

**Management Development Institute Murshidabad**  
(Department of IT)



**NOTICE INVITING TENDER**

Ref. No. : 2021-22/MDIM/IT /PC&LAPTOP/TENDER/1

Date: 06/04/2021

**Subject: Limited Tender Enquiry for supply & installation of All-in-One desktop PCs & Laptops.**

Management Development Institute Murshidabad (MDIM) invites bids (in digital format) from reputed Original Equipment Manufacturers (OEM) or their authorized partners for supply & installation of five (5) all-in-one desktops & five (5) Laptops as per the scope of work and terms & conditions mentioned in the enclosed document.

Bids are to be submitted in the following manner:

- The quotation along with other required documents to be created in a single PDF file format and the said file must be password protected and to be sent at [etender@mdim.ac.in](mailto:etender@mdim.ac.in) along with password. The subject line of the email should be as **“Tender for Supply & Installation of All-in-One Desktop & Laptop”** on or before **21/04/2021 up to 14:00 Hrs.**
- While submitting, all pages of the bid documents must be signed and stamped as a token of acceptance of all terms and conditions.

**IMPORTANT DATES: -**

Last Date for Submission of Bids: 21/04/2021, up to 14.00 Hrs.

The bidders are requested to read the tender documents carefully and ensure compliance with all terms & conditions and specifications herein. Non-compliance with specifications and terms & conditions in this document may disqualify the bidders from the bidding process.

Quotations received after due date and time will not be considered or accepted and no request or appeal will be entertained in this regard. MDIM authority reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Please refer our website (<https://www.mdim.ac.in/tender>) for any Addendum.

Encl. –

- 1) Annexure-I (Scope of work)
- 2) Annexure-II (Terms & Conditions)
- 3) Annexure-III (Technical Bid)
- 4) Annexure-IV (Financial Bid)

(Registrar)

## Annexure-I (Scope of work)

**Subject: Limited Tender Enquiry for supply & installation of All-in-One desktop PCs & Laptops.**

Ref. No. : 2021-22/MDIM/IT /PC&LAPTOP/TENDER/1,

Dated 06/04/2021

Supply and installation of **5 (five) nos.** of business all-in-one pcs and **5 (five) nos.** of business laptops as per the following configurations. The bidders have to mention make & model and also they should enclose datasheet for the same.

Delivery address: MDI Murshidabad, Kulori, PO - Uttar Ramna, PS - Raghunathganj, Dist. - Murshidabad, PIN – 742235, West Bengal

### **Business Laptop Configuration**

Processor Brand	Intel
Processor Type	Core i7 or higher
Processor Generation	10 <sup>th</sup> or higher
Number of cores per Processor	4
Chipset	Integrated (SOC)
RAM Size	8 GB
Computer Memory Type	DDR4
RAM Upgradability	32 GB, Min 2 users replaceable DIMM Slots
Hard Drive Size	1 TB
Standing screen display size	Min. 14 Inches
Resolution	1920 x 1080 (Full HD)
Camera	HD Camera with Microphone
Speaker Description	Integrated in the laptop
Operating System	Windows 10 Professional (preloaded)
Connectivity Type	Ethernet (10/100/1000 Gigabit port), Bluetooth-v 5.0, Wi-Fi (802.11ac and AX)
SD Card reader	1
Number of Audio-in/out Ports	1
Ports	3 USB ports , out of which minimum 2 USB 3.2 or higher , 1 USB Type C port (support video signal out ) , 1 RJ-45/Ethernet, 1 HDMI/mDP for projection etc., power connector, 3.5mm audio jack ( for headphone, lineout, microphone etc.), media card reader, K lock slot
Number of Display Out port	1 (HDMI)
Weight	not more than 1.60 Kgs including battery
Keyboard & Touch pad	Full size spill resistant backlit keyboard with touch pad
Battery	Minimum 40Whs
Warranty	Standard 3 Years NBD incl. battery and extendable warranty further 2 years.
Carry bag	OEM backpack with OEM logo.
Certification	FCC, MIL- STD 810 G and BIS Preferred, UL, EPEAT INDIA Gold, TCO 8, Energy Star 8.0 , RoHS, ISO 9001 and 14001 (for the laptop OEM)

### **Business All-in-One Desktop PC Configuration**

Processor Brand	Intel
Processor Type	Core i7 or higher
Processor Generation	10 <sup>th</sup> or higher
Chipset	Intel Q series
RAM Size	8 GB
Computer Memory Type	DDR4
RAM Upgradability	64 GB, Min 2 DIMM Slots

Hard Drive Size	1 TB (7200 RPM)
Standing screen display size	Min 23.8 Inches
Resolution	1920 x 1080 (Full HD)
Camera	2 MP with physical privacy feature
Operating System	Windows 10 Professional (preloaded)
Connectivity Type	Ethernet (10/100/1000 Gigabit port), Bluetooth-v 5.0, Wi-Fi (802.11ac and AX)
On Site Warranty	Standard 3 Years NBD from OEM and extendable warranty further 2 years

## Annexure-II (Terms & Conditions)

**Subject: Limited Tender Enquiry for supply & installation of All-in-One desktop PCs & Laptops.**

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1. Annexure-IV (Financial bid) as per our prescribed format should be submitted on company letter head and duly signed by the authorized person.
2. Payment Terms: 100% payment within 15 days of satisfactory supply & commissioning of all the items and delivery of warranty documents.
3. Financial bid as per the prescribed format of Annexure-IV (on the letter head of the bidder) along with one set of this tender document, duly signed and stamped by the bidder and other required documents to be created in a single PDF file format. The said file must be password protected and to be sent at [etender@mdim.ac.in](mailto:etender@mdim.ac.in) along with password. The subject line of the email should be as **“Tender for Supply & Installation of All-in-One desktop PCs & Laptops ”** on or before **21/04/2021 up to 14:00 Hrs.**
4. The successful bidder is required to supply and install all the items within 5 (five) weeks from the issue date of Purchase Order (PO). Delay in delivery will attract penalty @1% of PO value (excluding GST) per week subject to a max. of 10% total awarded value(Excl of GST amount). Alternatively, the order will be cancelled.
5. The quoted price shall be valid for at least 60 days. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
6. The Equipment will be supplied and installed at MDIM Campus, Murshidabad, no extra amount shall be paid towards the cartage, packing, forwarding etc. Price should be quoted on “FOR MDI Murshidabad Campus” basis.
7. In case any item is found to be defective /substandard, the same shall be rejected. Institute shall not make any payment for such items and shall be replaced immediately.
8. Institute reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
9. Institute reserves the right to terminate the contract by giving 7 (seven) days notice in writing without assigning any reason whatsoever.
10. Tender specific authorization certificate from the OEM to be mandatorily submitted.
11. Self-certification on company letterhead by the concerned person of the organization regarding non-blacklisted or debarment of or involved in any Corrupt & Fraudulent Practices by any Central / State government ministry/affiliate or Public sector undertaking or Private Organization.
12. Sub-contract of project and services is not allowed.
13. Financial Bid will be evaluated only for those vendor who will satisfy all the requirements of technical bid (Annex-III) and contract will be awarded based on L-1 basis. During tender evaluation, MDI Murshidabad may, at its discretion, ask the bidder for a clarification of its tender.
  - a) The request for clarification and response shall be in writing, and no change in the price or substance of the tender shall be permitted in response.
  - b) The tenders received will be evaluated by MDI Murshidabad to ascertain the technical suitability and lowest acceptable tender in the interest of MDI Murshidabad, as specified in the specification and tender documents.

14. MDI Murshidabad reserves the right to reject any / all bids including the lowest bid or withdraw the tender at any stage without assigning any reasons. Nothing contained herein shall confer right upon a service provider or any obligation upon MDI Murshidabad.
15. All legal disputes will be subject to local court of Murshidabad district, West Bengal.

Date:

(Signature, Contact person Name, Address,  
Contact No & seal of the vendor)

**Annexure-III (Technical Bid)**

**Subject: Limited Tender Enquiry for supply & installation of All-in-One desktop PCs & Laptops.**

Ref. No. : 2021-22/MDIM/IT /PC&LAPTOP/TENDER/1,

Dated 06/04/2021

Sl. No.	Description	Bidder's Response
1	Tender Specific Authorization Certificate from OEM	Yes <input type="checkbox"/> / No <input type="checkbox"/> (Attached valid Certificate from OEM)
2	The Bidder should not be Blacklisted/ debarred or involved in any Corrupt & Fraudulent Practices by any Central / State government ministry/affiliate or Public sector undertaking or Private Organization.	Yes <input type="checkbox"/> / No <input type="checkbox"/> Self-certification on company letterhead by the concerned person of the organization.
3	<b>Business All-in-One Desktop</b> (As per the detailed configuration mentioned in page no. 2 & 3 under Annexure-I Scope of work)	Yes <input type="checkbox"/> / No <input type="checkbox"/> Please mention the Make and model of AIO Desktop (Attached the Data Sheet- <b>MANDATORY</b> )
4	<b>Business Laptop</b> (As per the detailed configuration mentioned in page no. 2 & 3 under Annexure-I Scope of work)	Yes <input type="checkbox"/> / No <input type="checkbox"/> Please mention the Make and model of Laptop (Attached the Data Sheet- <b>MANDATORY</b> )
5	Payment Terms: 100% payment within 15 days after satisfactory supply & commissioning of all the items and delivery of warranty documents.	Accepted <input type="checkbox"/> / Not Accepted <input type="checkbox"/>
6	Delivery of all items within 5 (five) weeks	Accepted <input type="checkbox"/> / Not Accepted <input type="checkbox"/>
7	LD/ Penalty: Delay in delivery will attract penalty @1% of PO value (excluding GST) per week subject to a max. of 10%. Alternatively, the order will be cancelled.	Accepted <input type="checkbox"/> / Not Accepted <input type="checkbox"/>
8	Documents related to allocation of Validity if Organization (1) PAN Number (2) GST Certificate	Yes <input type="checkbox"/> / No <input type="checkbox"/> Self-attested photocopies of documents issued by the competent authority to be furnished.

Date:

(Signature & seal of the vendor)

**Annexure-IV (Financial Bid)**

**Subject: Limited Tender Enquiry for supply & installation of All-in-One desktop PCs & Laptops.**

Ref. No. : 2021-22/MDIM/IT /PC&LAPTOP/TENDER/1,

Dated 06/04/2021

Sl. No.	Description	Qty (nos.)	Unit Price in INR excl of GST	Amount in INR	GST Amount in INR	Total Price with GST in INR
A	B	C	D	E (C × D)	F (E × % of GST)	G (E + F)
1	<b>Business All-in-One Desktop</b> (As per the detailed configuration mentioned in page no. 2 & 3 under Annexure-I Scope of work)	05				
2	<b>Business Laptop</b> (As per the detailed configuration mentioned in page no. 2 & 3 under Annexure-I Scope of work)	05				
Grand Total with GST in INR						
Grand Total with GST in INR in words						

N.B - Price should be quoted on "FOR MDI Murshidabad Campus" basis.

- If there is mismatch of amount in number and word then MDIM will only consider that one which will be less cost among the two.
- Delivery Mode : Delivery at MDI Murshidabad, Campus only.
- Total bid price should be inclusive of all taxes and levies, transport, loading, unloading etc.
- Tentative Delivery Period .....days/weeks. (to be filled up by bidder)
- Quotation Validity Date: - 60 days from the last date of Submission of quotation/tender.

Sign of Bidder:-

Date:-

Name of bidder:-

Firm's Name:

(Seal of the vendor)