



Indian National Science Academy(INSA)

2, Bahadur Shah Zafar Marg

New Delhi 110002

Phone: (011) 23221931-1950 (20 lines) FAX: (011)-23235648

finance@insa.nic.in, ic@insa.nic.in

www.insaindia.res.in

Date : 01.04.2021

Notice Inviting Tender Enquiry

Sealed Bids are invited in two bid systems for the “Supply and installation of Laptops & other Computer peripherals for INSA, Delhi-110 002.” with the technical specifications mentioned in the Tender Document.

Tender documents may be downloaded from INSA web site insaindia.res.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the following Tender Schedule:

Last Date to receive the Bid in the office of the Academy is 14-04-2021 (17:30 Hours)

(Sunil Zokarkar)
DED-II (Finance & Admin)



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Date: 01-04-2021

TENDER ENQUIRY

TENDER DOCUMENT FOR SUPPLY OF LAPTOPS & Computer Peripherals

Schedule of Tender

Sno	Activity Scheduled	Date & Time
1.	Date of Commencement of Bid Document	01.04.2021
2.	End Date of Submission of Bid	14.04.2021 up to 17:30 hours
3.	Mode of submission of Bid	By Hand / Postal Mail / Courier
4.	Clarification End Date	10-04-2021.
5.	Date, Time, and Venue of Opening of Bid	15.04.2021 at 11:30 hours

DED-II (F&A)
Indian National Science Academy

Particulars of laptops & Computer Peripherals

Sr. No.	Equipment's	Specifications	OEM	No. Required
1	Laptop (Type I)	<p><u>Processor</u> 11th Generation Intel® Core™ i5-1135G7 Processor (8MB Cache, up to 4.2 GHz).</p> <p><u>Operating System</u> Windows 10 Pro (64bit) English</p> <p><u>Graphic Card</u> NVIDIA® GeForce® MX330 with 2GB GDDR5 graphics memory.</p> <p><u>Memory</u> 8GB, 8Gx1, DDR4, 2666MHz or Higher Frequency.</p> <p><u>Storage</u> 256GB M.2 PCIe NVMe Solid State Drive or higher with 512 GB- 1TB HDD.</p> <p><u>Display</u> 15.6-inch FHD (1920 x 1080) Display</p> <p><u>Software</u> Microsoft Office Home & Student 2019 license or higher.</p> <p><u>Warranty</u> 1 Year On site Service Warranty</p> <p>Laptop Bag.</p>	Dell, HP, ASUS, Lenovo	04
2	Laptop (Type II)	<p><u>Processor</u> M1 Number of Cores per Processor: 8</p> <p><u>Operating System</u> Mac OS Mojave</p> <p><u>Graphic Card</u></p>	Apple	01

		<p>Integrated</p> <p><u>Memory</u> 8GB, 8Gx1, DDR4, 3733MHz</p> <p><u>Storage</u> 256GB SSD</p> <p><u>Display</u> 13.3-inch IPS (2560x1600) LED Backlight Display</p> <p><u>Warranty</u> 1 Year On site Service Warranty.</p>		
3	Headphone (with Mic)	<p>Adjustable Headband Rotating Microphone Noise Cancelling Microphone Stereo Sound: 3.5mm Audio Jack Connection <u>SYSTEM COMPATIBILTY:</u> Computers/smartphones/tablets Windows/Mac/Chrome OS</p>	Logitech, Sony, JBL	20
4	Bluetooth Headphone with Mic (wireless)	<p>Bluetooth Connectivity Adjustable Headband Rotating Microphone Noise Cancelling Microphone Stereo Sound: 3.5mm Audio Jack Connection (optional) <u>SYSTEM COMPATIBILTY:</u> Computers/smartphones/tablets Windows/Mac/Chrome OS</p>	Logitech, Sony, JBL	01
5	Webcam	<p>Full HD widescreen video calling: Compatible to make widescreen video calls in HD 720p at 30fps. HD lighting adjustment. Built-in noise-reducing mic. <u>Universal clip:</u> Attaches securely to your screen or works as a stand on a shelf or desk, <u>Compatible with:</u> Windows 10 or later, Windows 8, Windows 7, Mac OS 10.10 or later, and Chrome OS via the USB port</p>	Logitech, HP, Lenovo	20

Indian National Science Academy

Date: 01st April 2021

Indian National Science Academy (INSA) invites competitive bids in two bid system (**Technical and Financial**) from reputable Original Equipment Manufacturers/ Local Authorized Dealers/ Suppliers for supply and Installation of **05 Laptops & other Computer Peripherals** as per the minimum specifications mentioned in **Annexure-I (Part-A & Part-B)& Annexure-II**.

Tender document along with detailed terms & conditions etc. can be downloaded from the CPP Portal.

1. Eligible OEM/Companies for the equipments are as follows:

- i. Laptop (Type I): Dell, HP, ASUS, Lenovo.
- ii. Laptop (Type II): Apple.
- iii. Webcam: Logitech, HP, Lenovo.
- iv. Headphone cum Mic: Logitech, Sony, JBL
- v. Bluetooth Headphone cum Mic: Logitech, Sony, JBL

2. The Technical and financial terms and other conditions shall be as follows:

- i. Bidders, if not OEM, should have authorization from manufacturers. Please enclose valid authorization letter along with quotations.
- ii. The firm/company must be registered as a firm or as a company with the Registrar of Firms or Registrar of Companies.
- iii. The firm/company should produce the self-attested photocopies of documents related to Registration Number of Firm, PAN Number, Goods and Service Tax number, etc.

3. Tender documents:

The Tender document consisting of terms and conditions of the tender, detailed configuration and annexure mentioned therein should be gone through by the bidder thoroughly. Bidders are also requested to go through the terms and conditions contained in the bid documents. **There is no fee for Tender Document. All pages of tender document along with Terms and Conditions should be signed and submitted, failing which bidder will be declared UNFIT.**

4. Documents Required for submission of bids:

The Bidders are required to submit their bid enclosing therewith photocopies of the following documents, failing which their bids will be summarily rejected and will not be considered any further: -

- i. Copy of GST Registration Certificate.
- ii. Copy of PAN Card.
- iii. Copy of authorization from manufacturer for supply in case the firm is not an Original Equipment Manufacturer (OEM) of the item.
- iv. Declaration regarding non-blacklisting of firm should be submitted.

5. Terms & Conditions for submission of bids:

- i. The rates/prices, all inclusive, should be quoted in Indian Rupees only both in words and figures.
- ii. In case of decrease in prices after the supply order and before the delivery, the benefit shall be passed on to INSA. No claim for compensation or loss due to fluctuations in currency rates or any other reasons/causes shall be entertained.
- iii. Price quoted shall be final and all inclusive, which includes free delivery of goods at INSA. No extra fees, cesses etc. will be paid by this office.
- iv. The firm shall furnish original documents to verify the authenticity of the documents as and when instructed by the competent authority.

6. Instructions for Submission of Bids:

- i. All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.
- ii. The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and scribed as "**Quotation for Purchase of Laptop & other computer Peripherals**" addressed to **Indian National Science Academy, 2, Bahadur Shah Zafar Marg, New Delhi 110002 by 17:30 hrs. on 14.04.2021**. The Bids will be opened on next working day i.e. **15-04-2021 at 11.30 AM**.
- iii. Late submission of tenders will not be accepted. Tenders by "Telex/Telegram/Fax/E-mail" will not be accepted.
- iv. Incomplete and conditional tender will be rejected.

7. Opening of Bids:

The bids will be opened by the authorized committee on **15.04.2021 at 11.30 AM**. The committee will examine/evaluate the bids to determine whether they fulfill the eligibility criteria and have submitted the requisite documents and follow the terms & conditions specified in the tender documents. The financial bid of firm will be opened for only those firms which qualify the technical criteria as specified in tender.

The bids will be examined by the Committee, which may call for clarifications/additional information from the vendors, which must be furnished to the Committee in the time stipulated by the Committee.

8. Validity of Bid Period:

Bid shall be valid for a period of **90 days from the date of opening of Bid**. 'No Price escalation on any ground whatsoever will be entertained during the period of validity of the rates.

9. Supply, Commissioning / installation, Payment and Penalty:

- i. The items shall be delivered to office of the Indian National Science Academy New Delhi, within **07 days from the date of Purchase Order**. No control, freight, insurance, etc. shall be paid.
- ii. If the firm/supplier fails to deliver the store/items or any consignment thereof, within the period prescribed for delivery, the competent authority would be entitled to **levy the penalty @ 5% of contract value**.
- iii. Commissioning/ Installation shall be made by the firm within **02 days from the date of delivery, failing which the penalty at above mentioned rate will be imposed**.
- iv. Invoice, in triplicate, giving details of GST Registration Nos. etc. may be submitted to this office for settlement.
- v. Payment would be processed after satisfaction of this office that supply of hardware match the specification ordered for as per tender. If the material supplied found not genuine at any stage same should be replaced by the firm at their own cost.
- vi. No advance payment will be made in any case. No interest charges will be paid in case of delay in payment under any circumstances.

10. Warranty and maintenance:

The bidder shall provide comprehensive onsite warranty of Laptops & Other Computer peripherals for **01 year**. The period of comprehensive onsite warranty will start from the date of installation of items but not later than **30 days from the date of supply of items to the office of Indian National Science Academy**.

11. GENERAL TERMS & CONDITIONS OF THE TENDER:

- i. Quantity of items given in the tender is approximate, which may likely vary.
- ii. The tender document is not transferable.
- iii. TDS (GST or IT), if any, will be deducted as per government guidelines.

12. Clarifications:

In case of bidder requires any clarification regarding the tender documents, they are advised to submit their queries to Indian National Science academy New Delhi through e-mail on or before 10th April, 2021; 11 AM at **finance@insa.nic.in**. No irrelevant queries will be entertained.

The competent authority has reserved the right to accept or reject all bids including the lowest at any time prior to award of purchase order without assigning any reason. The competent authority also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

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Indian National Science Academy

ANNEXURE I
Technical Bid- Part A

SL. No	Description	Details	Pg. No of the document
1	Name and address of firm		
2	GST Registration Certificate Number		
3	PAN Card		
4	Technical Bid (Part-B) for technical specification of Laptop offered by the firm.		
5	Declaration regarding non- blacklisting of firm		
6	Copy of certificate of authorized distributor / dealership of OEM for the products to be supplied (Authorization letter)		

Certified that the above information is correct to the best of my/our knowledge.

Place:

Date:

Signature of the Authorized Person with office seal

Technical Bid (Part-B)
Specifications

i. Make and Model of Laptop offered (Type I): _____

S.No.	Product Specification	Value	Offered Specifications by firm
1	Processor Generation	11 or higher	
2	Processor Make	Intel	
3	Type of Drives used to Populate the Internal Bays	SSD	
4	Operating systems (Factory Preloaded)	Window 10 Professional (64 Bit)	
5	RAM Size (GB)	8GB RAM, DDR4, 2666MHz or higher	
6	RAM Expandability upto (Using spare DIMM)		
7	Display Resolution (Pixels)	15.6 inch FHD 1920x1080	
8	Webcam	HD	
9	Total HDD Capacity (GB)	500GB to 1 TB	
10	Total SSD Capacity (GB)	256/500GB SSD with above SATA HDD	
11	Panel Technology	IPS or Any technology	
12	Carry case	yes	
13	Optical Drive	Not Required	
14	Processor	11th Generation Intel® Core™ i5-1135G7 Processor	
15	Form Factor	Standard	
16	Processor Description	Intel core i5	

ii. Make and Model of Laptop offered (Type II): _____

S.No.	Product Specification	Value	Offered Specifications by firm
1	Chip / Processor	Apple M1 chip	
2	No. of Core	08	
3	Type of Drives used to Populate the Internal Bays	SSD	
4	Operating systems (Factory Preloaded)	Mac OS Mojave	
5	RAM Size (GB)	8GB, 8Gx1, DDR4, 3733MHz	
6	RAM Expandability upto (Using spare DIMM)		
7	Display Resolution (Pixels)	13.3-inch IPS (2560x1600) LED Backlight Display	
8	Total SSD Capacity (GB)	256GB SSD	
9	Panel Technology	IPS or Any technology	
10	Carry case	Yes	
11	Graphic Card	Integrated	

iii. Make and Model of Headphone with Mic offered: _____

S.No.	Product Specification	Value	Offered Specifications by firm
1	Headband	Adjustable	
2	Microphone	Noise Cancellation	
3	Sound	Stereo	
4	Audio Jack	3.5 mm	
5	Compatibility	Windows/Mac/Chrome OS	

iv. Make and Model of Bluetooth Headphone with Mic (Wireless) offered: _____

S.No.	Product Specification	Value	Offered Specifications by firm
1	Headband	Adjustable	
2	Microphone	Noise Cancellation	
3	Sound	Stereo	
4	Audio Jack	3.5 mm or optional	
5	Bluetooth Connectivity	Yes	
6	Compatibility	Windows/Mac/Chrome OS	

v. Make and Model of Webcam offered: _____

S.No.	Product Specification	Value	Offered Specifications by firm
1	Resolution	720p at 30fps.	
2	Microphone	Built-in noise-reducing mic.	
3	Clip	Universal	
4	Compatibility	Windows/Mac/Chrome OS	

Place:

Date:

Signature of the Authorized Person with office seal

Annexure -II

Financial Bid

Sl	Item Description*	No. of Units Required	Unit Rate	Taxes per unit	Total Unit Cost [(6)=(4)+(5)]	Total Cost including Taxes (7)=(3)x(6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Laptop (Type I)	04				
2	Laptop (Type II)	01				
3	Headphone with Mic	20				
4	Bluetooth Headphone with Mic	01				
5	Webcam	20				

***: Please refer Page 2& 3 for detailed item Description.**
