REQUEST FOR SEALED QUOTES FOR LAPTOPS and PRINTERS

ICAI is desirous to purchase and installation of laptops, printers from a reputed vendor at its difference offices (Delhi, NCR). Interested vendors may send the sealed quotation/bid for the following items:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Project</td>
<td>Sealed quotation for the supply and installation of Laptops and Printers at ICAI offices (Delhi NCR)</td>
</tr>
<tr>
<td>2.</td>
<td>Cost of RFP Document / Tender Fee</td>
<td>NIL</td>
</tr>
<tr>
<td>3.</td>
<td>Availability of RFP Document</td>
<td>At ICAI’s Website <a href="http://www.icai.org/tender">www.icai.org/tender</a></td>
</tr>
</tbody>
</table>
| 4.    | Last date, time and address for submission of tenders | Tuesday, 9th June 2020, up to 5 p.m. addressed to:  
C.O.O.  
The Institute of Chartered Accountants of India,  
ICAI Bhawan, Indraprashta Marg,  
New Delhi – 110 002. |
| 5.    | Date of opening the Bid                   | The Date of the opening bid shall be communicated through the website [www.icai.org](http://www.icai.org) under the link of this tender and the bids would be opened even if bidders are not present. |
| 6.    | GST and Other Taxes (if any)              | Must be mentioned in the Financial Bid separately.                                                                                     |
| 7.    | Validity of offer                         | 60 days from last date of submission of bids                                                                                        |
| 8.    | Technical Query (If any):                 | Bidders may send any query/clarification via email on [tender.query@icai.in](mailto:tender.query@icai.in) only latest by 2nd June, 2020 (up to 5:00 PM). ICAI may host the clarification on ICAI Website |
# FINANCIAL BID
(On the Letterhead of the Bidder)

## Financial Template for Detailed Bill of Quantity

<table>
<thead>
<tr>
<th>Model &amp; Part No.</th>
<th>Feature</th>
<th>Specifications</th>
<th>Qty.</th>
<th>Rate (Excluding GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Processor</td>
<td>8th Gen Intel Core I5 (8265U/8365U or Higher)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chipset</td>
<td>System on Chip</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wireless</td>
<td>WLAN 2x2AC+BT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Memory</td>
<td>1 x 8 GB DDR4 RAM, 2 DIMM Slot on the chipset and max memory expandability 32GB</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hard Disk</td>
<td>1TB HD 7200RPM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graphics</td>
<td>Integrated Graphics HD620 or Equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Display</td>
<td>14&quot; FHD TN screen (Equivalent or Higher)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Webcam</td>
<td>720p HD webcam or Higher</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keyboard</td>
<td>Keyboard</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ethernet Interface</td>
<td>Integrated Ethernet 10/100/1000 NIC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ports</td>
<td>1x or more USB Type C™ (USB+DP+PD)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2x USB 3.2 Gen 1 or higher (one with Power Share)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1x USB 2.0, 1 HDMI 1.4, 1 RJ 45</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Integrated Media Card</td>
<td>1x Micro SD Card Reader 3.0 (or higher)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Speaker / Microphones</td>
<td>Integrated stereo speakers; HD audio, integrated microphone</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Battery</td>
<td>40 Whr Express Charge Capable (3-cell) or 53 Whr Express Charge Capable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operating System</td>
<td>Windows 10 Professional factory installed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Warranty</td>
<td>3 x 3 x 3 with ADP <em>(including battery)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mandatory Certification</td>
<td>DL, FCC Compliance, EPEAT, Energy Star</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                  | HP CLJ Printer   | HP LaserJet Pro M454dn printer with 3 years onsite warranty *(or equivalent running model)* | 1    |                      |
|                  | HP MFP Printer   | HP LaserJet MFP 226dw printer with 3 years onsite warranty *(or equivalent running model)* | 1    |                      |
|                  | HP Mono Printer  | HP LaserJet Pro M202dw printer with 3 years onsite warranty *(or equivalent running model)* | 1    |                      |

(Signature of Authorized Signatory)  
(Stamp of The Organization)

Name of the Authorized Signatory:  
Designation:  
Date:
Terms & Conditions:

- The above BoQ is for the rate of single quantity, However ICAI may place order for higher quantities. ICAI is expecting an average order quantity of 10 - 20 Laptops, around 5 printers in the next 2 months.

- Prices as mentioned MUST have a validity of 2 months from the date of first order/Letter of Intent (LOI).

- Bidders should submit the Pricing for any one of the Particular brands wherever multiple brands options are given.

- ICAI reserve the right to make Partial Order to Multiple Bidders subject to L1 eligible Bidder in any one of the H/W items mentioned above.

- ICAI reserve the right to negotiate the Bidders on quoted price and may ask bidder(s) to further negotiate to become L1 Bidder.

- For all the Item quoted in the bid, Bidder should be authorized reseller of OEM Authorization letter from OEM/Distributor for the products quoted must be submitted along with the bid.

- L1 Bidder need to deliver & Install the items at respective ICAI Location. 100 % Payment shall be made within 30 days after receiving stamped signed Invoice, delivery challans, installation reports and confirmation by ICAI representative.

- Bidders need to provide 3 Years onsite Warranty on all OEM Products. The Pricing quoted above should include the 3 Years Onsite Warranty.

- Bidders are advised to refer Technical Specification against each item carefully before submitting sealed quotes. Any deviation from configuration would lead to rejection of the bid.

- **Bid Submission:** Bidders needs to submit Sealed quotes on letter head latest by **Tuesday, 9th June, 2020 (up to 5 PM)** via courier/by hand addressed to:

  C.O.O.,
  Institute of Chartered Accountants of India,
  ICAI Bhawan,
  Indraprastha Marg,
  New Delhi – 110 002.

- The Institute shall not be liable for any postal delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.

- Incomplete bid shall be summarily rejected.
**Important Note:**

1. A Bidder cannot be allowed to submit more than one Bid.

2. The Bidder will not sub-let the work or its coordination to any other party/sister-concern without ICAI permission.

3. Any amendment/corrigendum to the RFP document shall be posted on the ICAI’s Website [www.icai.org](http://www.icai.org).

4. The ICAI reserves the right to call for any other details or information from any of the Bidders.

5. ICAI reserves all rights to reject any bid at any time, at any stage, fully or partly for whole process and/or for particular bidder and also reserves all rights at any time to add, alter, modify, change, edit & delete any condition at any stage and/or vary all or any of these terms and conditions or replace fully or partly for whole process and/or for particular bidder or vary all or any of these terms and conditions or modify without assigning any reasons whatsoever. In this regard, the decision of ICAI shall be final and binding on all the participants.

6. The ICAI shall not be liable for non-receipt of any proposal.

7. Bidder should provide escalation matrix for their sales and Services support function.

**ELIGIBILITY CRITERIA:**

This invitation to respond is open to partnership /proprietary firms/company which are having tie up with OEMs.

The eligible entities must be incorporated and registered under the Companies Act, 1956 or 2013 or The Partnership Act, 1932 or under relevant law.

The parent company of any subsidiary company, which is seeking qualification on the financial strength of its parent company, would have to give a written undertaking that it would bear all financial or contractual liabilities of the subsidiary with regards to this tender and contractual obligations there under and the subsidiary has been authorized by them to submit the tender for and on their behalf.

The parent company of any subsidiary company, which is seeking qualification on the technical strength of its parent company, would have to give a written undertaking that its technical capabilities/ resources would be available to the subsidiary company as and when required for the completion of the subject contract.

Along with the General Eligibility criteria, bidder must satisfy the following criteria also.

1. The bidder should have valid Registration No. of GST and PAN No. (*Copies to be enclosed*).
2. Bidder should be either authorized partner/Reseller of the OEM (*Copy of authorization to be enclosed*).

3. Bidder should not have been blacklisted in past 5 years by Govt./BFSI/PSU Govt. Dept. /Regulator/statutory body. Bidder must provide a self-declaration for the same.

4. The Bidder must have exposure for Supply and Installation of Desktops, Laptops, Printers and other consumables.

**INSTRUCTIONS TO BIDDERS:**

1. Every page of the RFP document shall be signed by the bidder or by a person duly authorized by the bidder. All the pages/documents of the tender document should bear the signature of the bidder. All the entries should be legibly written. Any over writing, corrections & cutting should bear the initials of the bidder. Corrections should be made by writing again instead of shaping or over writing.

2. Prospective bidders desirous of participating in tender process may submit their written queries to Head-IT, through email on Email id.: tender.query@icai.in on or before 2nd June, 2020 (up to 5 p.m.).

3. All the terms and conditions for the supply, installation, payment terms etc. will be those mentioned in the bid document and no change/alterations in the terms and conditions by the vendor will be acceptable.

4. Upon verification, evaluation / assessment, in case, any information furnished by the bidder is found to be false / incorrect, their bid shall summarily be rejected and no correspondence on the same shall be entertained.

5. No deviation from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.

6. Bidder shall submit letter of authorization, authorizing the person signing the RFP document on behalf of the bidder and the written power of attorney in the name of person who is empowered for making such authorizations.

7. The person signing the RFP document, with date, shall sign all changes, alterations, corrections in the RFP document in full. No eraser and/or over writing without authentications is/are permissible.

8. ICAI will not be responsible for any misinterpretation or wrong assumption by the bidder, while responding to the tender.

9. Bidder should consider any corrigendum published on the tender document before submitting the bid.

10. The Bids shall be valid for a period of 60 days from the closing date for submission of the Bid.
11. The complete bid document should be submitted before due date and time. Bid received after the stated time and date would not be considered and are liable for rejection.

12. The bidder shall carefully examine and understand the specifications/conditions of RFP and seek written clarifications, if required, to ensure that they have understood all specifications/conditions of RFP.

13. Submission of illegible documents shall lead to disqualification of the bidder.

14. Date & Time of opening of Bids shall be communicated thru our website www.icai.org.

15. If the bidder, after submission, revokes his/its bid or modifies the terms and conditions thereof during the validity of his/its bid except where the ICAI has given opportunity to do so.

16. No enquiry shall be made by the bidder(s) during the course of evaluation of the Bids, till final decision is conveyed to the successful bidder(s). However, ICAI can make any enquiry / seek clarification from the bidder(s), which the bidder must furnish within the stipulated time else bid of such defaulting bidder will be rejected.

18. **ICAI’S RIGHT TO ACCEPT OR REJECT A BID**
   18.1 ICAI reserves the right to accept a Bid other than the lowest and to accept or reject any Bid in whole or part, or to annul the bidding process or to reject all Bids with or without notice or reasons. Such decisions by ICAI shall bear no liability whatsoever consequent upon such decisions. The tender document is non-transferable. Conditional bids shall be rejected.

   18.2 ICAI shall not be obliged to furnish any information / clarification / explanation to the unsuccessful Bidders as regards non acceptance of their Bids. Except for refund of EMD (if any) to unsuccessful Bidders, ICAI shall not correspond with the unsuccessful Bidders. The ICAI takes no responsibility for delay, loss, or non-receipt of response to this RFP.

19. Rate shall be quoted in rupees (both in figures and in words) and no amendment of quoted rates in “Rate schedule” shall be permitted after opening of the tender.

20. In case of any dispute or difference arising in relation to meaning or interpretation of the work order/agreement/contract under this tender, the matter shall be mutually sorted by both the parties and only in the event of there being no resolution, the matter shall be referred to Arbitration. Each party shall nominate one arbitrator and the two nominated arbitrators shall nominate a Presiding Officer. In case of difference between the two arbitrators, the matter shall be referred to the Presiding Officer for resolution. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The seat of arbitration shall be at New Delhi and the language of
arbitration shall be English. The award of the arbitrator shall be final and binding.

**How to apply:**

Organization/s desirous of applying may download the prescribed tender document from the site, fill up the same, and submit it along with the following documents duly signed:

- All the documents must be kept in a sealed envelope. Super scribe the envelope “Bid for the supply and installation of Laptops and Printers at ICAI”.
- Self-attested copy of GST No. and PAN No.
- Bidder should submit letter from the OEM/authorized distributor stating that bidder is authorized reseller of the equipment’s quoted.
- Self-Declaration letter of undertaking on letter head stating that bidder had not been blacklisted in last 5 years in Govt./BFSI/PSU Govt. Dept./Regulator/statutory body.
- Complete Bill of Material (BoM) with Model and part numbers to be submitted along with bid.
- Complete Organization information. Copy of Certification of Incorporation / Registration Certificate, MoA, AoA, Partnership Deed other relevant certificate, as the case may be.
- Name and postal address including telephone, fax numbers etc.
- Names and titles of Directors and officers concerned with the work with designation of individuals authorized to act on behalf of the organization