

Request for Proposal for Sale of office equipment (Laptops)

Reference No: QCI/IT/0425/431



**भारतीय गुणवत्ता परिषद्**  
**QUALITY COUNCIL®**  
**OF INDIA**  
Creating an Ecosystem for Quality

Reference No. QCI/IT/0425/431

Date: April 21, 2025

**Request for Proposal**  
**For Sale of office equipment (Laptops)**



**QUALITY COUNCIL OF INDIA**

2<sup>nd</sup> 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](http://www.qcin.org) E: [info@qcin.org](mailto:info@qcin.org)

**Request for Proposal for Sale of office equipment (Laptops)**  
**Reference No: QCI/IT/0425/431**

**Tender Notice**

1. Quality Council of India (QCI) invites proposal **“For Sale of office equipment (Laptops)”**.
2. The content of this Request for Proposal (RFP) enlists the requirements of QCI. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the terms and bidding process and explain the contractual terms that the QCI wishes to specify at this stage.
3. The Technical Bids and Financial Bids may be submitted at the following address **on or before April 24, 2025, by 5 PM** via post to the address below:

**Deputy Director (F&A), Quality Council of India (QCI)**

**2<sup>nd</sup> floor, Institution of Engineers Building, 2 Bahadur Shah Zafar Marg, New Delhi- 110002**

**Request for Proposal for Sale of office equipment (Laptops)**  
**Reference No: QCI/IT/0425/431**

**Tender Summary**

S. No.	Particulars	Details
1.	Addressee and address at which the bid is to be submitted	Deputy Director (F & A), Quality Council of India, 2 <sup>nd</sup> Floor, Institution of Engineers Building, 2 Bahadur Shah Zafar Marg New Delhi - 110002, India
2.	Last date and time for submission of Applications	April 24, 2025, by 5 PM
3.	Contract Duration	07 Days from the date of award of the work
4.	Validity of the Proposal	60 days
6.	Contact Person for Clarification & Request for Site Visit for Inspection	Procurement Team: <a href="mailto:procurement@qcin.org">procurement@qcin.org</a>

**Request for Proposal for Sale of office equipment (Laptops)**  
**Reference No: QCI/IT/0425/431**

**I. INTRODUCTION**

**Quality Council of India**

Quality Council of India is an autonomous organization under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India. It functions through its five constituent Boards and Project Implementation Divisions to establish National Accreditation Programme and Third-Party Assessment models with an aim to improve the quality ecosystem of the nation. QCI is inviting Interested Parties / Bidders to Bid for the proposed sale of IT Assets, on an 'as is what is' basis, more particularly detailed out in the following table (*also provided in the Annexure-1*) for the equipment lying at QCI office.

S. No	Laptop Make	Laptop Model	Lifespan of the Laptops in years	Remarks
1	DELL	Latitude 3440	6.8	Non-Functional
2	LENOVO	G50-80	8.9	Non-Functional
3	HP	Compaq 610	14.5	Non-Functional
4	LENOVO	V310	7.3	Non-Functional
5	LENOVO	Edge E431	9	Non-Functional
6	DELL	XPS	13.9	Non-Functional
7	HP	HP Notebook - 15	8.9	Non-Functional
8	LENOVO	V310	7.2	Non-Functional
9	LENOVO	V310	7.1	Non-Functional
10	DELL	Latitude 3460	4.9	Non-Functional
11	LENOVO	Lenovo B40	8.5	Non-Functional
12	LENOVO	N22 Chromebook	7.5	Non-Functional
13	HP	HP Notebook - 15	9.2	Non-Functional
14	DELL	Latitude 3440	6.8	Non-Functional
15	HP	HP Pavilion 15	9.2	Non-Functional
16	LENOVO	V310	7.3	Non-Functional
17	LENOVO	Lenovo B40	8.5	Non-Functional
18	LENOVO	G-50-80	7.2	Non-Functional
19	LENOVO	Edge E430c	11.6	Non-Functional
20	LENOVO	11e Chromebook	6.9	Non-Functional
21	HP	Compaq Presario CQ62	13.9	Non-Functional
22	LENOVO	V310	7.3	Non-Functional
23	LENOVO	V310	7.3	Non-Functional
24	LENOVO	B41-80	7.3	Non-Functional
25	LENOVO	B41-80	7.3	Non-Functional
26	LENOVO	B41-80	7.3	Non-Functional
27	LENOVO	B41-80	7.8	Non-Functional
28	LENOVO	B41-80	8.5	Non-Functional
29	LENOVO	B41-80	7.4	Non-Functional
30	LENOVO	B41-80	7.3	Non-Functional
31	LENOVO	B41-80	7.4	Non-Functional
32	LENOVO	V310	7.1	Non-Functional

**Request for Proposal for Sale of office equipment (Laptops)**  
**Reference No: QCI/IT/0425/431**

33	LENOVO	B41-80	7.3	Non-Functional
34	LENOVO	B41-80	7.3	Non-Functional
35	LENOVO	B41-80	7.4	Non-Functional
36	LENOVO	B41-80	7.3	Non-Functional
37	LENOVO	B41-80	7.7	Non-Functional
38	LENOVO	Edge E431	9	Non-Functional
39	LENOVO	B41-80	7.3	Non-Functional
40	LENOVO	Edge E431	9	Non-Functional
41	LENOVO	Edge E431	9	Non-Functional
42	LENOVO	V310	7.2	Non-Functional
43	LENOVO	B41-80	7.3	Non-Functional
44	LENOVO	B41-80	8.5	Non-Functional
45	LENOVO	V310	7.2	Non-Functional
46	LENOVO	V310	7.3	Non-Functional
47	LENOVO	V310	7.2	Non-Functional
48	LENOVO	B41-80	7.3	Non-Functional
49	LENOVO	V310	7.3	Non-Functional
50	LENOVO	B41-80	7.3	Non-Functional
51	LENOVO	V310	7.3	Non-Functional
52	LENOVO	V310	7.3	Non-Functional
53	LENOVO	V310	7.3	Non-Functional
54	LENOVO	V330	4.5	Non-Functional
55	HP	HP Pavilion 15- p001tx Notebook	8.9	Non-Functional
56	HP	HP Pavilion 15	9.1	Non-Functional
57	DELL	Latitude 3440	5.1	Non-Functional
58	HP	HP Pavilion 15	8.9	Non-Functional
59	HP	HP 348 G4	6.7	Non-Functional
60	HP	HP Pavilion 15	9.1	Non-Functional
61	HP	HP Notebook - 15	9.9	Non-Functional
62	HP	HP Pavilion 15	10.3	Non-Functional
63	HP	HP Notebook - 15	9.2	Non-Functional
64	DELL	Latitude 3460	6.8	Non-Functional
65	LENOVO	B41-80	7.3	Non-Functional
66	HP	HP Pavilion 15	8.9	Non-Functional
67	COMPQ	Compaq Presario V3225AU Notebook PC	16.8	Non-Functional
68	HP	HP Notebook - 15	9.2	Non-Functional
69	DELL	Vostro 2420	10	Non-Functional
70	LENOVO	V330	4.4	Non-Functional
71	HP	HP Notebook - 15	9.2	Non-Functional
72	LENOVO	V310	7.3	Non-Functional
73	LENOVO	V310	7.3	Non-Functional
74	HP	HP Notebook - 15	9.9	Non-Functional

**Request for Proposal for Sale of office equipment (Laptops)**  
**Reference No: QCI/IT/0425/431**

75	DELL	Latitude 3460	6.7	Non-Functional
76	DELL	Inspiron 5575	5.7	Non-Functional
77	DELL	Latitude 3440	6.8	Non-Functional
78	DELL	Latitude 3440	6.8	Non-Functional
79	HCL	ME ICON L74	12	Non-Functional
80	DELL	Vostro 3446	8.5	Non-Functional
81	DELL	Latitude 3460	6.7	Non-Functional
82	HP	HP Notebook - 15	4.9	Non-Functional
83	DELL	3460	7.1	Non-Functional
84	LENOVO	V310	7.2	Non-Functional
85	COMPAQ	COMPAQ PRESARIO V3000	16.5	Non-Functional
86	HP	HP PAVILION DV6000	17	Non-Functional
87	SONY	SVE14115FNP	11.7	Non-Functional
88	COMPAQ	CQ62-105TU	13.9	Non-Functional
89	HP	TOUCHSMART TX2	15.2	Non-Functional
90	SONY	SVE14115FNW*	12.2	Non-Functional
91	IBM	IBM-2656	17.1	Non-Functional
92	SONY	SVE141A11W	14.1	Non-Functional
93	SONY	SVE141P13W	15.4	Non-Functional
94	HP	PAVILION DV2000	17	Non-Functional
95	HCL	1111AE650826	14.2	Non-Functional
96	LENOVO	V310	7.1	Non-Functional
97	HP	CNF749442Y3	16.1	Non-Functional
98	TOSHIBA	96037089W	17.2	Non-Functional
99	HCL	A101AE332421	12	Non-Functional
100	HCL	9101AE242752	11.9	Non-Functional
101	HCL	9101AE242721	12	Non-Functional
102	LENOVO	MP122CCG	7.3	Non-Functional
103	LENOVO	V310	7.3	Non-Functional
104	LENOVO	V310	7.3	Non-Functional
105	HP	HP COMPAQ NX 6120 NOTEBOOK	16.8	Non-Functional
106	HP	HP COMPAQ NX 6120 NOTEBOOK	16.8	Non-Functional
107	HP	HP COMPAQ 6710 B	16.1	Non-Functional
108	HP	HP COMPAQ 6710 B	16.1	Non-Functional
109	HP	HP COMPAQ 6710 B	16.1	Non-Functional
110	HP	HP COMPAQ 6710 B	16.1	Non-Functional
111	HP	HP COMPAQ 6710 B	16.1	Non-Functional
112	SONY	SONY VAIO	11.7	Non-Functional

**Request for Proposal for Sale of office equipment (Laptops)**  
**Reference No: QCI/IT/0425/431**

113	SONY	SONY VAIO	12.2	Non-Functional
114	SONY	SONY VAIO	15.4	Non-Functional
115	SONY	SONY VAIO	14.1	Non-Functional
116	DELL	Latitude 3460	0.24	Non-Functional
117	HP	HP 240 G6 Notebook PC	1.16	Non-Functional
118	Lenovo	V310-14ISK Laptop (Lenovo) - Type 80SX	2.99	Non-Functional
119	LENOVO	B41-80	2.99	Non-Functional
120	DELL	Latitude 3440	0.24	Non-Functional
121	HP	HP Notebook - 15- r203tu	1	Non-Functional
122	Dell	Latitude 3440	3	Non-Functional
123	Lenovo		2.99	Non-Functional
124	LENOVO	V310	2.99	Non-Functional
125	Lenovo	B-40	2.99	Non-Functional
126	DELL	Latitude 3460	1.07	Non-Functional
127	LENOVO	V310-14ISK Laptop	1.08	Non-Functional
128	HP	HP PROBOOK	2.99	Non-Functional
129	HP	HP ProBook 430 G5	2.99	Non-Functional
130	DELL	Latitude 3460	0.24	Non-Functional
131	LENOVO	E14 Gen 3 Laptop	2.99	Non-Functional

## II. PRE-QUALIFICATION CRITERIA:

S. No.	Basic Requirements	Specific Requirements	Documents Required
1.	Legal entity	<p>The Bidder(s) interested in participating in the Selection Process must be a duly registered legal entity in India, under any one of the following categories: -</p> <ul style="list-style-type: none"> <li>▪ A Limited Liability Partnership ("LLP") registered under the LLP Act, 2008;</li> <li>▪ an Indian Company ("Company") registered under the Companies Act, 1956/ 2013;</li> <li>▪ a "Partnership Firm" registered under the Indian Partnership Act, 1932;</li> <li>▪ a Sole Proprietorship firm, registered as such under the Applicable Laws of India</li> </ul> <p>With minimum 3 years of existence at the time of submission of the bid.</p>	<p>Registration documents of the Bidder as a company/firm or any legal entity along with:</p> <ul style="list-style-type: none"> <li>▪ Incorporation Certificate of the company</li> <li>▪ PAN Card of the registered legal entity</li> <li>▪ GST certificate of the registered legal entity</li> <li>▪ Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of all partners of the Partnership Firm</li> <li>▪ MSME Certificate (if applicable)</li> <li>▪ Any other supporting document, as may be required</li> </ul>

**Request for Proposal for Sale of office equipment (Laptops)**  
**Reference No: QCI/IT/0425/431**

2.	Non- Blacklisting	The bidding entity must not be blacklisted / terminated / debarred by any state or central government or their agencies and should not have been found guilty of any criminal offence by any court of law, in the last five (5) years.	As per format attached in <b>Annexure-A</b> by the authorized signatory
----	-------------------	--	---

### III. TERMS AND CONDITIONS

1. **Status / Condition of the Equipment:**

- i. The items will be sold on “**As is what is basis**” and no complain of whatsoever nature shall be entertained.
- ii. QCI is not providing any assurance or warranty with respect to weight, nature, working condition, assortment composition or quality of the items being sold. It would be the sole responsibility and obligation of the Bidder to inspect the items and satisfy themselves with the condition of the material and no complaint/ dispute in this respect would be entertained at all.
- iii. The Bidders should submit their offer after getting themselves thoroughly satisfied about the availability and condition of the items as per the RFP and it will be assumed that the Bid(s) have been submitted by the bidder after a thorough inspection and getting themselves fully acquainted and satisfied with the availability and condition of the items.
- iv. Once the materials are sold, no complaint of any kind will be entertained in this regard by the Company. The Bid price once accepted shall remain firm till completion of lifting by the Successful Bidder

2. **Inspection:**

- i. Interested Bidders can carry out the inspection of the items as per the time schedule.
- ii. All Bidders are requested to carry the material list during the inspection and may physically verify the items at the site.
- iii. Request for inspection of items may be submitted at [procurement@qcin.org](mailto:procurement@qcin.org)

3. **Payment of Bid Value (Final Consideration)**

- i. The H1 bidder will be required to make 100% payment for the bid value (Final consideration) and the applicable taxes and levies as advised by QCI, within a period of 7 days from the date the approval is conveyed.
- ii. The payment will have to be made through RTGS / NEFT from a scheduled bank within the stipulated time to the Designated Bank Account of QCI as mentioned in the clause 3(i).
- iii. The H1 bidders' payment obligation will be deemed to be completed only after payment has been made in full to QCI within the stipulated time frame and to the credit of the Designated Bank Account. Any failure on the part of H1 / successful bidder in this respect would lead to forfeitures of EMD.

4. **Lifting of Material:**

- i. Lifting of material will be allowed only after 100% payment has been made by the successful bidder to the QCI.



**Request for Proposal for Sale of office equipment (Laptops)**

**Reference No: QCI/IT/0425/431**

- ii. Entire lifting has to be completed within 07 working days from the date of final payment being received by the QCI. Once payment is received in full, QCI will issue a Delivery Order in favour of the successful bidder, authorizing him to lift the material from the site.
  - iii. In case the successful bidder fails to lift the material within this time frame and any damages / penalties / demurrage charges are raised on the QCI by any agency, the same will have to be borne by the bidder and QCI shall adjust the said amount from the EMD of the said bidder.
5. Materials are being offered on “as is what is basis”. Bidders are advised to inspect the materials and satisfy themselves before bidding. No complaints would be entertained after the bidding process.
6. Price to be quoted shall be inclusive of delivery and other charges but are ex- location, exclusive of duties and taxes. Any other taxes/ levies applicable at the time of sale and delivery shall be in addition to the price quoted.
7. It is the responsibility of the interested bidders to go through the terms and conditions and requirements of the Bid and submit their Financial Proposals and Bid Enclosures properly and within the stipulated time. Any deviation in compliance with the requirements of this bid (lack of information etc.) will be construed as Conditional and measures as decided by QCI will be applicable. The decision of QCI Entities in this regard will be final C binding on the bidder.
8. **Amendments to RFP:** At any time prior to the last date for receipt of applications, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants 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. Any such amendment shall be communicated to the service providers.
9. **Ethics:** QCI expects service provider to show the highest ethical standards during the course of the assignment.
10. **Language:** The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern. All correspondence and documents relating to the Proposal exchanged by the bidder and QCI shall also be written in the English language.
11. **Rejection of Application:** The application is liable to be rejected if:
  - Not in prescribed forms and not containing all required details.
  - Not properly sealed and signed as per requirements.
  - Received after the expiry of due date and time.
  - Missing of any supporting document(s) with the Proposal.
12. **Indemnity:** The service provider undertakes to indemnify QCI from and any losses that QCI may incur due to any deficiency in services rendered by the service provider or any instance of corruption or improper payment.

**Request for Proposal for Sale of office equipment (Laptops)**  
**Reference No: QCI/IT/0425/431**

13. **Written Undertaking:** QCI may at any time require the service provider and its employees/advisors/professionals/Contractors, to whom confidential information may be disclosed in the course of execution of contract, to give a written undertaking in the form of a deed reasonably accepted to QCI and relating to the use and non-disclosure of the confidential information relating to QCI or any Government Department or relating to any Ministry and or such other information that QCI suggests to be confidential. Upon receiving a request aforesaid the service provider must promptly arrange for all such undertakings to be given to QCI.
14. **Force Majeure:** Neither party shall be held responsible for non-fulfilment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months the parties shall then mutually decide about the future course of action.
15. **Disclaimer:**
- i. QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.
  - ii. QCI reserves the right:
    - a. To terminate the RFP process at any time, without assigning any reasons thereof.
    - b. To reject any/all applications without assigning any reasons thereof;
    - c. 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;
    - d. To include any other item in the Scope of work at any time after consultation with applicants or otherwise;
    - e. To select multiple organizations for the project for allocation of work if it meets the essential criteria for qualification.
16. **Validity of proposals:** The proposals shall remain valid for a period of 60 days from the last date of submission. In exceptional circumstances, QCI may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder consenting to such request will not be required nor permitted to modify its Proposal.

#### **IV. SUBMISSION OF PROPOSAL**

**1. Documents:**

- i. Signed and stamped Form-A and Form-B
- ii. Supporting documents for the details required as per pre-qualification criteria.
- iii. Any other details that the bidder may like to provide.

**2. Financial Proposal:**

To be submitted by the Vendor as per the format given below:

S. No.	Desktop Model Name	Quantity	Value in ₹ (exclusive of taxes)
1	Sale of old IT assets	131	

**Request for Proposal for Sale of office equipment (Laptops)**  
**Reference No: QCI/IT/0425/431**

**Note:** QCI reserves the right to award the contract(s) for each serial number/ category to the highest bidder(s) for items corresponding to that serial number/ category.

**3. Submission Guidelines:**

- i. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- ii. All pages of the bid including the duplicate copies, shall be signed and stamped by the authorised signatory.
- iii. Please Note that Prices must not be indicated in the Technical Bid.

Interested parties may submit the technical and financial Proposal in two separately sealed envelopes inside a larger sealed envelope super-scribing **“For Sale of office equipment (Laptops)”** to Deputy Director (Finance & Accounts), Quality Council of India, 2<sup>nd</sup> Floor, Institution of Engineers Building, 2 Bahadur Shah Zafar Marg, New Delhi 110002 latest by **April 24, 2025, 5 PM** (By post or by hand).

For further queries, you may please contact the below mentioned:

Procurement Team

Email id: [procurement@qcin.org](mailto:procurement@qcin.org)

**Request for Proposal for Sale of office equipment (Laptops)**  
**Reference No: QCI/IT/0425/431**

**Annexure - A**

**Form A: Application Letter**

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

{Place}

{Date}

{RFP Reference no.}

To,

Deputy Director (Accounts C Administration), 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 Sale of Office Equipment (Laptops)”**

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated 21.04.2025 **For Sale of Office Equipment (Laptops)**
2. We undertake, if our proposal is accepted, to assign a team dedicated to this project.
3. 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.
4. 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.
5. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this proposal response for a maximum period of THREE MONTHS from the date fixed for proposal 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 proposal response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
6. 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.
7. 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 Proposal response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the Proposal 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 2025 (Signature) (In the capacity of)

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

(Name and Address of Company)

Seal/Stamp of Vendor

**Request for Proposal for Sale of office equipment (Laptops)**  
**Reference No: QCI/IT/0425/431**

**Form B: Format for Non-Blacklisting Undertaking**

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

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

**Subject:** Non-Blacklisting declaration in connection with RFP Ref. No. \_dated\_ for \_\_\_\_\_

Dear Sir,

This is to notify you that our Firm/Company/Organisation \_\_\_\_\_ intends to submit proposal in response to invitation for Tender Ref. No. \_\_\_\_\_ for <>. In accordance with the above, we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Dated this Day of (Year) (Signature)

(In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of: (Name  
and Address of Company) Seal/Stamp of Bidder