



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
SERAMPORE-HOOGHLY CHAPTER

Tender Ref. No.: Serampore/25-26/02

TENDER DOCUMENT

for

Supply & Installation of

Desktop Computers

**CMA BHAWAN, SRISHTI APARTMENT, GROUND FLOOR, 89 G.T. ROAD
(W), BELTING BAZAR, SERAMPORE- 712 203**

Email: serampore@icmai.in

Website: www.icmaiserampore.in

Phone No: 9830545272

Tel No.: 033 3570 7225

NOTICE INVITING TENDER

The **INSTITUTE OF COST ACCOUNTANTS OF INDIA, SERAMPORE-HOOGHLY CHAPTER**, invites sealed tender in Two bid system (Technical & Commercial bid in two separate envelopes) from eligible and qualified Original Equipment Manufacturers / Authorized Distributors of OEM/Authorized Dealers for the Supply & Installation at Chapter Office at Serampore, West Bengal for the Desktop Computers.

The details are summarized below:-

a)	Tender number	Reference number for inviting bids through this tender is :Serampore/25-26/02
b)	Usage of Computers	The purchaser would place the branded (HP/Lenovo) desktop computers and accessories in its computer lab for providing IT training to CMA students.
c)	Scope of Tender	Supply & Installation of Desktop Computers-5 Nos. and HP Printer(one Number
d)	Specification/ Details of Desktop Computers	The detailed specifications of Desktop Computers are specified in tender and placed at Annexure-A
e)	Web page for details of tender	The prospective bidders are advised to remain in touch with the website for any update in respect of this tender.
f)	Locations of supplies	The Desktop Computer(s) are proposed to be supplied at Chapter Office at Serampore,Hooghly. It may be noted that the Chairman, Serampore-Hooghly Chapter has full rights to cancel supplies while placing the supply order to selected bidder. The reason for cancellation of supply would not be disclosed.
g)	Earnest Money Deposit (EMD) along with Tender	EMD of Rs. 6000/- (Rupees Six thousand Only) shall be submitted in the form of D.D. in favour of " Serampore Chapter of Cost Accountants " payable at Serampore and to be placed in the Technical Bid envelope while submitting the tender.
h)	Exemption from the payment of EMD and Tender fee	The exemption for the payment of EMD as well as tender fee will be applicable to the Udyog Aadhaar/ NSIC/ District Industry Centre registered units for the goods for which the said tender floated.

i)	Cost of Tender Documents	The tender document can be downloaded from the website of the Serampore-Hooghly Chapter, The Institute of Cost Accountants of India in between the period between 10th, September 2025 to 20th, September,2025 against payment of Rs. 1,000/- (Rupees One Thousand Only) (Non- refundable) by way of demand draft, in favour of ' Serampore Chapter of Cost Accountants ' payable at Serampore. The demand draft shall be enclosed with Technical Bid of the tender while submitting the tender.
j)	Last date of submission of tender	Tender must be delivered to the address below on or before 20th, September 2025 up to 3.00 P.M. Late bids will be rejected. The Chairman, The Institute of Cost Accountants of India, CMA BHAWAN, SRISHTI APARTMENT, GROUND FLOOR, 89 G.T. ROAD (W), BELTING BAZAR, SERAMPORE, HOOGHLY, PIN- 712 203.
k)	Date of opening of Technical Bid (Envelope-1)	The technical bid for the tender shall be opened on 20th, September 2025 at 04:00 P.M. at the address as under: The Institute of Cost Accountants of India, CMA BHAWAN, SRISHTI APARTMENT, GROUND FLOOR, 89 G.T. ROAD (W), BELTING BAZAR, SERAMPORE-712 203
l)	Date of opening of Commercial Bid (Envelope-2)	The date for opening second envelope containing Commercial Bid will be intimated to the qualified bidders separately.

Note: In case of any further details required, the same can be collected from the office of **The Chairman, The Institute of Cost Accountants of India, CMA BHAWAN, SRISHTI APARTMENT, GROUND FLOOR, 89 G.T. ROAD (W), BELTING BAZAR, SERAMPORE-712203** 10th, September 2025 to 20th, September,2025.



[Signature]
Chairman,

The Institute of Cost Accountants of India
Serampore-Hooghly Chapter



1. Delivery Time:

- a) The successful Bidder shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The successful bidder shall complete supplies strictly as per the accepted delivery period.

2. Payment:

- a) The 80% payment of total bill will be made by the purchaser by crossed account payee cheque for which the bidder shall send bills in duplicate (original + copy) after Supply & Installation of Desktop Computers, giving the reference number of the purchase order along with copies of delivery note & satisfactory report on the Installation of Desktop Computers(s), from designated purchaser department. The details about the designated purchaser department who is authorized to take the delivery of Desktop Computer(s) shall be informed to the successful bidder through the supply order placed for the supply of Desktop Computer(s).
- b) The 20% payment of total bill along with EMD deposit will be released to bidder after one month from the date of installation Desk Top Computers on submission of three (03) years warranty certificate.

3. Address for communication:

All the communication with respect to the tender shall be addressed to:

**The Chairman, CMA BHAWAN, SRISHTI APARTMENT,
GROUND FLOOR, 89 G.T. ROAD (W), BELTING BAZAR,
SERAMPORE- 712203**

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Kolkata Court only.

We confirm with our acceptance to the instructions as given above.

BIDDER'S NAME & SIGNATURE WITH SEAL

These duly signed "Instructions to the Tenders" as under shall be attached with technical bid of the tender as a mark of acceptance of bidder and any tender not confirming the instructions as under is liable to be rejected.

ANNEXURE-A

Details of requirements and technical specifications of Branded (HP/LENOVO) Desktop Computers

S No	Description of Items
01	Supply, Installation and testing of Desktop Computers (5 Nos) with below mentioned Specification (a) CPU : Intel i - 5 (b) Chipset : Intel with CPU (c) Mother Board : Intel (d) Memory : SSD -512 GB (e) R A M : 8 GB (f) Monitor : 19" LED, SAME MAKE (g) Key Board : 104 keys board PS2 / USB interface (SAME MAKE) (h) Mouse : Black wired mouse USB (SAME MAKE) (i) UPS : Any branded company (j) Operating System : Windows 11 Pro (64bit) English (k) Power Supply : 240W up to 92% efficient Power Supply (l) Cabinet : HP Slim tower 12 th generation (m) Graphics Card :Intel UHD graphics
02	HP PRINTER- 1 NO. LASER JET-PRO MFP M126A, MULTIFUNCTION (B&W).

Note:

1. The product should have 3 Years Onsite Comprehensive warranty.
2. The above specifications are minimum requirements however, higher technical specifications may be considered subject to competitive price offered.

ANNEXURE -B

(Undertaking from Bidder on their official stationery)

To,
The Chairman
CMA BHAWAN, SRISHTI APARTMENT, GROUND FLOOR, 89 G.T. ROAD(W),
BELTING BAZAR, SERAMPORE- 712203

Sir,

Subject: Undertaking for the participation in the tender No.

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. Notice Inviting Tender
2. Instruction To The Tenderer
3. Technical Specifications of Desktop Computers (Annexure-A)
4. Annexure – C (Technical Bid)
5. Annexure – D (Commercial Bid)

I/Wedo hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply at the location(s) of purchaser including the scope and nature of duties expected from the Bidder.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

I/ We declare that our unit has never made any default in supplying the Desktop Computers/ equipment to Government / Semi Government/ Central or State Public sector enterprise(s) in terms of quality and financial agreed supply conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

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I/We fully understand the terms and conditions in the tender documents.

I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.

Dated this.....day of..... 2025

Authorized Signatory

Seal:

ANNEXURE-C

FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL BID FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL BID

1. **Tender Ref. No:**
2. **Name of Bidder:**
3. **Complete office address of Bidder:**
4. **Tender fee payment details** (*if tender document downloaded from website*)
Details of DD by which tender fee paid.....
5. Confirmation of acceptance of Technical Specifications for the supply
of Desktop Computers:

#	Technical Specifications	Acceptance to the Specification as placed at Annexure-A and agreed to supply with required Quantity (write YES/ NO only)	If marked "NO" in the column before, specify the deviation in specification of the Desktop Computers offered for the supply.
1.	CPU : Intel I/ 5		
2.	Chipset: Intel® I-5 Chipset or better compactable with CPU		
3.	Mother Board Intel		
4.	Memory : SSD -512 GB		
5.	Monitor : 19" LED, SAME MAKE		
6.	Graphics Card : Intel UHD graphics		
7.	Key Board : 104 keys board PS2 / USB interface (SAME MAKE)		
8.	Mouse : Black wired mouse USB (SAME MAKE)		
9.	Operating System : Windows 11 Pro (64bit) English		
10.	Power Supply : 240W up to 92% efficient Power Supply		
11.	Cabinet :, HP Slim tower 12 th generation		
12.	The product should have Three (03) Years Onsite comprehensive warranty.		

6. Confirmation for supply to the location:

#	Details	Location
		Serampore
1	Tentative quantity required	5
2	Consent to supply: (write YES/ NO only in the cells placed under each location)	

7. EMD payment details (Not applicable if the bidder is holding valid registration/ exemption certificate, as per Para 12 (c) of Instruction to Tenderers): Details of DD

which EMD paid

.....

The EMD of Rs. 6,000/- (Rupees Six Thousand Only) shall be submitted.

8. **PAN of bidder** (self-attested copy to be enclosed)

9. **Details of address with contact details for at least three (03) purchaser to whom the bidder supplied similar Desktop Computers in the last five (05) years and Desktop Computers shall be in operations to the satisfaction of buyer for the last three (03) years:** *The format for submission of details for at least three purchaser are as under: (the bidder can furnish details of even more than three purchaser)*

- a. Address of Purchaser with contact details (email and phone no.):
- b. Details of order for supply placed to bidder:
- c. Description and quantity of ordered equipment:
- d. Value of order in rupees:
- e. Date of completion of delivery:

(The purchaser shall have liberty to contact any or all of purchaser to assess the performance of Desktop Computers supplied by bidder)

10. **Documents - Details to be enclosed with the Technical bid by bidder are as under:**

- a) In case the bidder is Original Equipment Manufacturer, the bidder to submit a self-declaration on their letter-head, confirming that they are regular in manufacturing & supplying the similar Desktop Computers, as asked in this tender, for the last Five (05) years.
- b) In case the bidder is Authorized Distributor of OEM / Authorized Dealer of OEM, the bidder to attach self-certified valid authorized Distributorship / Dealership license from Original Equipment Manufacturer who should have valid ISO Certificate and shall be engaged in regular manufacturing and supply of similar Desktop Computers for the last Five (05) years.
- c) The original Equipment Manufacturer shall attach the self-certified copy of valid ISO Certificate for their establishment.
- d) In case the bidder is Authorized Distributor of OEM / Authorized Dealer of OEM, the bidder to attach the self-certified copy of valid ISO Certificate of their OEM.
- e) To avail benefit of Public Procurement Policy by SC/ST Micro & Small Enterprises, the requirement of documents to substantiate their claim (As per Para 11 of this tender) shall be submitted with Technical Bid.
- f) Undertaking as per annexure-B on official stationery.
- g) Duly signed all pages of "Instructions to Tenderers" of the tender document as a mark of acceptance.
- h) The letters substantiating performance from at least three (03) other purchasers, to whom, the similar Desktop Computers supplied by the bidder in last two (02)

years, and performance of the Desktop Computers are satisfactory.

- i) Technical Literature of Desktop Computer(s) with particular reference to the model of Desktop Computers proposed to supply against this tender along with reference of website to assess the further features.
- j) Authorization letter in favor of personnel to sign the tender behalf of bidder.
- k) Self-certified copy of valid certificate for claiming EMD exemption.
- l) Self-certified copy of valid certificate for claiming Tender Fee exemption.
- m) Self-attested copy of valid GST registration.
- n) Self-attested copy of valid PAN.
- o) The Bidders shall furnish complete Technical details of Desktop Computers with datasheet for offered model to supply through the participation of this tender.
- p) To submit all supporting information with respect to the technical data, drawings or booklets of product. Any product brief, test certificates available may be enclosed.

I/We as bidder certify that:

- a. The tender shall remain valid for acceptance for 90 days from the date of opening the Technical Bid of the tender.
- b. Agree to offer services for three (03) years onsite comprehensive warranty on the Desktop Computer(s) supplied through this tender.
- c. No price of any Desktop Computers shall be given in Technical Bid.
- d. Units should certify that all consumables, electrical and electronic parts of the Desktop Computers conform to national/ international standard(s).

Name & Signature of the authorized bidder with stamp
Contact details of authorized person of bidder who have signed the tender.

Name.....

Designation.....

Phone (office)

Phone(Mobile).....

E-mail.....

FORMAT FOR SUBMISSION OF COMMERCIAL BID

1. Tender Ref. No:
2. Name of the Bidder:
3. The financial offer to execute the supply as per the tender:

a. Supply of Desktop Computers to Serampore, Hooghly location:

#	Details	Unit Price of Desktop Computers before taxes & duties of single unit (In Rs.)	Quantity to be supplied (In No.)	Total Price of Desktop Computers before taxes & duties (Multiply column no 2 and 3) (In Rs.)
	1	2	3	4
a.	Offered financials for the Supply & Installation at site commitment to offer on site after sales Services in the period of Warranty to the Desktop Computers offered to supply, as agreed in technical bid of the tender no.			
b.	Total Price of Desktop Computers before taxes & duties for the supply of total quantity as detailed at row 'a' above to the location at Serampore, Hooghly, West Bengal, (Row a) (In Rs.)			
c.	Total Price of Desktop Computers before taxes & duties for the supply of total quantity as detailed at row 'a' above to the location at Serampore, Hooghly location (Row a) (In words)			

The followings to be noted while submitting financial details for the supply of Desktop Computers to the individual location:

- a. The Purchaser shall compare the "Unit Price of Desktop Computers before Taxes & Duties" of all the responsive bids to determine the lowest bid.
- b. The bidder shall note that they are not supposed to put any Taxes & Duties amount in the Commercial Bid. However, after the supplies, they have to issue the invoice indicating the Price of Desktop Computers as quoted in the Commercial Offer and thereafter specify the Taxes as applicable at the time of delivery. The Purchaser shall pay total amount which includes the unit price of Desktop Computers as well as the taxes and duties as applicable at the time of delivery.
- c. The Total Cost quoted above should be inclusive of Basic Price, Transportation, Incidental Services (including Insurance, Loading/ Unloading, Packing & Forwarding charges etc.), Installation Demonstration, on-site warranty.
- d. The Purchaser is authorized to ask the evidence from bidder to counter-check that the taxes & duties as claimed by the bidder at the time of issue of invoice after the supply of Desktop Computers.

- e. The bidder will not be entitled to any increase in Unit Price of the Desktop Computers before Taxes & Duties occurring during the period of delivery even if there is delay in supplies / completion attributed to him.
- f. The "Unit Price of the Desktop Computers before Taxes & Duties" should be inclusive of all costs involved for the delivery to the destination(s) which include the cost of Installation at destination, Cost of services to be provided during Comprehensive Warranty of three years.
- g. No extra payment or revision of "Price of Desktop Computers before Taxes & Duties" shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.
- h. The "Unit Price of the Desktop Computers before Taxes & Duties" competitiveness shall be given due consideration while analyzing the Commercial Bid.

I/We as bidder certify that:

- a. The tender shall remain valid for acceptance for 90 days from the date of opening the Technical Bid of the tender.
- b. Agree to offer three (03) years services for onsite comprehensive warranty on the Desktop Computer(s) supplied through this tender.
- c. Agree that the offer price is valid for a period of 90 days from the date of opening of technical bid of this tender.

Further confirm that we agree with the terms and conditions specified in "Instructions to Tenderers" and if selected, the execution of supplies would be made in compliance.

Name & Signature of the authorized bidder
with stamp Contact details of authorized person of bidder who
have signed the tender.

Name.....

Designation.....

Phone (office).....