



National Insurance Academy  
25, Balewadi, Baner Road, NIA P.O., Pune 411 045  
Tel: 020-27204000/4444, Fax: 020-27204555  
Website: [www.niapune.org.in](http://www.niapune.org.in)

**Through Online Mode Only**  
**NIA E-PROCUREMENT WEBSITE IS :**  
<https://www.tenderwizard.com/NIA>

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**E-TENDER DOCUMENT**  
**NIA/CC/ENQ/24-25/004**  
**FOR**  
**Supply and installation of Desktops and Printers & buyback of old equipment at**  
**NIA, Pune**

**(Computer Center Department)**

**NOTICE INVITING TENDER**

## **INFORMATION & INSTRUCTIONS TO THE BIDDERS**

National Insurance Academy(NIA), is an apex level institute for Education , Training , Consultancy and Research work in the Insurance Industry.

National Insurance Academy is an autonomous institution established by the Life Insurance Corporation of India, General Insurance Corporation of India, the four Public Sector Insurance Companies - NIACL, NICL, OICL and UIICL and Government of India, Ministry of Finance - Insurance Division.

NIA is an AICTE approved educational institution and hence may be eligible for discounted academic pricing for hardware and software.

National Insurance Academy (NIA) invites Online Tender from authorized partners of HP for Supply and installation of HP desktops, laptops and printers & buyback of old equipment in NIA , 25 Balewadi , Baner Road , Pune - 411045. Configuration details are provided in Annexure-'A'.

<b>Key Date:</b> Online Tender Document Date of viewing of	From 13.02.2025 10.00 A.M. To 27.02.2025 5.00 P.M.
Cost of Tender Document	NIL
Last date for receiving Pre-Bid queries	21.02.2025 till 5.00 P.M.
Pre-bid meeting	20.02.2025 at 11.30 A.M.
Last Date, time for online submission of tender forms and documents.	27.02.2025 5.00 P.M.
EMD	72,000/-
Date & Time of Opening of Technical bid	11.00 AM. on 28.02.2025
Date & Time of Opening of commercial bid	Will be intimated later
<b>e-Tender Processing Fees: (To be paid through online e-Payment Gateway on e-Procurement Portal by bidders, applicable in case of submission of tender)</b>	<b>e-Tender Processing Fees are applicable &amp; Non-Refundable .</b>
<b>EMD : Rs. 72,000/-</b>	<b>The EMD is non-interest bearing and is refundable to unsuccessful bidders after signing of the Contract by the successful bidder. No exemption will be granted .</b>
<b>DIRECTOR</b>	

#### INSTRUCTIONS FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS).

**Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/NIA> adopted by National Insurance Academy, Pune as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

Bidders are required to enrol for Vendor Registration on the NIA e-Procurement Tender wizard Portal (URL: <https://www.tenderwizard.com/NIA> ) by clicking on the link “Registration” on the home page of e- Portal which is chargeable. (Rs.1000/- + GST (18%) (Non-Refundable ) to be paid online through e-payment gateway.

**Note: The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment.**

#### Note : Information about e-Procurement Portal.

More information useful for submitting online bids on the NIA e-Procurement Tender wizard Portal may be obtained at: <https://www.tenderwizard.com/NIA> . **N.B:** Bidders are requested to refer to the Vendor’s manual by downloading the Vendor’s Manual by visiting on home page of <https://www.tenderwizard.com/NIA> and following KEY INSTRUCTIONS for BIDDERS by clicking on **Latest Circulars/Formats/Help Manuals/FAQs”**. **The complete Step by Step Vendors Help Manual For e-Procurement / e-Tendering Process, Vendors Registration Process, System Settings Requirements & JAVA Settings Manuals, e-Payment Guidelines &**

**Digital Signature Certificate Process** are available on e-Auction Website regarding the e-Auction.

**Note:** Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Dept. Officials. Online support through “Team viewer” or “ Ammy Admin “ Remote software only.

For Downloading this software, the downloading software links are available on home page of e-Auction Website.

- **Registration of the Contractors/Bidders:** All the Contractors intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/NIA>. After successful Registration on above mentioned portal contractor will get a User ID and Password to access the website. . Those bidders who have enrolled recently need not register. The validity of registration is one year.

- **Viewing of Online Tenders:** The contractors/bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “e-Tendering System” through portal (website) at <http://www.tenderwizard.com/NIA>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download through they need to login on to the above portal and can download the tender documents of an e-Tender.

- **Key Dates:** The contractors/bidders can view the Online Scheduled dates of e-tendering System (time schedule) hereinafter referred as “**Key Dates**” for all the tenders floated using the online electronic tendering system on above mentioned portal (Website) <http://www.tenderwizard.com/NIA>

The bidders are strictly advised to follow dates and time as mentioned in Key Dates of a particular tender. The date and time will be binding on all the bidders. The bidders are required to complete the stage within the stipulated time as per the schedule (Key Dates) to continue their participation in the tender. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined. The bidder should ensure that the status of a particular stage should be shown as “Completed” before the expiry date and time of that particular stage and they should possess a copy of receipt of completion of each stage to be performed from their end which should match with the status with their offer on online portal. It will be the sole responsibility of the bidder if the status of a particular stage is “Pending” till the expiry date and time of that stage and he will not be able to proceed further in the e-Tendering process. The Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Department.

- **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e. Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text.

**Note:** Digital Signature Certificates: **Class III Signing** + Encryption Digital Signature Certificate is required for e-Tendering. (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.

- The contractors may obtain Class III digital certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic submission.

**E-Tendering System (ETS):**

Antares Systems Limited.

E-Tender helpdesk # 137/3 , 'Honganasu' Kengeri, Bangalore Mysore Road, Bangalore – 560 060.

**Help Desk Contact Details:**

Tel: 080-40482000/121/133/140

Mobile: 9686115304/9686115323

E-mail: [lokesh.hr@antaressystes.com](mailto:lokesh.hr@antaressystes.com)

[raghuprashanth@antaressystems.com](mailto:raghuprashanth@antaressystems.com)

[sanjay.kc@etenderwizard.com](mailto:sanjay.kc@etenderwizard.com) ( Pune , Mumbai Maharashtra – MO.9665721619)

- The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), which is used to Encrypt (codified) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.

- In case of online Electronic Tendering, if the Digital Certificate issued to the authorized user of a firm is used for signing and submitting an online bid, it will be considered equivalent to a no objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the Digital Certificate as per Indian Information Technology Act 2000 and its amendments. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for NIA Office Pune, as per Information Technology Act 2000 and its amendments. The Digital Signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority; in case of change of authorized user and that a fresh digital certificate is procured and issued an "Authorization Certificate" for the new user. The procedure for application of a Digital Certificate will remain the same for the new user.

- The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

- Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/NIA>.

**NOTE:-**

**NIA AND TENDERWIZARD will not entertain any reasons/claims of Tenderer on account of Net Connection Failure/Current Connection Failure and any issues during the submission of tender online. Tenderer shall be solely responsible for all those facts and failure of Net Connectivity, Electricity Current Connectivity etc.**

For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned address:-

E-Procurement Helpdesk Officials details.

Office Address:- E-Tender helpdesk # 137/3 , 'Honganasu' Kengeri, Bangalore Mysore Road, Bangalore – 560 060,

Help Desk Contact Details: -

- 1) Mr. Sanjay K. Chandak, (Pune & Mumbai Maharashtra ) (E-mail : [sanjay.kc@antaressystems.com](mailto:sanjay.kc@antaressystems.com)) Or [sanjay.kc@etenderwizard.com](mailto:sanjay.kc@etenderwizard.com) Ph: 9665721619.
- 2) Mr. Lokesh, (E-mail: [lokesh.hr@antaressystems.com](mailto:lokesh.hr@antaressystems.com)) Ph: 09686115304 & 080-40482140
- 3) Mr. Raghu Prashant, (E-mail:[raghuprashanth@antaressystems.com](mailto:raghuprashanth@antaressystems.com)) Ph: 09686115323

## 1. GENERAL TERMS & CONDITIONS

- a) The viewing of tender document will be available on all working days from **13.02.2025 to 27.02.2025**
- b) It is mandatory for the bidder to quote for all the items mentioned in the Tender.
- c) Selected vendor should provide help and on-site support for installation and commissioning of equipment purchased.
- d) Rate should be clearly written in the columns specified [in blue boxes]. No advice of any change in rate or conditions after opening of the tender will be entertained.
- e) Tender shall remain open for acceptance by the NIA for a period of 90 days from the date of opening the commercial bid which may be extended by mutual agreement and the tenderers shall not cancel or withdraw the tender during this period/extended period.
- f) The rates quoted should be excluding GST. Applicable GST should be shown separately.
- g) NIA reserves the right to accept / reject / select more than one Agency and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected tenderers.
- h) The tender will be appraised by committee formed by NIA.
- i) The Director, NIA, reserves all rights to reject any tender including of those

tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Director, NIA in this regard shall be final and binding on the tenderers.

- j) In case of any dispute arising with regards to this tender or its conclusion, the decision of the Director NIA shall be final.
- k) **Cost Details and Validity:** Prices quoted shall be in Indian Rupees, shall be firm and shall not be subject to exchange rate variations, fluctuations in price, labour conditions and freights or any conditions whatsoever. The quoted Rate / Cost should be as per Annexure - C. The Bidder shall make note of the latest amendment to taxes and shall include the tax as applicable. The validity of the proposal against this Request for Proposal (RFP) should be valid for a period of 90 days from the date of opening the commercial bid.
- l) Tax Deducted at Source (TDS) towards income tax calculated at the rate prescribed from time to time under the relevant sections of the Income Tax Act, shall be made from the bills of the Bidder and the amount so deducted shall be deposited with the Income Tax Department.
- m) The Academy reserves the right to accept or reject any or more bid(s) without assigning any reasons or cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
- n) The Academy reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason and it shall not be bound to accept the lowest tender. The decision of the academy in this regard shall be final and binding on all.
- o) The Academy reserves the right to give repeat order to the L1 bidder in Respective Package for maximum up to 25% of ordered quantity, if required, within the tender validity period of 90 days **from the date of installation and commissioning** under same terms and conditions with same

Specifications and Rate. Any decision of NIA in this regard shall be final, conclusive and binding on the bidder. If NIA does not purchase any of the tendered articles or purchases less than the quantity indicated in the bidding document, the bidder(s) shall not be entitled to claim any compensation.

- p) The Academy reserves the right to drop any item after technical evaluation and complete the bidding, without considering that/those item(s).

## **2. SUBMISSION OF TENDER**

### **A. Technical Bid**

The Technical and Commercial bids have to be submitted as per the prescribed formats given in Annexure-B.

Bidder will have to pay **Rs.72,000/-** (Rupees Seventy Two Thousand only) towards EMD. e-Payment Gateway Facility are available on NIA e-Procurement Site , the vendors should have to pay EMD by e-Payment Gateway only . **DD Not accepted.**

Bids without EMD will be summarily rejected without any further reference to the bidder.

Please note that the Technical component of the Proposal should not contain any pricing information whatsoever on the services offered. The Technical bid should contain the details as given in Annexure-B.

### **B. Commercial Bid**

The Commercial bid to be submitted as per the format given in Annexure C. and Annexure-D.

***Bidder has to submit price of new devices and buyback price as per the format given in Annexure-D also. Commercial bid submitted for any single operation shall be treated as rejected.***

***Bidders are requested to upload data sheet of models specified in commercial bid.***

***NIA will select the bidder on the basis of total price of new devices after deducting the buyback price quoted by the respective bidder.***

**No. of Buyback devices may vary depending on the actual count. Bidders must accept the buy-back PCs in their existing 'As-Is' condition.**

Bidders should submit the Bids strictly in accordance with the information given in the Annexure-C and Annexure-D.

### **C. OPENING OF COMMERCIAL BIDS:**

Commercial Bids of only bidders who have been found to meet the technical criteria will be opened.

### **D. Pre-Bid Queries :**

Pre-bid queries should be submitted by e-mail to [ssdeshpande@niapune.org.in](mailto:ssdeshpande@niapune.org.in) with a copy to [sridharjayashree@niapune.org.in](mailto:sridharjayashree@niapune.org.in) before **21.02.2025 before 5.00 pm**.

### **Responses to Pre-Bid Queries and Issue of Corrigendum:**

- i. NIA will endeavour to provide timely response to all valid queries. However, NIA makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does NIA undertake to answer all the queries that have been posed by the bidders.
- ii. At any time prior to the last date for receipt of bids, NIA may, for any reason, modify the RFP Document by a corrigendum.
- iii. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the websites: <https://www.niapune.org.in> and <https://www.tenderwizard.com/NIA> on or before **25.02.2025**.
- iv. Any such corrigendum shall be deemed to be incorporated into this RFP.
- v. In order to provide prospective bidders reasonable time for taking the corrigendum into account, NIA may, at its discretion, extend the last date for the receipt of Proposals.

### **E. Scope of Supplies:**

- a) Items shall be supplied in compliance to the specifications mentioned in Annexure- A of the tender.
- b) All items must be manufactured within the last three months before the date of delivery.
- c) The specifications of the items as mentioned in the Annexure-A are the requirements of tender, however higher specifications of these devices may be considered subject to their cost economics i.e. competitiveness in financial terms for the particular location.
- d) After the supply of items as mentioned in the Annexure C, the bidder has to execute its installation & commissioning (including data transfer from Old PC to new PC) at the designated site in the location(s). No extra cost shall be paid for this reason.
- e) After installation bidders are required to complete the registration process with HP for warranty purposes.



- f) Successful Bidder should provide Excel sheet including all item serial numbers : PC serial numbers , Printer Serial number
- g) The bidder shall offer on-site comprehensive warranty of Desktop Computers and printers for at least three (03) years from the date of successful installation and commissioning at the designated location. NIA is not liable to pay any extra charges on any account during warranty period.

## **F. Delivery**

- a) All the items are required to be delivered within thirty (30) calendar days from the date of issue of supply order. However, the bidders have an option to submit the best delivery time, but in any case the delivery should be before 30 days from the date of issue of supply order by NIA.
- b) NIA has a right to cancel the order if items are not delivered in time.
- c) The material shall be inspected on receipt at site and bidder shall be responsible for any damage during the transit of Desktop Computers/ equipment.
- d) The bidder shall not arrange part shipments and/or trans-shipments without the permission of NIA. The insurance cover including insuring the goods against the loss or damage incidental to manufacture or acquisition, transportation, storage and delivery/Installation & Commissioning shall be obtained by the bidder in his own name and not in the name of NIA. NIA will as soon as possible but not later than 30 days from the date of arrival of goods at destination shall notify the bidder of any loss or damage to the goods.

## **G. Warranty**

- a) The bidder shall offer on-site comprehensive warranty of all items for **three years** from the date of successful installation and commissioning at the designated location & shall cover each and every part of the equipment including parts having limited life etc. NIA is not liable to pay any extra charges on any account during warranty period.
- b) The bidder shall pay to NIA such compensations that may arise by reasons of the warranty therein contained but not attended by the bidder. Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material or workmanship, the bidder shall have to replace them at the place of installation without asking for any charges.

## **H. After Sales Services**

- a) The bidder shall ensure to render after sales services during the warranty period to the satisfaction of NIA.
- b) The bidder will depute their engineer within two (02) working days to attend the service call received in writing from NIA.
- c) Replacement of faulty item should be done within four (04) working days.

### **3. QUALIFICATION CRITERIA OF THE BIDDER**

The Academy will evaluate the proposals and select the firm which satisfies the criteria listed below:

- A. The intending Bidder should be Authorized Distributor/Dealer/Partner of HP. Bidder shall possess valid authorized Distributorship / Dealership /Partnership license from HP. The Bidder shall enclose the copy of the same in Technical bid while submitting the tender. The bidder should provide authorization letter from HP ( MAF) for participating in this tender.
- B. The bidder should have a minimum average Annual Turn-over of Rs. **Five Crores** in the last three financial years ( 2021-22, 2022-23,2023-24) with profit in any two of these three financial years. CA certificate OR Audited Balance sheet and Profit and Loss account statement in support to be enclosed in the Technical bid. *Consortium is not allowed for participation in the tender.*
- C. Bidder should have experience of supplying Desktops, laptops and printers for at least 3 years. Minimum 3 work order copies of last three years 2021-22, 2022-23,2023-24, latest till 31.12.2024 with one Work Order of more than 30 PCs need to be enclosed in the technical bid.
- D. Bidder should have service and support office in Pune.
- E. The bidder must not have been blacklisted by any Department of Government of Maharashtra or Government of India. The bidder must also disclose full details of any blacklisting by Central or State PSUs / Undertakings / Autonomous Organizations or under a declaration of ineligibility for corrupt or fraudulent practices in last two years ‘as on’ 31/03/2024.

Bids from vendors who do not qualify based on the above criteria will be rejected.

Following supporting documents for fulfilling the qualification criteria will have to be submitted in Technical bid. ( Compulsory Documents )

***All the documents (must be legible and readable) uploaded are to be self-attested by the authorized signatory.***

1. PAN Card
2. GSTIN Details

3. Company Registration certificate
4. CA certificate specifying Turnover and Profit in Financial year 2021-22, 2022-23, 2023-24 OR Audited Balance sheet and Profit and Loss account statement
5. Work order copies of last three years 2021-22, 2022-23, 2023-24, latest till 31.12.2024 . (Minimum 3 with one PO of more than 30 PCs )
6. Authorized Distributorship / Dealership/Partnership license from HP.
7. Authorization letter from HP for participating in this tender (MAF)
8. ISO certificate of HP
9. Undertaking from HP for genuine operating system preloaded from HP's factory
10. Undertaking from HP , for HP warranty for the product quoted.
11. A Self certified letter by an authorized signatory for not being blacklisted
12. Data sheet of models of desktop and printer specified in commercial bid.

#### **4. EARNEST MONEY DEPOSIT (EMD) and Performance Security**

- a) Bidders are required to submit Rs.72,000/- (Rupees Seventy Two Thousand only) as EMD for the bids. e-Payment Gateway Facility are available on NIA e-Procurement Site , bidders should have to pay EMD by e-Payment Gateway only . **DD Not accepted.**
- b) The EMD is non-interest bearing and is refundable to unsuccessful bidders after signing of the Contract by the successful bidder. **No exemption will be granted.**
- c) The Successful bidder has to submit Bank Guarantee of 7% of the price (excluding GST) from Commercial bank which should be valid for a period of 60 days beyond the completion of all contractual obligations of the supplier including warranty. Performance security is to be forfeited and credited to the Academy in the event of breach of contractual obligation by the supplier, in terms of relevant contract.
- d) The successful Bidders EMD will be returned after getting the Bank Guarantee.
- e) The EMD will be forfeited if a bidder withdraws his bid during the period of validity.

#### **5. PAYMENT TERMS:**

- a. The 80% payment of total bill will be made by NIA by RTGS/NEFT for which the bidder shall send bills in duplicate (original + copy) after Supply & Installation of Desktop Computers, giving the reference number of the purchase order along with copies of delivery note & report on the Installation of Desktop Computers including serial number and warranty period.
- b. The 20% payment of total bill along with EMD deposit will be released to bidder after one month from the date of installation and

commissioning of Desktop Computers and on submission of three (03) years warranty certificate , Bank Guarantee and all other necessary supporting documents mentioned in this tender, **after receiving payment of buy-back PCs.**

**6. INDEMNITY:**

The Bidder will indemnify NIA to the extent of direct damages against all claims, demands, costs, charges, expenses, award, compensations etc. due to Bidder's violation of any patents and copy rights.

**7. JURISDICTION:**

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Pune Court only.

**8. FORCE MAJEURE:**

In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Bidder shall, within a week from the commencement thereof, notify the same in writing to NIA with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

**9. MISCELLANEOUS:**

- a) In case the Bidder is not able to accept the contract after it is awarded to him or if he is not able to do the job after accepting the contract, he will be liable to pay the damage to NIA including the extra rate, which NIA will have to pay to any other party for getting such work done.
- b) Bids should be in clear words, categorically mentioning each and every terms specifying the rates, etc. Any kind of ambiguous/obscure/unclear terms would lead the firm's bid being disqualified.
- c) NIA reserves the right to Add, Modify, Relax or waive any of the conditions stipulated in the bid document wherever deemed necessary.
- d) NIA has the right to accept item-wise prices separately or the financial bid in total and /or alter the given quantity numbers.
- e) In the event of dispute, Director, NIA shall be the sole arbitrator and his decision shall be final and binding on both the parties.

- f) NIA does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
- g) Any publicity by you in which the name of NIA is associated should be only with the written permission of NIA.
- h) All Bidders will have to submit the Bid only if they agree to all the terms and conditions mentioned in the bid document. Any other requests for the change in the specifications of software, terms and conditions of the bid document, will not be accepted. Conditional Bids shall be rejected.
- i) NIA may terminate the tendering process at any time and without assigning any reason. NIA makes no commitments, express or implied, that this process will result in a business transaction with anyone.

## A. Minimum Technical Specifications for Desktop

SN	COMPONENT	Description
	<b>Make/ Type</b>	<b>HP Business Desktop</b>
	<b>Model</b>	Ref. Model : <b>HP Pro SFF 400 G9 Base Unit RCTO-PCI</b> or equivalent Business Desktop of above make <b>which will not be end of support for next 5 years.</b>
	<b>Form Factor</b>	SFF
1	<b>Processor</b>	CPU Intel Core i7-13700 16C 2.1GHz 3200MHz 65W (2.1GHz, Up to 5.2GHz with Intel® Turbo Boost2, 30MB cache, 16 cores) with Intel® UHD Graphics 770
2	<b>Memory</b>	16GB (1x16GB) DDR4 3200 DIMM Memory , min. 2 DIMM Slots
3	<b>Memory Expandable</b>	64 GB
4	<b>Storage</b>	1TB M.2 2280 PCIe NVMe Solid State Drive
5	<b>Graphics</b>	Intel UHD Graphics 770
6	<b>Audio</b>	Integrated Stereo Speakers , Integrated Dual-array Microphone
7	<b>Monitor</b>	HP P22v G5 21.5 Inch
8	<b>Ethernet and Wi-Fi Network Interface</b>	Integrated 10/100/1000M GbE LAN Should support 1GHz speed. Intel® Wi-Fi 6E AX211 160MHz + Bluetooth® 5.3 (vPro) or Realtek RTL8852CE 802.11ax (2x2) Wi-Fi 6E and Bluetooth 5.3 Wireless Card (supporting gigabit data rate)
9	<b>I/O Ports</b>	a) USB 3.2 Gen 1: 4 ports b) USB 2.0 : at least one port c) USB C-type port : 1 d) (RJ45) Gigabit1 Ethernet10/100/1000 : 1 e) HDMI Port : 1 f) Headphone/Microphone Combo Jack : 1
10	<b>Mouse</b>	HP Black 125 Wired Mouse with Mouse Pad
11	<b>Keyboard</b>	HP 125 BLK Wired Keyboard
12	<b>Power Supply</b>	240 Watt and above
13	<b>Power Cord</b>	C13 1.83m or more Straight Power Cord
14	<b>Operating System &amp; Media</b>	Genuine Windows 11 Pro 64 Bit with latest Service Packs Preloaded, With OEM Recovery DVD or option of cloud recovery
15	<b>OS Certifications</b>	The hardware must be fully compatible with latest versions of Linux, Windows 10 Professional and Windows 11 Professional (certification to be included)
16	<b>Warranty</b>	<b>3 years On-site all Comprehensive OEM Warranty</b>


## B. Technical Specifications for Printers

HP Multi Function laserjet monochrome printer with auto duplex print,copy and scan

SN	COMPONENT	Description
	<b>Make/Type</b>	HP Monochrome Network MFP Ref. Model : HP Laserjet Pro MFP 4104dw Printer or equivalent printer of above make.
<b>1</b>	<b>Color</b>	Monochrome
<b>2</b>	<b>Connectivity</b>	USB and Ethernet. Network printer to be connected to LAN.
<b>3</b>	<b>Supported OS</b>	Windows 11/10/8.1
<b>4</b>	<b>Print speed:</b>	20 PPM or more
<b>5</b>	<b>Duty Cycles</b>	8000 pages per month or more
<b>6</b>	<b>Print</b>	Auto Duplex ( Back to back printing)
<b>7</b>	<b>Copy</b>	Auto Duplex (Back to Back copy)
<b>8</b>	<b>Scan</b>	Back to back scanning <b>optional</b>
	<b>Warranty</b>	<b>3 years On-site all Comprehensive OEM Warranty</b>

## FORMAT OF TECHNICAL BID

The below format for Technical bid is for bidder's information & reference purpose only. The fillable Excel sheet is available on NIA e-Procurement Website. Bidders need to download the same from respective bidder's user id and then further complete the e-tender process online.

 NATIONAL INSURANCE ACADEMY,PUNE		
E-TENDER / E-QUOTATION DOCUMENT FOR Purchase of Desktop Computers and Printers (Computer Center Department)		
Tender No.:NIA/CC/ENQ/24-25/004		
FORMAT OF Technical BID : TENDER PROFORMA TO BE FILLED IN BY THE TENDERER .		
Name of The Bidder (Compulsory)		
Sr. No.	Required Information (QUERY)	ANSWER / REMARKS
1	Address of Bidder	
2	PAN/TAN Service Tax Registration Cert.	
3	GSTIN No.	
4	Name of Contact Person(s) with contact numbers and e-mail ID	
5	Annual Turn-over and Profitability CA certificate in support to be enclosed . Same Scan Copies Should be uploaded online.	
6	Turnover :	
	2021-2022	
	2022-2023	
	2023-2024	
7	Profit :	
	2021-2022	
	2022-2023	
	2023-2024	
8	Type of Firm Deed of constitution/ registration certificate to be enclosed (Scan Copy Should be uploaded online)	
9	No. of years in existence	
10	Experience in Sale of PCs Work Orders copies of last three years to be enclosed. ( Min 3) 2021-22, 2022-23, 2023-24, latest till 31.12.2024 (upload scanned copies of work order ) Bidder should have Experience in providing more than 30 PCs.	
12	Whether authorized service partner of OEM .Please enclose authorization letter from OEM .(Scan Copy Should be Uploaded Online)	
13	Address of service center in Pune	
14	<b>Name and complete postal address of bankers.</b>	
	Name of the Bank :	
	Branch	
	Account No	
	Account Type	
	IFSC Code	
<b>Following supporting documents for fulfilling the qualification criteria will have to be uploaded in Technical bid.</b>		<b>Uploaded (Yes/No)</b>
1	PAN Card copy	
2	GSTIN Details	
3	Company Registration certificate	
4	CA certificate specifying Turnover and Profit in Financial year 2021-22, 2022- 23,2023-24 OR Audited Balance sheet and Profit and Loss account statement	
5	Work order copies of last three years 2021-22, 2022-23,2023-24,latest till 31.12.2024 ( Minimum 3) Atleast one work order of more than 30 PCs.	
6	Authorized Distributorship / Dealership license from OEM	
7	Authorization letter from OEM for participating in this tender (MAF)	
8	ISO Certificate of OEM	
9	Undertaking from OEM for genuine operating system preloaded from OEM's factory	
10	Undertaking from OEM for OEM warranty for the product quoted	
11	A Self certified letter by an authorized signatory for not being blacklisted	
12	Data sheet of models of desktop and printer specified in commercial bid.	
13	EMD of Rs.72,000/- paid	
<b>Note:</b>		
<b>Instructions To Bidders : The above Technical Bid sheet allow only enter the "Answer/Remarks" in above "Coloured Blue Cells" only. The bidders can quote and allow only in above "Blue Cells" . The Bidders should have to mentioned the Name Of The Bidder in above Blue Cell only.</b>		
<b>"This Is Electronic Spread Sheet Signature Is Not Required"</b>		



## Annexure-C


### FORMAT FOR COMMERCIAL BID

“The below E-Quotation/Price Bid Sheet is for bidder’s information & reference purpose only. The fillable Excel sheet is available on NIA e-Procurement Website. Bidders need to download the same from respective bidder’s user id and then further complete the e-tender process online.

#### A. Price for New Desktops and Printers

<b>NATIONAL INSURANCE ACADEMY,PUNE</b> <b>E-TENDER / E-QUOTATION DOCUMENT FOR</b> <b>Purchase of PCs , Laptops and Printers</b> <b>(Computer Center Department)</b> <b>Tender No.:NIA/CC/ENQ/24-25/004</b> <b>Format of Commercial Bid for Purchase of Computers to be filled up by Bidder</b>								
Name of the Bidder (Compulsory)								
Sl. No.	Description	Model	Configuration	Qty	Rate	Price	GST 18%	Total Price including GST
1	Desktop	HP Pro SFF 400 G9 Base Unit RCTO-PCI	CPU : Intel Core i7 RAM : 16 GB expandable upto 64 GB SSD : 1 TB Monitor Size and Model : HP P22v G5 21.5 Inch* Keyboard Model : HP 125 BLK Wired Keyboard USB Ports : min. 4 ( USB 3.2) C-Type Ports : Graphic Card : VGA Port : 1 HDMI Port : 1 Other details :	50		0.00	0.00	0.00
2	Desktop	HP ProDesk 2 SFF G1i	CPU : Intel Core i7 RAM : 16 GB expandable upto 64 GB SSD : 1 TB Monitor Size and Model : HP P22v G5 21.5 Inch* Keyboard Model : HP 125 BLK Wired Keyboard USB Ports : min. 4 ( USB 3.2) C-Type Ports : Graphic Card : VGA Port : 1 HDMI Port : 1 Other details :	50		0.00	0.00	0.00
4	Printer	HP Laserjet Pro MFP 4104dw	Mono Laserjet Network MFP Printer with auto duplex copy ,print and color scan	2		0.00	0.00	0.00
<b>Note : Models specified are Ref. Models. Bidders may suggest equivalent Model. NIA will select suitable model based on features, support from HP after 3 years warranty and Budget</b> <b>Bidders Should have to quote the prices in above blue cells only except sheet are protected.</b> <b>"This is Electronic Spread Sheet Signature Is Not Required"</b>								

## Format for Buyback price

 <b>NATIONAL INSURANCE ACADEMY,PUNE</b>					
<b>E-TENDER / E-QUOTATION DOCUMENT FOR</b> <b>Purchase of PCs , Laptops and Printers</b>					
<b>Tender No.:NIA/CC/ENQ/24-25/004</b>					
<b>Format of Buyback of equipment to be filled up by Bidder</b>					
<b>Name of the Bidder (Compulsory)</b>					
Sr. No.	Model	Year of Purchase	Qty	Rate	Price
1	HP Elite 8300 with Intel Core i5-3470 CPU on Q77 series Chipset HDD : 500 GB , 4 GB DDR3 RAM	January 2013	13		0
2	HP Elite 8300 SFF with Intel Core i7-3770 CPU HDD : 500 GB, 16 GB DDR3 RAM	January 2013	64		0
3	HP 406 G1 - Intel Core i7 HDD : 500 GB, 8 GB DDR3 RAM	August 2015	50		0
4	HP EliteDesk 705 G1 MT - AMD A10 HDD: 500 GB, 4GB DDR3 RAM	August 2015	28		0
5	HP Probook 4410 (Wine Red) Notebook	February 2010	1		0
6	HP ProBook 4430s Core i5-2430M Laptop	June 2012	5		0
7	HP Laserjet Pro 1108 Printer	February 2015	1		0
8	HP M 425 dn Mono Laser Printer	August 2015	2		0
9	HP Deskjet Ink Advantage 4645 e-All-in-one printer	August 2014	1		0
10	HP LaserJet P1606DN Printer	October 2013	1		0
11	HP Office Jet Pro 6960 Printer	June 2017	1		0
12	HP DeskJet Ink Advantage 2132 All-in-One Printer	June 2017	1		0
13	HP LaserJet 1020 Plus – Mono Printer	June 2017	2		0
	<b>Total</b>		<b>161</b>		<b>0.00</b>
	GST 18%				0.00
	<b>Total charges including GST</b>				<b>0.00</b>
<b>Note : Vendors Should have to quote the prices in above blue cells only except sheet are protected.</b>					
<b>"This is Electronic Spread Sheet Signature Is Not Required"</b>					