

TENDER DOCUMENT

Procurement of Laptop
Insolvency Professional Agency of
Institute of Cost Accountants of India
CMA Bhawan, Delhi Office



**INSOLVENCY PROFESSIONAL AGENCY
OF INSTITUTE OF COST ACCOUNTANTS OF INDIA**

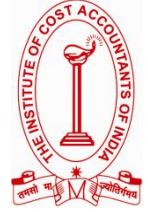
Last Date of Submission : 24th December 2019

THE INSOLVENCY PROFESSIONAL AGENCY

CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI-110003

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9th December, 2019

Ref.No.: Tender/2019/02/IPA

Chapter - 1: Notice inviting Tender

Subject: Procurement of Laptops

1	Date of Announcement of Tender	December 9th, 2019
2	Last date for submission	24 th December , 2019 till 03:00 P.M
	Date of Opening of Price bids	
3	Address of Submission	Tender Box, 3 rd Floor, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003.
4	Mode of Submission of EOI documents	By hand or through post/courier so as to reach before the due date and time.
5	Contact Person/s	CMA Aradhana Agrawal Chief Financial Officer IPA, ICAI (Phone 011-24666140) (Mon-Friday) during Office Hours (9.30 – 5.00 pm)

1. Technical and Financial Bids are invited in Financial Bid from the reputed manufacturers / authorized dealers / sales partners as per qualification criteria given in the Tender Document for the supply of Laptops.
2. **Submission of Tender:** Tenders duly signed by the Tenderer shall be submitted into two parts in separate sealed envelopes super- subscribing 'Technical bid' and 'Financial bid'. Both the envelopes should be put into a third envelope super- subscribing with "**Tender for supply of 5 Laptops** " (Bid Reference – **Tender/2019/02/IPA**) and has to be submitted on or before 3.00 p.m. of **December 24th, 2019** in the Tender Box of the Institute at CMA Bhawan, 3rd Floor, 3, Institutional Area, New Delhi - 110003.
3. The last date of the submission of quotation is of **24th December 2019 till 3:00 P.M.** The quotation must be valid for minimum Period of 60 days from the date of submission of quotations.
4. IPA ICAI is not bound to accept the lowest tender and reserves the right to cancel any or all the Tenders without assigning any reason thereof.

Convener - Tender Committee

Chapter – 2: General Terms and Conditions

1. The Insolvency Professional Agency doesn't bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
2. Tenders, who do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reason.
3. Tenders incorporating additional conditions are liable to be rejected.
4. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Tenderer who resort to such canvassing are liable to rejection on this ground alone.
5. Purchase order will be communicated to you by email.
6. Taxes shall be paid as applicable and quoted by the vendor.
7. The delivery charges (if any) should be included in the price quoted. No extra charges would be payable for delivery.
8. Conditional / Incomplete bids would be rejected.
9. The successful bidder shall have to deliver the item within 7 days of placing the Purchase order otherwise the firm shall be liable to a penalty as may be decided by the competent authority of the Institute.
10. For clarification, please contact Research Associate IPA, ICMAI at 011-24666140 during the validity period for receipt of quotations

Chapter – 3: Instructions to Bidders

Pre-qualification criteria for the Bidders

The Eligible bidder should satisfy the below mentioned criteria and should submit valid Documentary evidence for the below mentioned points:

1. The Bidder should be a company registered in India (Attach a copy of Certificate).
2. The Bidder should be in business of supplying Printers and Laptops for at-least 2 Years.
3. The bidder should have an average turnover of 2 crores or above during audited financial years 2017-18 as per audited Financial Statements and submit the copy of the audited annual accounts for these years along with the copy of PAN No and GSTIN No.
4. The bidder must be the manufacturer / authorized dealers / 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.

General Instructions

1. **Taxes:** The percentage of all the taxes, duties, levies, must be quoted in clear terms separately. If the taxes are not mentioned separately, it will be presumed that the rates quoted are inclusive of all taxes.
2. **Delivery:** The Supply and installation of Laptops and Printers must be made within seven days from the date of issue of purchase order. The installation location would be Delhi. The supply should be effected as per specifications furnished in Specifications and other details of tender document.

In case there is any specific schedule of delivery on the part of bidder, it should be clearly mentioned in the bid.
3. **Warranty:** All tendered items shall be under 3 years on site comprehensive warranty support from the date of installation including free spare parts, kits etc excluding the consumable.
4. Any bid received after the last date & time specified in the Tender Document will be rejected.
5. Purchase order will be communicated to successful bidder by email.
6. Taxes shall be paid as applicable and quoted by the vendor.
7. The statutory tax deductions on the payment made by the IPA would be done as per the prevalent Tax laws of Statutory.

8. The bidder should sign each and every page of this document and attach it with the bid document.
9. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
10. For any further clarification/information please contact Ms. Aradhana Agarwal IPA ICAI (Phone 011-24666140) on any Working Day (Mon-Friday) during Office Hours.
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 shall be rejected.
13. The financial bid should strictly be in the format specified in the tender document.
14. All disputes regarding interpretation of the contents of Tender or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the party and The IPA.
15. This Tender shall be governed by the laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Delhi.
16. It is not obligatory on the part of the management to accept the lowest offer. Management may summarily reject any or all the offers against the tender without assigning any reason to the bidders participating in the tender.
17. Vendor shall ensure getting proper license /permission from the concerned authorities wherever applicable.

Chapter – 4: Specifications for Laptops

SNo.	Item	Feature Description
01	Total Quantity	5
02	Processor	7 th or 8th Gen Intel i3 or i5, (1.6 GHz base processor speed, 6 MB cache, 4 cores), Max Boost Clock Up to 3.4 Ghz
03	Storage & Memory	8GB DDR4-2400 RAM, expandable to 16 GB, Storage: 1TB 5400 RPM HDD
04	Design and Battery	Thin and light design Average battery life = 7 Hours, Lithium battery HP Fast Charge Battery: 0 to 50% under 45 minutes
05	Screen Size	14 inch diagonal (35.56cm)
06	Ms Office	MS. Office 2016 (Original)
07	Gross Weight	1.85 kg approx.
8	Warranty	3 years on Site (1 year with accidental Damage Protection)
9	Operating System	Windows 10 Pro 64 Bit
10	Installation Location	IPAICAI- CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110 003

Chapter – 5: Tender Format

PLACE:

DATE:

To

Convener (Tender Committee)
Insolvency Professional Agency of
The Institute of Cost Accountants of India
3, Institutional Area, Lodhi Road
New Delhi -110003

Dear Sir,

1. I/We hereby offer to supply and install of 2 Laptop /was per the details specified in Chapter – 3.
2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and conditions of this tender document.
3. All information and documents as required to be submitted and Instructions to tenderers are enclosed

A. Company & Product details

S.No.	Details Requested	Provide Details	Compliance (Yes/No)
1.	Name of the Company/ Vendor		
2.	Year of Incorporation/ Establishment		
3.	PAN No. (copy attached)		
4.	GSTIN (copy attached)		
5.	TAN/ TIN No (copy attached)		
6.	Complete Address (with Phone, Mobile, Email of the contact person)		
8.	Whether supplied an installed the Laptop work at Govt. Departments/Ministries/PSU/Autonomous bodies		

	during last three years ending March 2018. (attach proof)		
9.	Turnover of last three consecutive years (It should not be less than `5 crore per year attach proof)		
10.	Provide details of Helpdesk support with the Escalation procedure and matrix for customer complaints.		
11.	RTGS & Bank Account Details		
12.	Specify the Model of the Product Quoted (Attach Brochure with specifications)		
13.	Attach copy of being authorized dealer / sales partner from parent manufacturer of the quoted product		
14.	Any other details		

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm:

Chapter – 6: Financial Bid Format

S No	Description	Qty.	Price (in INR)	Taxes (Pl. Specify breakup of taxes)(in INR)	Total (in INR)
1.	Laptops	2			
Total					
Total (in words) Rupees.....					

Commercial Terms and conditions

1. 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.

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm: