



**Indian Council for Cultural Relations**  
**Azad Bhavan, I.P. Estate,**  
**New Delhi-110002**

**Notice Inviting Tender**  
**(Through e-tendering mode only)**

**Indian Council for Cultural Relations** invites online sealed tender from eligible bidders for **Supply of 15 nos. of Laptops as per technical specifications to Delhi**

1	Tender No. & Date	ICCR/Laptop/2020-21
2	Name of the work	Supply of 15 nos. of Laptops as per technical specifications to Delhi
3	Date & Time of tender publication & download	14-10-2020 14:00 hrs
4	Last Date and Time of E-submission of tender	26-10-2020 Up to 13:00 hrs.
5	Date and Time of E-opening of Technical Bid	26-10-2020 at 16:00 hrs.
6	Date and Time of E-opening of Financial Bid	Will be informed later
7	Estimated cost put to Tender (Approx.)	.....
8	Cost of BID Document	.....
9	Earnest Money Deposit(EMD)	Rs.22,000 (Mode of Payment: E-payment)

Details can be viewed on ICCR e-Tender website [www.tenderwizard.com/ICCREPROC](http://www.tenderwizard.com/ICCREPROC) or our website [www.iccr.gov.in](http://www.iccr.gov.in).

**REQUIREMENTS FOR VENDORS**

- P.C. connected with internet.

- Registration with Service provider portal [www.tenderwizard.com/ICCREPROC](http://www.tenderwizard.com/ICCREPROC)
- The vendor should possess a Class III Digital Signature certificate (Mandatory).
- (Bids will not be recorded without Digital Signature Certificate.)
- In case of any clarification please contact ITI Ltd., before the schedule time of the e-Procurement.

**Contact Helpdesk:-**

**HELPDESK NO. 9073677150/151,152, E-mail: [bose.kushal2012@gmail.com](mailto:bose.kushal2012@gmail.com)**

**MR. PRAVES MANI :- 9044314492, [helpline18tenderwizard@gmail.com](mailto:helpline18tenderwizard@gmail.com)**

**MR. PUSHPRAJ:- 7503347659, [helpline14tenderwizard@gmail.com](mailto:helpline14tenderwizard@gmail.com)**

a) For registration, Submission procedure and method of correspondence etc. Please visit our website: [www.tenderwizard.com/ICCREPROC](http://www.tenderwizard.com/ICCREPROC) and click on the link Vendor Help.

b) To obtain the Class III digital signature certificate or further details please visit our website: [www.tenderwizard.com/ICCREPROC](http://www.tenderwizard.com/ICCREPROC)

c) Registration/Enrollment of Bidder on e-procurement Portal of ICCREPROC:

In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal of ICCR with valid Digital Signature Certificate (DSC) issued from any agency authorized by CCA and which can be traced up to the chain of trust to the Root Certificate of CCA.. The registration should be in the name of bidder, whereas DSC holder may be either bidder himself or his duly authorized person.

The bidders will have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including Commercial and General Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be allowed/accepted.

The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in support of the same in respect of eligibility criteria is found to be wrong or misleading at any stage, they will be liable to be punitive action.

d) Help for participating in e-tender:

The detailed method for participating in the e-procurement are available in the website [www.tenderwizard.com/ICCREPROC](http://www.tenderwizard.com/ICCREPROC). The bidders have to Log on to ITI's web site and then click on the specified links to start participating in the e-tendering process.

Bidders are also free to communicate with the contact person of the service provider to get all clarifications regarding the mode of the e-procurement process.

NB : ( I ) Please note that there is no provision to take out the list of parties downloading the tender document from the above referred web site . As such , tenderers are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum , if any , will be that of the downloading parties.

( ii ) No separate intimation in respect of corrigendum to this NIT( if any ) will be sent to tenderers who have downloaded the document of ICCR.

e) The offer should be submitted (uploaded) as per the terms and conditions and procedures laid down in the website of M/s ITI Ltd [www.tenderwizard.com/ICCREPROC](http://www.tenderwizard.com/ICCREPROC) tender document failing which the offer is liable for rejection.

Bidders should download the complete NIT including the Annexure and read carefully before filling the details and uploading the documents.

f) The bidder must upload all the documents required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.



## Indian Council For Cultural Relations

Azad Bhavan, IP Estate,  
New Delhi-110002,  
Website: [www.iccr.gov.in](http://www.iccr.gov.in)

### Notice Inviting Tender

Indian Council for Cultural Relations invites online bids through Tender Wizard ([www.tenderwizard.com/ICCREPROC](http://www.tenderwizard.com/ICCREPROC)) from eligible bidders for the supply of items as detailed below with the Terms & Conditions in Section 1.

**Tender No.** : ICCR/Laptop/2020-21  
**Type of Tender** : Supply of Goods  
**Issue of Tender Document** : 14<sup>th</sup> October 2020  
**Last Date for Receipt of Bids** : By 26<sup>th</sup> October 2020 upto 1:00 PM  
**Technical Bid Opening** : At 26<sup>th</sup> October at 4:00 PM  
**Commercial Bid Opening** : Will be informed later

**Item Details:** Supply of 15 nos. of Laptops as per technical specifications to Delhi

Features	Description
Display	13.3-inch , Retina Display with True Tone, Resolution 2560X1600
Processor	1.1GHz quad -core 10 generation Intel Core i5, turbo boost upto 3.5GHz
Ram	8Gb LPDDR4X on board memory, 3733MHz
Operating System	macOS Catalina
Graphics	Intel Iris Plus Graphics
Storage	256GB PCIe-based SSD

<b>Force Touch Trackpad</b>	Yes
<b>Backlit Magic Keyboard</b>	Yes
<b>Ports</b>	Two Thunderbolt 3 ports
<b>Battery &amp; Power</b>	Upto 11 hours, built in 49.9 watt-hour lithium polymer battery
<b>Camera</b>	720p Face Time HD camera
<b>Bluetooth</b>	Bluetooth 5.0
<b>Audio</b>	Stereo speakers, support Dolby Atmos playback, Three-mic array directional beamforming, 3.5mm headphone jack
<b>Wifi</b>	802.11ac
<b>Weight</b>	1.29 Kg Max
<b>Finger Print Scanner</b>	1.29 Kg Max
<b>Default Software</b>	Default Software installation (available with Apple MacBook including pdf document reader etc.)

**Additionally following items may also be offered:-**

<b>Office Application</b>	For MS Office (for MacBook) (Home & Business)
<b>I/F Convertor for</b>	<b>LAN RJ 45 HDMI Display</b>
<b>Carry case</b>	Carry Case, Extended OEM working for Two Years

**Note:**

1. The bidders are required to submit soft copies of their bids electronically on tender wizard, using valid Digital Signature Certificates. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Bidder may quote in Indian Currency only.
3. Bidders must make sure that documents in support of the pre-qualification criteria given in Section 2 of this tender are submitted along with the bid.
4. Compliance sheet in against technical specifications of the item(s) being quoted must be submitted along with bid.

✓ T<sub>2</sub>



5. Bids should accompany the filled and signed Tender Document.
6. The validity of the quotation should be minimum 90 days from the date of opening.
7. Bidder should mention GST total in the GST column of BOQ

EMD (Refundable): All Bids must be accompanied by an **EMD (Earnest Money Deposit) of Rs. 22,000 (Rupees Twenty Two Thousand only)** in the form of Bank Guarantee from a nationalized bank or in the form of a Demand Draft from a nationalized Bank or Scheduled bank registered with RBI, except for those bidders who possess valid registration for EMD Exemption with the Central Purchase Organization, National Small Industries Corporation (NSIC) or MSME or with the concerned Ministry or Department. Bidders eligible for EMD exemption shall submit relevant documents along with the Bid documents. EMD shall be valid for two months beyond the bid validity period.

The tender fee and EMD should reach ICCR on or before technical bid opening date. Otherwise the uploaded bid will not be considered.

The tender document may be downloaded from the website [www.tenderwizard.com](http://www.tenderwizard.com)  
[www.iccr.gov.in](http://www.iccr.gov.in),

**Note : The Bids will be accepted online only through tender wizard.**

**Senior Programme Director (Administration)**  
**Indian Council for Cultural Relations**  
**Azad Bhavan, IP Estate**  
**New Delhi-110002**  
**Telephone: 011-23370831 Extn. 3300**  
**Email- id: spdadmniccr@gov.in**  
**Website: www.iccr.gov.in**

### **Section 1: General Terms & Conditions**

1. The bidder shall provide the layout, manufacturer, model, material specifications, dimensions, brochures, photo catalogues of items quoted along with the bid, if available. Bidder shall contact ICCR for any clarification regarding the tender requirement.
2. Bidder shall quote in Indian Rupees only. The rates quoted by the bidder shall be firm throughout the contract period and there shall be no upward revision of the rates quoted by the bidder for any reason what so ever.
3. Bidders should produce Manufacturer's Authorization Form as per Annexure 'C'. Bids without MAF shall be summarily rejected.
4. Bids without documents in support of the pre-qualification criteria given in Section 2 of this tender shall be summarily rejected
5. GST payable should be shown separately. **Total GST Amount** shall be shown in GST amount column of BOQ. Otherwise quoted price will be treated as all inclusive. Input GST invoice shall be submitted at the time of delivery.
6. The validity of the quotation should be minimum 90 days from the bid submission date.





## 7. Order Placements & Payments:-

Senior Programme Director (Administration)  
Indian Council for Cultural Relations  
Azad Bhavan, IP Estate  
New Delhi-110002  
Telephone: 011-23370831 Extn. 3300  
Email- id: spdadm.n.iccr@gov.in  
Website: www.iccr.gov.in

8. Location for Supply - The items covered by this document are required to be supplied at Indian Council for Cultural Relations, Azad Bhavan, IP Estate, New Delhi-110002
9. Warranty & Maintenance Support:
  - The bidder should provide pick up/drop comprehensive warranty for all components of the Laptop, for the specified period at the respective locations in Delhi.
  - The bidder should take the full responsibility for service of the item at the nearest service centre, including pickup and drop from site.
  - Bidder should provide Next Business Day Support for all sites in Delhi
  - Bidder should submit separate undertaking on warranty support for a period of 3 years.
10. Delivery: Delivery should be completed within 4-6 weeks from the date of purchase order. The bidder needs to take care of the documentary formalities and permissions required, if any, from any of the Government agencies/ departments. The items are to be delivered at at Indian Council for Cultural Relations, Azad Bhavan, IP Estate, New Delhi-110002
11. Evaluation of tender:

Samples of all the Laptops being quoted by the bidder should be provided by the bidder to ICCR, upon request. ICCR shall evaluate the samples of laptops for their compatibility with the technical specifications of this tender and requirements.
12. Insurance cost will be borne by supplier and to be shown separately.
13. Payment Terms:

Payment of 90% of the order value shall be made by ICCR within 30 days of material delivery at the designated sites in good condition and verification by ICCR.  
Remaining 10% will be paid against bank guarantee of 10% of total order value, valid for a period of 60 days beyond completion of all warranty obligations.  
All payments are subject to statutory deductions, wherever applicable.
14. Liquidated Damages shall be levied @0.5% of the total order value, per week per part of the week for the delayed period subject to a maximum of 10% of the order value.

✓ 1.2



15. The purchase will be governed by International Trade Regulation and Import Export Policy of Government of India.
16. ICCR shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender.
17. Any dispute arising out of this will be subject to the jurisdiction of the Court in Delhi.

## **Section 2: Pre-Qualification Eligibility Criteria**

1. All firms participating in the bid must possess Company Registration Certificate and valid GST Registration Certificate. Bidder should be a company registered in India under the Companies Act 1956/Companies Act 2013 at least for the last 3 years.
2. The bidder should have a cumulative turnover of Rs. 10.00 Crores (Rupees Ten Crores Only) during the last three years. Bidder should submit the Audited balance sheet along with Profit & Loss Account for the financial year 2016-17, 2017-18 and 2018-19.
3. OEM should have at least 10 service centers across the Union Territory of Delhi. OEM should provide service centre details with name and number of contact person.
4. OEM should provide escalation matrix with contact numbers for support and dedicated Toll Free telephone based service support.
5. The bidders should enclose documentary proof in support of satisfactory completion of similar supplies in the form of three separate orders, preferably in Government sector, executed during the last three years. This should include at least one order with a minimum value of Rs 15 lakhs (Rupees Fifteen Lakhs only).
6. Bidder should submit Manufacturer's Authorization Form (MAF) from OEM along with the bid
7. Bidder should submit separate undertaking on warranty support for a period of 3 years.
8. The bidder and OEM shall be ISO 9001:2015 certified at the time of bidding. Copy of Certification to be enclosed.
9. Documentary proof for technical compliance should be submitted as per the technical specifications for Laptops given in this tender. ICCR reserves the right to verify, if it so desires, the correctness of documentary evidence furnished by the bidder.
10. Before submission of the bid, the bidders must verify the pre-qualification eligibility criteria and ensure fulfilment of all the terms and conditions. In the absence of documents / certificates under pre-qualification eligibility criteria above, the bid is liable to be rejected.

  
102



**ANNEXURE A:**  
**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

To:

Senior Programme Director (Administration)  
Indian Council for Cultural Relations  
Azad Bhavan, IP Estate  
New Delhi-110002  
Telephone: 011-23370831 Extn. 3300  
Email- id: spdadmniccr@gov.in  
Website: www.iccr.gov.in

SUB: Acceptance of Terms & Conditions of Tender.

Tender Reference No: **ICCR/Laptop/2020-21**

Name of Tender / Work: **Supply of 15 Laptops as per technical specifications to Delhi**

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: eprocure.gov.in/; as given in the above mentioned website(s).
2. I/We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization should also be taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours Faithfully,  
Authorized Signatory.  
(Signature of the Bidder, with Official Seal)



**Annexure - B**  
**COMMERCIAL PRICE DECLARATION**

Tender Reference No: ICCR/Laptop/2020-21

Sl. No	Description of Material	Qty	Unit rate	Total Cost	GST	Total cost with GST
1	Supply of Laptops as per technical specifications.	15				
2.	Additional items					

**Terms and Conditions of Commercial Bid (to be submitted in Company's letter head):**

1. The total quoted price in the BOQ is "all inclusive till destination". The price quoted includes all other taxes, duties, packing & forwarding, freight, insurance, customs duty and allied clearance charges till destination/s as mentioned.

Signatures.....

With seal

  
1/2

**ANNEXURE C – MANUFACTURER AUTHORISATION  
FORMAT  
(on Manufacturer's letterhead)**

Date:

Senior Programme Director (Administration)  
Indian Council for Cultural Relations  
Azad Bhavan, IP Estate  
New Delhi-110002  
Telephone: 011-23370831 Extn. 3300  
Email- id: spdadmniccr@gov.in  
Website: www.iccr.gov.in

Subject: Manufacturer authorization against Tender No ICCR/Laptop/2020-21  
for **Supply of 15 Laptops as per technical specifications to Delhi**

Dear Sir,

We, M/s (Name of the manufacturer) having registered office at (address of the manufacturer) hereby virtue of being manufacturer for (Name of the product/s), hereby authorize M/s (Name of the bidder) having their office at (Address of bidder) to submit quote, negotiate, supply, install and provide after sales support for our range of products quoted by them to meet the above mentioned tender requirements at ICCR, New Delhi

M/s (Name of the manufacturer) within the scope of requirement as per the tender mentioned above through its authorized partner M/s (Name of the bidder) shall provide support & product warranty services for a minimum period of three years from the date of acceptance of items.

The undersigned is authorized to issue such authorization on behalf of M/s (Name of the manufacturer).

For M/s (Name of the manufacturer)

Signature & company seal

Name

Designation

e-mail

Mobile No.

