

**Ref. No. : MDI/ Desktop & Laptops /2017**

**Date: December 15 ,2017**

**Dear Sir,**

**Subject: Invitation of Sealed quotations for Desktop & Laptops**

Sealed Quotations are invited **Desktop & Laptop's** As per the scope of work and on the terms and conditions mentioned in the enclosed document.

Sealed Quotations for **Desktop & Laptops**. Should be submitted in two sealed envelopes duly super scribed as:

- Technical Quotation for **Desktop & Laptop's**
- Financial Quotation for **Desktop & Laptop's**

Both the quotations should be submitted in the separate sealed envelopes.

1. No quotations would be accepted by e-mail and only hard copies will be considered.
2. Please write Subject line and Tender Reference on the Top of the envelope.
3. **All pages of this tender should be signed and stamped.**

In order to take any query regarding the specification and terms and conditions, pre bid meeting will be held on December, **15, 2017 at 3.00 p.m.** Kindly submit your query by e-mail latest by December, 14 2017 The e-mail id is : ittender@mdi.ac.in.

If any correction after Pre-bid meeting then Addendum will be published on the MDI website on or after December, **16, 2017.**

The quotations should be submitted in the sealed covers super scribed as addressed to:-

Senior Systems Analyst  
Computer Centre  
MANAGEMENT DEVELOPMENT INSTITUTE  
Mehrauli Road, Sukhrali  
Gurgaon - 122 007, Haryana (INDIA)

For any Query Kindly contact:

Mr. D.K. Ahuja  
Tel: 0124-4560327,

Sealed Quotations should reach on or before 3.PM of December **20, 2017.**

## Terms & Conditions:

1. Kindly provide Profile of your Firm/Company along with the Year of establishment, Annual revenues for the last 3 Years Names & addresses of similar clients (at least three) and at least one in large size academic institution along with the telephone numbers of the contact persons of the clients to whom similar services provided by your company. Please provide photo copies of Purchase Orders.
2. Vendor should be OEM or Authorized Business Partner of the **HP, Dell, and Lenovo** as per details in the Technical bid. Attach the relevant and valid document of OEM in support of authorization.
3. Technical and Financial bid should be submitted on company letter head and should be submitted duly signed by the authorized person. **Kindly submit the Technical and Financial bid in the prescribed Format.**
4. **Payment Terms:** - 80% (eighty percent) of the total bill value of items supplied will be paid within 1 month of delivery of items and receiving of bills.  
Remaining 20% of within 1 month of satisfactory commissioning of all the items and delivery of warranty documents.
5. EMD of Rs.2,00,000/- in form of bank demand draft/EMD with 6 months validity required at the time of Purchase order and it will be released at the time of first payment.
6. In case the full quantity of Equipments is not supplied within the stipulated date, penalty shall be imposed Rs.2000 per day of delay subject to a maximum of Rs.50,000/- (Rs. Fifty thousand only), which will be deducted from 1st Payment.
7. The quoted price shall be valid for at least 6 months. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
8. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the MDI.
9. Sub-contract of project and services is not allowed.
10. If you want to visit the site in MDI campus kindly contact Mr. D.K Ahuja.
11. MDI reserve the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Date:

(Signature)  
Name of Vendor

**Annexure I**

**Technical Bid**

**Sealed Quotation for Desktop & Laptop**

S. No.	Description	Company Response	Remarks												
1	<ul style="list-style-type: none"> <li>• Profile of your firm/company</li> <li>• Year of establishment</li> <li>• Number of employees</li> <li>• Annual revenues for the last 3 Years. Attach CA Certificate of Last 3 years.</li> </ul> Kindly Attach separate sheet on company letter head.	<table border="1"> <thead> <tr> <th>Year</th> <th>1</th> <th>2</th> <th>3</th> </tr> </thead> <tbody> <tr> <td>Revenue</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	1	2	3	Revenue								
Year	1	2	3												
Revenue															
1 A	Annual Turnover more than 5 Crores.	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
2	Names & addresses of prestigious clients (at least Three) and at least one in large size academic institution along with the telephone numbers of the contact persons of the clients where you have Provided Desktop & Laptop														
3	Authorised partner of <b>HP /Dell / Lenovo</b> (Attached valid Certificate)	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
4	Contact details of the authorized person of the company. 1. Name : 2. Office Tel No. : 3. Mobile no. : 4. Official E-mail id:	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
5	HP/Dell/Lenovo Desktop HP Desktop Probesk 400G4 Dell Optiplex 3050 <b>Lenovo Think Centre M710</b> 7th Gen Core i5 7500 & <b>higher model</b> , 500 GB HDD, 16 GB Ram, , 18.5" TFT ,Integrated Ethernet LAN 10/100/1000, DVD writer. With installation <b>Warranty 3 years Comprehensive onsite warranty.</b>	Yes <input type="checkbox"/> / No <input type="checkbox"/>  Kindly mention the Make of Desktop and model . (Attached the Data Sheet)													
5 A	WINHOME 10 SNGL OLP NL Acdmc Legalization Get Genuine. For item no. 5) With installation.	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
6	HP/Dell/Lenovo Laptop	Yes <input type="checkbox"/> / No <input type="checkbox"/> Kindly mention the Make of Laptop													

	HP Probook 430 G4/440 G4 <b>Dell Latitude 3480</b> <b>Lenovo ThinkPad L470</b> i5-7200U & <b>higher model</b> ,8GB RAM DDR4 RAM, 1 TB SATA, Win 10 Pro, 13.3."/14.0 LED HD, <b>6 Cell</b> <b>Battery</b> , with VGA & HDMI Port , With Bag External DVD RW. Optical Mouse. With installation <b>3 Years Comprehensive Onsite</b> <b>Warranty.</b>	and model . (Attached the Data Sheet)	
7	Head Phone with Mike (Logitech Stereo Headset H151 / higher model).	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
8	Web Camera (Logitech HD webcam C270 / higher model).	Yes <input type="checkbox"/> / No <input type="checkbox"/>	

#### Warranty and Support

S No.	Description	Company Response
1.	Delivery	Immediate (Kindly mention the period)

Date :

(Signature)  
Name of Vendor

## Financial Bid

Sealed Quotation for Desktop & Laptop

## Format of Financial Bid Part-A

S. No.	Description	Qty	Unit Price	Amount in INR
1	HP/Dell/Lenovo Desktop HP Desktop Prodesk 400G4 Dell Optiplex 3050 <b>Lenovo Think Centre M710</b> 7th Gen Core i5 7500 & <b>higher model</b> , 500 GB HDD, 16 GB Ram,18.5" TFT ,Integrated Ethernet LAN 10/100/1000, DVD writer. With installation <b>Warranty 3 years Comprehensive onsite warranty.</b>	35		
1 A	WINHOME 10 SNGL OLP NL Acdmc Legalization Get Genuine. For item no. 1) With installation.	35		
2	HP/Dell/Lenovo Laptop HP Probook 430 G4/440 G4 <b>Dell Latitude 3480</b> <b>Lenovo ThinkPad L470</b> i5-7200U & <b>higher model</b> ,8GB RAM DDR4 RAM, 1 TB SATA,Win 10 Pro, 13.3"/14.0 LED HD, <b>6 Cell Battery</b> , with VGA & HDMI Port , With Bag External DVD RW. Optical Mouse. With installation <b>3 Years Comprehensive Onsite Warranty.</b>	5		
3	Head Phone with Mike (Logitech Stereo Headset H151 / higher model .For Desktop users .	5		
4	Web Camera (Logitech HD webcam C270 / higher model)For Desktop users .	5		
	<b>Total</b>			
	<b>Taxes</b>			
	<b>Grand Total (Inclusive of Taxes)</b>			

**Payment Terms:** - 80% (eighty percent) of the total bill value of items supplied will be paid within 1 month of delivery of items and receiving of bills.

Remaining 20% of within 1 month of satisfactory commissioning of all the items and delivery of warranty documents.

Date :

(Signature)  
Name of Vendor