



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

NOTICE INVITING TENDER

No. T-1862-1

Dated : 10.03.2026

Supply, Installation and Commissioning of Desktop Computers at IEI-HQ

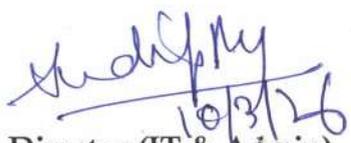
The Institution of Engineers (India) invites sealed Tenders from eligible bidder(s) in Single Stage two Envelope bid system for **Supply, Installation and Commissioning of Desktop Computers at IEI-HQ** as per enclosed specifications in **Annexure A1**.

The sealed tenders are to be submitted duly stamped and signed and dated on each page of the tender document as their unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. **Technical Part – (Envelope – ‘A’)** and **Financial bids (Envelope ‘B’)** (Envelope ‘A’ and ‘B’ with the content shall be clearly marked on the top of the envelopes separately). **Technical Part (Envelope – ‘A’)** shall comprise of compliance documents against Qualification Requirement, company profile and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in **Envelope – ‘B’**. Both Envelope – A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tender applicant over it.

The sealed tender duly superscribed, **“Supply, Installation and Commissioning of Desktop Computers at IEI-HQ”** with Tender No. should be addressed to Deputy Director (IT & Admin) sent at the Institution’s address either by registered post/speed post or by hand. Postal / courier of the tender document must reach to this office within stipulated date & time i.e., upto 16.00 hrs of **16 Mar 2026**.

Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays for what so ever reason and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.


Deputy Director (IT & Admin)

Objective

The purpose is to procure high-quality, reliable, and cost-effective desktop systems with standard warranty and support services through a transparent process, ensuring compliance with technical specifications and organizational procurement policies.

Total Quantity : 40

Qualification Criteria

1. The Bidder should be a registered company.
2. Must have GST and Pan registration
3. The Bidder should have operation Office/Centre in and around Kolkata.
4. The Bidder should not be currently blacklisted or have been blacklisted with any Government of India Agency/ PSU, any State Government department. i.e., The bidder shall furnish a written declaration in this regards in their letterhead.
5. The Bidder has to submit copy of the work order / work completion certificate showing the Supply/ Installation / support of Desktop Computers during the last three years.
6. The bidder must have single fully functional contact support centre with 24 X 7 support.
7. Bidder must have turnover atleast 1 crore turnover in each of the last three years

Guidelines on Bid submission:

1. The language of the documentation & details in the Bids must be in English.
2. All bids to be submitted in single stage two envelope in separate covers:
 - a. **Technical Bid** :- Envelope A should be superscribed with Tender No and Name of Job i.e. "**Supply, Installation and Commissioning of Desktop Computers at IEI-HQ**" and word "TECHNICAL BID" along with the duly signed and stamped photocopy of documents in support of their candidature for Tender and each document to be signed by authorized representative.
 - b. **Financial Bid** :- Envelope should be superscribed with Tender No and Name of Job i.e. "**Supply, Installation and Commissioning of Desktop Computers at IEI-HQ**" and word "FINANCIAL BID" containing rate coated by the party duly signed and stamped by authorized representative.
3. These two bids to be placed in separate large envelope superscribed with Tender No and Name of Job i.e. "**Supply, Installation and Commissioning of Desktop Computers at IEI-HQ**".
4. **For any query please contact:**
Sudip Roy, Deputy Director, IT & Admin
9830744323 / sudip.roy@ieindia.org

Scope of Work

The successful bidder shall be responsible for the supply, installation, commissioning, configuration, integration, and warranty support of desktop computers at the premises of The Institution of Engineers (India), Headquarters (IEI-HQ). The scope of work shall include, but not be limited to, the following:

1. Supply of Desktop Computers

Supply of new desktop computers of approved make and model, strictly conforming to the technical specifications prescribed by IEI-HQ as per **Annexure-I**. All equipment supplied shall be unused, original, and sourced directly from the OEM or its authorized channel.

2. Installation & Commissioning

Installation, setup, and commissioning of the supplied desktop computers at IEI-HQ premises, including physical placement, power connectivity, and network connectivity, in coordination with IEI-HQ officials.

3. Integration with Existing IT Infrastructure

Integration of the supplied desktop computers with the existing Local Area Network (LAN), domain, and network infrastructure of IEI-HQ, ensuring compatibility and seamless operation within the existing IT environment.

4. Software Installation & Configuration

The bidder shall be responsible for:

- Installation of all necessary device drivers
- Installation of operating system updates, patches, and security updates
- Basic system configuration as per departmental and end-user requirements
- Ensuring compliance with IEI-HQ IT and information security policies

5. Warranty & Support

The bidder shall provide comprehensive on-site warranty support for a period of one (01) year, commencing from the date of completion of installation, commissioning, and acceptance of the work by IEI-HQ.

During the warranty period, the bidder shall be responsible for rectification of defects, repair or replacement of faulty components, and ensuring uninterrupted functioning of the supplied desktop computers, at no additional cost to IEI-HQ, in accordance with OEM warranty terms.

6. Documentation & Asset Details

The bidder shall submit complete documentation to IEI-HQ, including:

- User manuals
- OEM warranty certificates

General Terms and Conditions

1. The price shall include all taxes, duties, levies, delivery charges, installation charges etc and no additional payment shall be admissible on any account.
2. Payment shall be made on submission of Invoice after completion of the job and Bidder has to submit Tax Invoice once the payment is made.
3. Standard LD Clause for delay in supply @ 2% per week or part thereof subject to maximum of 10% of the order value will be applicable.
4. 5% of the total value shall be kept as performance guarantee and shall be refunded back after completion of warranty period without any interest. In case of non-satisfactory performance the penalty shall be adjusted from the performance guarantee deposited. The decision of IEI shall be final in this regard
5. IEI reserves the right to reject any or all the quotations without assigning any reason whatsoever.
6. one year comprehensive on-site warranty from date of installation.
7. Any defective or non-conforming item shall be replaced by the bidder at no extra cost during the warranty period.
8. The bidder must ensure single point of contact for troubleshooting or a helpdesk team will function as a single point of contact for all types of problems.
9. Bidder has to mention the Escalation Matrix for customer complaints.
10. Response time should be within 4 hour from the time a complaint is logged.
11. Resolution time should be within 24 hours.
12. The job should be done without affecting the daily work of the Institution.
13. Any damage during transit or installation shall be the bidder's responsibility.

Signature of the bidder with date and seal

Company name :

Address :

Phone No. :

E-mail :

Financial Bid

Hardware Specifications			No. of Desktop Computers Required	Rate of Each Desktop Computer (Rs.)	GST %	Total Amt. (Rs.)
Slno	Component	Specification	40 Nos.			
1	Cabinet	Standard ATX / Micro-ATX with at least two front USBs (3.0 and 2.0)				
2	RAM	DDR4 / DDR5 – 8 GB				
3	Motherboard	H-610 chipset				
4	Processor	Intel 12th Generation – i5-12100				
5	Storage	SSD – 500 GB				

This configuration ensures:

- Compatibility with Windows 11
- Improved performance and reliability
- Support for modern security features (TPM, Secure Boot, VBS)

Signature of the bidder with date and seal

Company name :

Address :

Phone No. :

E-mail :