

**REQUEST FOR PROPOSALS (RFPs) FOR SUPPLY, INSTALLATION AND COMMISSIONING OF  
55 UNITS OF DESKTOP COMPUTERS AND 15 UNITS OF DESKTOP PRINTERS**



**विकास प्रबंधन संस्थान  
Development Management Institute**

DMI invites RFPs under a single stage two envelopes system from reputed Firms/Agencies engaged in the supply, installation and commissioning of Desktop Computers and Desktop Printers.

Development Management Institute (DMI) has been established with the active support of Rural Development Management, Government of Bihar. DMI is an independent and autonomous institution registered under the Society Registration Act 1860.

Presently DMI is having its transit campus at Udyog Bhawan (Second & Ground Floor), East Gandhi Maidan, Patna (Bihar) 800 004.

**1. Schedule for the Bidding Process**

| Sl. No. | Information  | Details   |
|---------|--|---|
| 1       | RFP No. and Date   | <b>DMI/Proc/18/24-25/6195<br/>Date-11-March-2025</b>  |
| 2       | Bid validity period  | 6 Months  |
| 3       | Time and Date of Pre-Bid Meeting   | <b>At 16:00 Hrs. of 17-March-2025 and 19-March-2025</b>   |
| 4       | Place of Pre-Bid Meeting   | Development Management Institute, Second Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800 004 (Bihar) |
| 5       | Time and Last Date (deadline) for submission of bids                                 | <b>At 10:00 Hrs of 27- March-2025</b>   |
| 6       | Time and date of opening of Technical Bid  | <b>At 10:15 Hrs of 27-March-2025</b>  |
| 7       | Time and date of opening of Financial Bid  | <b>At 16:00 Hrs of 27-March-2025</b>  |
| 8       | Address for Bid submission & correspondence for all purposes in relation to this RFP | Development Management Institute, Second Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800 004 (Bihar) |

**2. Scope of Work**

| Sl No | Particulars                            | Requirements/ Remarks  |
|-------|--|--|
| 1     | Description of Services                | <b>Supply and installation of 25 desktop computers and 15 desktop printers.</b><br>As a part of the installation, the necessary installation of all existing drivers for scanners/printers / other peripherals needs to be completed along with data transfer from old to new desktop/laptop to the satisfaction of the Institute. |
| 2     | Location for delivery and installation | Development Management Institute, 2 <sup>nd</sup> Floor, Udyog Bhawan, East Gandhi Maidan, Patna- 800 004  |
| 3     | Payment schedule                       | 100% after delivery, installation, receipt of warranty confirmation from OEM, GST invoice, and acceptance of goods by the Institute.   |
| 4     | Warranty                               | Onsite comprehensive warranty on all hardware components for 36 months from the date of installation.  |

|   |             |   |
|---|-------------|---|
| 5 | Other terms | The Vendor warrants that the Products supplied under the Contract are new, unused, of the most recent or current model and they incorporate all recent improvements in design and/or features. The Vendor further warrants that all the Products supplied under this Contract shall have no defect, arising from design or from any act of omission of the Vendor that may develop under normal use of the supplied Products in the conditions prevailing in India. |
|---|-------------|---|

### 3. Technical Bid

The Firms/ Agencies have the capacity to supply the items to the office of DMI within the time as stipulated in the work order. Bidder should have experience, a good track record, and client satisfaction in supplying similar types of items. The following documents are required to be submitted as a part of Technical Bid:

| Sl. No | Requirements   | Required documents   | Document enclosed (Yes/ No) | Enclosed at Page No. |
|--------|--|--|-----------------------------|----------------------|
| 1      | Registrations (The Bidder must be an Indian Company/ LLP /Partnership firm registered under applicable Act in India.)  | Name of the Firm/ Agency   |                             |                      |
|        |  | Proof of Office (H.O/ Branch Office) Address in Patna.                               |                             |                      |
|        |  | Copy of PAN  |                             |                      |
|        |  | Copy of GST Registration Certificate   |                             |                      |
|        |  | Copy of valid printing/Trading License issued by the Municipal/Local Authorities.    |                             |                      |
| 2      | Bidder has not been blacklisted by the Government/ Government Entity/ Public Sector Banks/ Public Sector Insurance Companies or any other client in the last three years ending till the last date of submission of the Bid. | Self-certified declaration on letterhead   |                             |                      |
| 3      | Certification Requirements<br>a) Microsoft Certification for Desktop<br>b) ROHS Compliance for Desktop computer and printer  | Document authenticating OEM dealership/ distributorship/ authorized business partner |                             |                      |
| 4      | Undertaking of Authenticity  |  |                             |                      |
| 5      | Manufacturer's authorization Form  |  |                             |                      |
| 4      | Cover letter regarding submission of the Technical Bid   | On letterhead  |                             |                      |

#### 4. Technical Specifications

To qualify in the Technical Evaluation, a Bidder must comply with all the requirements as listed in the table below. Bidder(s) must submit their response in yes or no only; any compliance with a qualified statement shall be treated as non-compliance. None of the parameters should be left blank/ unfilled.

##### A. Specifications for desktop computers for 25 units

| #  | Parameters  | Value  |
|----|---|--|
| 1  | Make  | DELL/ HP/ Lenovo   |
| 2  | Processor   | Intel i7, 13-Gen or better                                       |
| 3  | RAM   | 32GB- upgradable to 64GB   |
| 4  | Storage   | Minimum 512GB-SSD, SATA ports for HDD upgrade, 1 TB preferred    |
| 5  | Graphics  | Built-in Graphics (as per OEM) and with NVIDIA 8 or 12 GB RAM    |
| 6  | Operating System  | Windows 11 Pro -64bit (licensed)                                 |
| 7  | Optical Drive (CD-Drive)  | Optional as per OEM  |
| 8  | Card reader   | As per OEM   |
| 9  | Audio / Microphone / Headphone  | AS per OEM   |
| 10 | Other Ports   | AS per OEM   |
| 11 | Audio in, Audio out   | Required as per OEM  |
| 12 | USB Ports – Type-C  | Minimum 1 x USB-Type C   |
| 13 | Video output 1  | HDMI port interfacing with HDMI monitor                          |
| 14 | Keyboard, Mouse interface   | PS/2 wired, (Keyboard and Mouse)                                 |
| 15 | Ethernet (RJ-45)  | 100/1000Mbps support   |
| 16 | Wireless & Bluetooth  | Yes  |
| 16 | Monitor   | 21"-Screen or better – Non-touch, supporting HDMI, 24" preferred |
| 17 | All Interface cables  | Power cord – Yes HDMI Cable -as per OEM                          |
| 18 | Power   | Suiting to Indian power standards                                |
| 19 | Warranty  | Minimum 3 years Onsite   |
| 20 | Example: Customizable Gaming Desktops from Lenovo provides all the above specifications without the monitor for Rs 1,20,000 (1 TB) and latest generation i7, 14 generation desktops |  |

##### B. Specifications for Desktop Computers for 30 units

| #  | Parameters          | Value   |
|----|---------------------|---|
| 1  | Make                | DELL Optilex/ HP/ Lenovo  |
| 2  | Processor           | Intel® Core™ i5 14500 vPro® (24MB cache, 14 cores, 20 threads, up to 5.0 GHz Turbo) |
| 3  | RAM                 | 16 GB: 2X 8 GB, DDR5  |
| 4  | Storage             | M.2 2230 512GB PCIe NVMe SSD Class 25   |
| 5  | Additional Storage  | No Additional Hard Drive  |
| 6  | Operating System    | Windows 11 Pro, English   |
| 7  | Other Ports         | AS per OEM  |
| 8  | Audio in, Audio out | Required as per OEM   |
| 9  | USB Ports – Type-C  | Minimum 1 x USB-Type C  |
| 10 | Video output 1      | HDMI port interfacing with HDMI monitor   |
| 11 | Keyboard            | India non-backlit wired keyboard and mouse<br>Wired mouse- Yes                      |
| 12 | Ethernet (RJ-45)    | 100/1000Mbps support  |

|    |                                       |  |
|----|---------------------------------------|--|
| 13 | Wireless                              | Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card, external antenna |
| 14 | Wireless Driver                       | Wireless Driver, Intel AX211 Wi-Fi 6E 2x2, Bluetooth                             |
| 15 | Internal LAN Port and Cable Connector | Yes  |
| 16 | Serial Port Adapter                   | No PCIe add-in-card  |
| 17 | Additional Video Ports                | HDMI- Yes as per OEM<br>Type C- optional as per OEM<br>USB- Yes as per OEM       |
| 18 | Adapter and Power Cord                | Yes- as per OEM  |
| 19 | Operating System Recovery Options     | OS-Windows Media Not Included  |
| 20 | Energy Star                           | Energy Star Qualified  |
| 21 | Processor Label                       | Intel® Core™ i5 Processor Label  |
| 22 | Label                                 | Regulatory Label for OptiPlex Tower 7020 180W, ICC                               |
| 23 | Windows AutoPilot                     |  |
| 24 | Speakers                              | Internal Speaker   |
| 25 | Mic outlet                            | Yes  |
| 26 | Headphone outlet                      | Yes  |
| 27 | Warranty                              | Three years onsite warranty  |
| 28 | Antivirus                             | As per OEM   |
| 29 | Monitor                               | 21-24 inch HDMI and VGA monitor  |

#### C. Specification for Desktop A4-Duplex printer for 15 units

| Specification - A4- Printer                                |   |
|--|---|
| Make   | HP  |
| Toner Cartridge  | Laser Ink tank  |
| Print Technology   | Laser   |
| Color  | Black   |
| Paper per minute (PPM)                                     | 22PPM or better   |
| Paper Size   | (A6; A5; A4; No.10 Env; C5 Env; DL Env; B5 Env; B5(JIS); B6 (JIS); 216mm x 340mm; Custom) |
| Paper handling   | 250sheets   |
| Print Media  | Plain paper, Glossy paper   |
| Media type   | Plain paper, Heavy paper, Bond paper, Label, Light paper, Envelope                        |
| Duplex printing  | yes, Automatic  |
| Automatic Document Feeder scanner                          | Yes   |
| Flat-bed color scanner                                     | Yes   |
| Scan speed   | 20ppm(b/w) or better  |
| Interface ports  | USB, Ethernet, Wifi   |
| Wifi connectivity  | Mobile printing   |
| OS compatibility   | iOS, Android, Windows   |
| Apple AirPrint™; Mopria™ Certified; Wi-Fi® Direct Printing | Yes   |
| Warranty   | As per OEM  |

#### D. Financial Bid

The Interested Bidder has to submit the financial quote in the prescribed format as given in Appendix I in a separate sealed envelope. The rate quoted by Bidder shall be inclusive of freight, conveyance etc. The rate quoted shall be valid for the next six months. At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in rates, or any other market factors shall be accepted by DMI.

**E. Submission of Proposal**

Interested Bidder is required to submit the proposal consisting of Technical Bid along with self-attested copy of the documents stated in the above para and Financial Bid in two separate envelopes and further sealed in a single larger envelope and superscribed as "RFP for supply, installation and commissioning of Desktop Computers" in bold letter and the name of Firm/Agency with contact number and e-mail ID, **latest by 10:00 Hrs of 27-March-2025** at the following address -

"The Purchase Coordinator"  
Development Management Institute (DMI)  
Second Floor, Udyog Bhawan, East Gandhi Maidan,  
Patna - 800 004, Bihar, India"

**F. Opening of Tenders and Evaluation**

Technical Proposals shall be opened as per the schedule mentioned in Para 1 of this Bid document. The authorized bidders' representatives are advised to attend the Bid Opening. During the Bid opening, the envelopes containing the Technical Bid shall be opened. The envelopes containing the Financial Bid shall be signed by all the committee and other members present and kept unopened for opening at the scheduled date of opening of the Financial Bid.

The committee shall evaluate the Technical Bids with reference to technical requirements and various other criteria mentioned in the bid documents. Bidders who fulfil all the essential parameters as per the technical qualification criteria shall be qualified. First, the technical proposal will be evaluated, and only those bidders who qualify for the requirements will go through the next set. Only the Technically qualified bidders shall be further considered for opening and evaluation of Financial Bids. There must be at least three valid responsive Bids for the opening of financial bids.



**APPENDIX-I****Price Quotation**

The indicative Price Bid needs to contain the information listed hereunder:

**Name of the Bidder:**

**Location:** \_\_\_\_\_

| Sr. No. | Item  | Quantity | Rate per unit (excl taxes) | Total Cost in Rs. |
|---------|---|----------|----------------------------|-------------------|
| 1.      | <b>Desktop Computers</b><br>Including installation and 3 years on-site warranty | 25       |                            |                   |
| 2.      | <b>Desktop Computers</b><br>Including installation and 3 years on-site warranty | 30       |                            |                   |
| 3.      | <b>Desktop Printers</b><br>Including installation and warranty as per OEM       | 15       |                            |                   |

**Breakup of Taxes and Duties**

| Sr. No.            | Name of item | Tax 1               | Tax 2 | Tax 3 |
|--------------------|--------------|---------------------|-------|-------|
|                    |              | Mention Name of Tax |       |       |
|                    |              | GST %               |       |       |
| 1.                 |              |                     |       |       |
| 2.                 |              |                     |       |       |
| 3.                 |              |                     |       |       |
| <b>Grand Total</b> |              |                     |       |       |

Note: Bidder must provide GST invoice and submit a screenshot of GST portal confirming payment of GST.

**Name & Signature of authorised signatory Seal**  
**of Company**





**Undertaking of Authenticity**

To:  
Development Management Institute,  
2<sup>nd</sup> Floor, Udyog bhawan,  
East Gandhi Maidan, Patna-4

**Sub: Undertaking of Authenticity for supplied Product(s)**

**Ref: RFP No. DMI/Proc/18/24-25/6195 dated 11.03.2025**

With reference to the Product being quoted to you vide our Bid No: \_\_\_\_\_ dated \_\_\_\_\_, we hereby undertake that all the components /parts /assembly/software etc. used in the Product to be supplied shall be original new components/parts/assembly/software only, from respective Original Equipment Manufacturers (OEMs) of the Products and that no refurbished / duplicate/second hand components /parts/assembly/software shall be supplied or shall be used or no malicious code are built-in in the Product being supplied.

2. We also undertake that in respect of licensed operating systems and other software utilities to be supplied, the same will be sourced from authorized sources and supplied with an Authorized License Certificate (i.e. Product keys on Certification of Authenticity in case of Microsoft Windows Operating System).

3. Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of the above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

4. In case of default and/or the Institute finds that the above conditions are not complied with, we agree to take back the Product(s) supplied and return the money paid by you, in full within seven days of intimation of the same by the Bank, without demur or any reference to a third party and without prejudice to any remedies the Bank may deem fit.

5. We also take full responsibility of both Product(s) & Service(s) as per the content of the RFP even if there is any defect by our authorized Service Centre / Reseller / SI etc.

Dated this ..... day of ..... 202

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(In the capacity of)

Duly authorised to sign Bid for and on behalf of \_\_\_\_\_



**MANUFACTURERS' AUTHORIZATION FORM**

No.

Date:

To:

Development Management Institute,  
2<sup>nd</sup> Floor, Udyog bhawan,  
East Gandhi Maidan, Patna-4

Dear Sir,

**Ref: RFP No. DMI/Proc/18/24-25/6195 dated 11.03.2025**

We, who are established and reputable manufacturers / producers of \_\_\_\_\_ having factories / development facilities at \_\_\_\_\_ (address of factory / facility) do hereby authorise M/s \_\_\_\_\_ (Name and address of Authorised Business Partner (ABP)) to submit a Bid, and sign the contract with you against the above RFP.

2. We hereby extend our full warranty for the Products and services offered by the above ABP against the above RFP.
3. We also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products supplied by the ABP:
  - (a) Such Products as the Bank may opt to purchase from the ABP, provided, that this option shall not relieve the ABP of any warranty obligations under the RFP; and
  - (b) In the event of termination of production of such Products:
    - i. advance notification to the Bank of the pending termination, in sufficient time to permit the Bank to procure needed requirements; and
    - ii. following such termination, furnishing at no cost to the Bank, operations manuals, standards and specifications of the Products, if requested.
4. We duly authorise the said ABP to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract.

Yours faithfully,

**(Name of Manufacturer / Producer)**

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The Bidder in its Bid should include it.

