
REQUEST FOR QUOTATION (RFQ) FOR SUPPLY OF LAPTOP



**विकास प्रबंधन संस्थान
Development Management Institute**

Development Management Institute (DMI) invites short notice quotation from Patna based reputed suppliers engaged in supply, installation, commissioning of Laptops for supply of 55 number of Laptops as per Technical specification enclosed as Table I. The number may change as per requirement of DMI at the time of issuing of purchase order. For more details about DMI, please visit our website: www.dmi.ac.in.

1. Eligibility Criteria

- (i) The supplier should be registered as a legal entity under a valid registration act in India.
- (ii) Minimum average annual turnover of ₹ 1.00 Crore in last three (3) financial years (F.Y. 2016-17, 2017-18 & 2018-19) from similar nature of work.
- (iii) Must be registered with income tax authorities certification having valid PAN Card and GST Registration No.
- (iv) The supplier should not be blacklisted/ de-registered/ debarred by any government department/ public sector undertaking/ private sector/ or any other organisation for which the Agency/ Firm have executed/ undertaken the works/ services during the last three (3) years
- (v) The Supplier must have their own support centre or support network within India for providing onsite technical and remote assistance where ever and whenever necessary.
- (vi) The Supplier should have highest level of partnership with the proposed OEM for minimum of three continuous years in India and authorization certificate from the manufactures along with technical details.

2. Submission of Proposal

The Supplier/ Bidder must submit self-attested copies of the following supporting documents

(Please arrange the documents in following order):

A) Technical Bid

- (i) Name of the Firm, its address, its legal status along with a self-attested copy of supporting documents
- (ii) Self-attested copy of the PAN Card.
- (iii) Self-attested copy of GST Registration No.
- (iv) Self-attested copy of audited financial statement showing minimum average annual turnover of ₹ 1.00 crore in last three (3) financial years from similar nature of work.
- (v) Self-declaration with regard to not blacklisted/ de-registered/ debarred by any government department/ public sector undertaking/ private sector/ or any other

...SD Purchase Coordinator

organisation for which the Agency/ Firm have executed/ undertaken the works/ services during the last three years.

B) Financial Bid

- (i) Detailing of proposed laptop with make, model number, datasheet / Brochure, warranty coverage and Internet Security with Antivirus etc. that matching the specification given in Table I.
- (ii) Rate Quotation as per the format indicated below in ANNEX 1 (Refer Table I for Technical Specification)
- (iii) Lead Time for supply at DMI.

The successful supplier has to supply all the items at DMI's transit campus at Udyog Bhawan, Second Floor, East Gandhi Maidan, Patna 800 004.

Supplier/ Bidder, is required to submit proposal in form of the **Technical Bid and Financial Bid** in two separate envelopes, sealed in a single envelope and superscribed as RFQ for supply of Laptop in bold letter. The **Technical Bid** shall contain all required details pertaining to the organisations and its legal as well as financial status. The **Financial Bid** shall contain all details of laptop models matching Technical Specification mentioned in Table I along with Rate Quotation as per the format indicated in **ANNEX-1**. Interested agencies/ firms are requested to submit their offer latest by 10.00 hours of August 21, 2020 to -

The Purchase Coordinator
Development Management Institute
Second Floor, Udyog Bhawan
East Gandhi Maidan, Patna - 800 004

Note:

- a) As a part of Pre-Bid enquiry, Bidder may send their doubts or query if any, through mail to mkumar@dm.ac.in with copy to dkundu@dm.ac.in and gmishra@dm.ac.in on or before 16 Hours of August 18, 2020.
- b) DMI reserves the right to cancel the RFQ without assigning any reason at any point of time.
- c) The vendor has to supply the laptops within a week time of award of Purchase Order.
- d) The Technical Bid will be opened at 11.00 Hours on 21 August 2020. Interested Bidder may virtually attend the Technical Bid opening meeting and for attending link will be provided for the request received through e-mail at mkumar@dm.ac.in with copy to dkundu@dm.ac.in and gmishra@dm.ac.in maximum by 10.30 hours of August 21, 2020
- e) The Financial Bid of Technically qualified bidder will be opened at 11.00 Hours on 22 August 2020. Interested Bidder may virtually attend the Technical Bid opening meeting and for attending link will be provided for the request received through e-mail at mkumar@dm.ac.in with copy to dkundu@dm.ac.in and gmishra@dm.ac.in maximum by 10.30 hours of August 22, 2020

Table I

#	Technical Specification	
1	Make	Any Reputable Brand / HP /Lenovo / DELL
2	Processor	Intel i3- latest available generation i.e 7 th generation or above
3	Memory	4 GB RAM DDR4 (minimum), Upgradable to 8GB
3	Screen size	15.6" (touch screen not required)
4	Video Graphics	Default as per OEM
5	Operating System	Windows 10 OS, 64 Bit
6	Storage-Hard Disk	1 TB Hard Disk (minimum)
7	Optical Drive	DVD-RW (optional)
8	On-board Features	<ul style="list-style-type: none"> a) Stereo Audio Jack (for head phone + mic) b) Built in Web Cam c) Bluetooth and Wi-Fi as per latest wireless standard d) LAN connector (RJ45) e) Built in stereo speakers, Memory Card reader f) Minimum 3 x USB ports supporting latest speed and legacy speed
9	Keyboard	Chiclet
10	Other Features	LED indicator for Power, Hard disk function
11	Display Port for Extension	HDMI optional (VGA)
12	Power Accessories	Power adapter and cables
13	Warranty	2 years (compulsory) HW replacement coverage
14	Laptop Bag	Complimentary
15	Internet Security with Antivirus	Kaspersky/ Norton/ Quick Heal with 2 years stand-alone Key License

Signature with Seal

ANNEX-1

Format for Rate Quotation

(Refer Technical Specification # 01)

#	Particulars	Screen Size	Make / Model	Deviation in Specification (if any)	MRP (₹) per unit	Offer Price per unit (₹) (After Discount)	GST (₹) (As Applicable)	Total Price / Unit (₹)
1	Laptop: 7th Generation Intel i3 Processor	15.6"						
2	Internet Security with Antivirus for 2 Years Subscriptions	-						

Name of the Organisation_____

Signature with Seal