

Reference No.- QCI/IT/1223/250

Request for Quotation for Supply Laptops



QUALITY COUNCIL OF INDIA

2nd Floor, Institution of Engineers Building

2, Bahadur Shah Zafar Marg, New Delhi – 110002 T: +91-11-23378056 / 57; F: +91-11-23378678

W: www.qcin.org E: info@qcin.org

Tender Notice

1. Quality Council of India invites proposals for **“Supply of laptops”**.
2. The content of this RFP enlists the requirements of the Quality Council of India. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explain the contractual terms that the Quality Council of India wishes to specify at this stage. This is a limited tender enquiry and should not be further shared/circulated. Inspection bodies can participate by only invitation.
3. After the submission of the Technical and Financial Proposals according to the instructions provided in the sections below, the bids will be evaluated through a two- stage process, technical and financial evaluation.
4. The Documents to be submitted:

S. No.	Formats	Particulars
1.	-	Technical & Financial Bid
2.	Form A	Covering Letter with the Proposal in response to the RFP Notice

5. The Technical Bids and Financial Bids may be submitted at the following address on or before December 11, 2023 by 3PM via post/courier/by hand to:

Deputy Director (Finance & Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, Bahadur Shah Zafar Marg, Delhi State Centre, New Delhi-110002

Tender Summary

S. No.	Particulars	Details
1.	Addressee and address at which the bid is to be submitted	Deputy Director (Finance & Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, Bahadur Shah Zafar Marg, Delhi State Centre, New Delhi-110002
2.	Last date and time for submission of Applications	December 11, 2023, by 1500 Hrs.
3.	Delivery Timeline	Within 3 days of issuance of Purchase Order
4.	Validity of the Proposal	30 Days
5.	Contact Person for clarification	Procurement Team: procurement@qcin.org
6.	Documents to be submitted	Refer Clause-3: Submission of Proposal

Quality Council of India (QCI):

The Quality Council of India (QCI) is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry. The mandate of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens. To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

1. Requirement:

Supply of Laptops

Make: Dell/HP

Specifications:

Processor: i5

Generation: 13 Gen

Screen Size: 14 inches

Ram: 16 GB

SSD: 512 GB

Windows 11 pro

3 yrs warranty

Quantity: 07

2. Terms and Conditions:

2.1 Delivery Location:

The items shall be delivered at QCI Office, 2nd Floor, Institution of Engineers, 2 Bahadur Shah Zafar Marg, New Delhi, Delhi, 110002.

2.2 Warranty:

The bidder shall provide warranty details of the items at the time of delivery.

2.3 Amendments:

At any time prior to the last date for receipt of proposal, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a bidder, modify the RFP document by an amendment. In order to provide bidders a reasonable time in which to take the amendment into account in preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP.

2.4 Payment Schedule:

Payment shall be made within 30 days of supply of items in compliance with requirement and submission of proper tax invoices.

2.5 Disclaimer:

2.5.1 The QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.

2.5.2 The QCI reserves the right

i. To reject any/all applications without assigning any reasons thereof.

ii. To relax or waive any of the conditions stipulated in this document as deemed necessary

- in the best interest of the QCI without assigning any reasons thereof.
- iii. To include any other item in the Scope of work at any time after consultation with applicants or otherwise
 - iv. To adopt method deemed fit to evaluate the proposals

3. Submission of Proposals:

The intending bidders are expected to prepare proposals covering the following aspects:

- **Technical Proposal:**
 - GST PAN
 - Proposed Make and Model
 - Specification compliance sheet on bidder's original letter head
 - OEM Authorization Certificate
- **Financial Proposal (To be submitted separately on an original Letter Head, with proper stamp and sign):**

S. NO	Particulars	Per Unit Rate	Total Amount for 7 units
01	Supply of laptops		

*The amount should be inclusive of delivery charges

Submission Details

Interested parties may send the proposal along with the required documents in sealed envelopes super-scribing **"Proposal for Supply of laptops"** to Deputy Director (Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi 110002 latest by 3 PM, December 11, 2023

For further queries, you may please contact procurement@qcin.org

Form A: Covering letter with the Proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

{Place}

{Date}

To,

Deputy Director (Finance & Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: Submission of proposal in response to the RFP for “-_____”.

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated ____ for “_____”, in full conformity with the said RFP document.
2. We attach our technical response and our financial quotation in a separate sealed cover as required by the RFP both of which together constitutes our proposal, in full conformity with the said RFP.
3. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
4. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
5. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
6. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this bid response for a maximum period of THREEMONTHS from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bids response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
7. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.

8. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2023 (Signature)

(In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Vendor