a minimum period of 5years.
2. The tenderer must submit the latest document as proof of Authorized OEM Partner.
3. The tenderer 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 Tenderer 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 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.
7. ***100% Payment will be made after successful delivery within 3-4 weeks and satisfactory installation subject to submission of invoice.***
8. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to deliver all the items within 3-4 weeks, failing which LD will be imposed based on the calculation 0.5% 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.
9. 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.
10. 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.



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11. 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, Kolkata. 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 Kolkata.

Statutory Requirements

1. PAN, TAN, GST along with the copy of registration.
2. IT Return of last three assessment years.
3. GST Return for last three quarters.
4. Bank Account number with IFSC code, Bank name and Branch
5. Proof of document that the tenderer has executed at least three similar work order during the last three years.
6. Cliental List of the tenderer.
7. Proof of document that the tenderer is an authorized OEM Partner.



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ANNEXURE-I (To be submitted in Technical Bid)

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	
TRADE LICENCE NO. (attach copy)	
Undertaking – Company is not debarred from any Govt/ PSU organizations.	

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

Date:

Signature of bidder:

Place:

Seal:



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ANNEXURE-I (To be submitted in Technical Bid)

TECHNICAL SPECIFICATION

Sl. No.	Generic Configuration	Model Name along with Actual / Proposed Configuration
01.	<u>Normal Mono LaserJet Printer</u> 1. Print Speed 11-20 ppm (A4 size) or higher 2. Paper Capacity 100 Sheets 3. Connectivity USB 2.0 4. Interface USB 2.0 5. Resolution 600 600 DPI or higher 6. First print out 8.5 sec 7. Duplex Manual 8. Duty Cycle Up to 5000 pages 9. Replacement Cartridges HP 88A Black LaserJet Toner Cartridge CC388A (~1500 pages) 10. Supported OS Windows 10/8/7/XP Professional 11. Warranty 1 Year Next Business Day Exchange Support	



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02.	LaserJet Printer Pro dn (Duplex Network)	
1.	Print Speed	Up to 32 ppm
2.	Paper Capacity	100-sheet multipurpose tray 1, 500-sheet input tray 2, automatic duplex printing
3.	Connectivity, standard	1 Hi-Speed USB 2.0; 1 HP Jet direct 10/100/1000T Ethernet embedded print server; 1 EIO; 1 Host USB 2.0 (front-panel); 2 internal Accessory (for connecting HP or partner solutions)
4.	Ports	1 Hi-Speed USB 2.0; 1 Host USB; 2 Accessories; 1 EIO; 1 Gigabit Ethernet 10/100/1000T network
5.	Resolution	Up to 1200 x 1200 dpi
6.	Monthly duty cycle	Up to 80,000 pages
7.	First print out	As fast as 7.5 sec
8.	Duplex	Automatic (standard)
9.	Replacement Cartridges	HP LaserJet Black Print Cartridge 77A; HP LaserJet Black Print Cartridge CE255X
10.	Supported OS	Windows 10/8/7/XP Professional
11.	Warranty	1 Year Next Business Day Exchange Support
12.	Energy efficiency	ENERGY STAR® qualified; EPEAT® Silver
13.	Power consumption	780 watts (Printing), 14.5 watts (Ready), 3.94 watts (Sleep), 0.6 watts (Off)



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03.	<u>Color LaserJet Pro Printer dw (Duplex Network)</u> <table><tr><td>i. Print Speed</td><td>Up to 22 ppm</td></tr><tr><td>ii. Paper Capacity</td><td>250 sheets</td></tr><tr><td>iii. Connectivity</td><td>Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100Base-TX network port; 802.11n 2.4/5GHz wireless; Walkup host USB port</td></tr><tr><td>iv. Resolution</td><td>Upto 600 x 600 DPI or higher</td></tr><tr><td>v. Duplex</td><td>Automatic</td></tr><tr><td>vi. Duty Cycle</td><td>Up to 40,000 pages</td></tr><tr><td>vii. First print out</td><td>As fast as 10.2 sec</td></tr><tr><td>viii. Replacement Cartridges</td><td>HP 206A Black/Yellow/Magenta/Cyan LaserJet Toner Cartridge</td></tr><tr><td>ix. Supported OS</td><td>Windows 11/10/8/7/Vista</td></tr><tr><td>x. Warranty</td><td>One-year unit exchange warranty.</td></tr><tr><td>xi. Power consumption</td><td>337 watts (active printing), 7.2 watts (ready), 0.8 watt (sleep), 0.6 watt (Manual-Off), 0.05 (Auto Off/Manual On), 0.6 watt (Auto Off/Wake on LAN)</td></tr><tr><td>xii. Energy efficiency</td><td>ENERGY STAR® qualified; EPEAT® Silver</td></tr></table>	i. Print Speed	Up to 22 ppm	ii. Paper Capacity	250 sheets	iii. Connectivity	Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100Base-TX network port; 802.11n 2.4/5GHz wireless; Walkup host USB port	iv. Resolution	Upto 600 x 600 DPI or higher	v. Duplex	Automatic	vi. Duty Cycle	Up to 40,000 pages	vii. First print out	As fast as 10.2 sec	viii. Replacement Cartridges	HP 206A Black/Yellow/Magenta/Cyan LaserJet Toner Cartridge	ix. Supported OS	Windows 11/10/8/7/Vista	x. Warranty	One-year unit exchange warranty.	xi. Power consumption	337 watts (active printing), 7.2 watts (ready), 0.8 watt (sleep), 0.6 watt (Manual-Off), 0.05 (Auto Off/Manual On), 0.6 watt (Auto Off/Wake on LAN)	xii. Energy efficiency	ENERGY STAR® qualified; EPEAT® Silver	
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04.	<p><u>DESKTOP COMPUTER</u></p> <ul style="list-style-type: none">● Processor - 10th Generation Intel® Core™ i7-10700 (8-Core, 16MB Cache, 2.9GHz to 4.8GHz, 65W) or higher● Mother board - OEM Motherboard with logo embossed (no sticker)● Bus Architecture - 4 PCI slot (PCI/PCI Express)● Memory - 8 GB (1X8GB) DDR4 RAM non ECC memory, 32 GB expandability● Storage acceleration - M.2 2230 512GB PCIe NVMe Class 40 Solid State Drive● Monitor - 20" with TCO 8.0 Certified● Mouse - USB Optical Scroll Mouse● Keyboard - USB Keyboard● 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 - Free DOS 2.0● 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 10. <p>Warranty - 3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM.</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:



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ANNEXURE-II(To be submitted in Financial Bid)

FINANCIAL BID FOR PRINTERS

Sl. No.	Item	Quantity (no.)	Unit Price (Rs.)	Taxes (Rs.)	Total Price (Rs.)
01.	<u>Normal Mono LaserJet Printer</u> Model Name: _____ (Specifications as mentioned in technical specifications)	01			
02.	<u>All-in-One Mono LaserJet Multifunction Printer (Duplex Network)</u> Model Name: _____ (Specifications as mentioned in technical specifications)	03			
03.	<u>All-in-One Colour LaserJet Multifunction Printer</u> Model Name: _____ (Specifications as mentioned in technical specifications)	01			
GRAND TOTAL					

FINANCIAL BID FOR DESKTOP

01.	<u>DESKTOP COMPUTER</u> Model Name: _____ (Specifications as mentioned in technical specifications)	01			
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:

Signature of bidder:

Place:

Seal:

Kindly note that Institute reserves the right to accept the financial bid for all the items or individually lowest price for any item. The Institute reserves the right to accept either in full or in part of any tender.