

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY**

18/2 Satsang Vihar Marg, Special Institutional Area (Near JNU)

New Delhi – 110 067 INDIA

Tel: 011-26569303

Ref.: NIPFP/Admin/Desktop/2025-26

Dt. 20/01/2026

**NOTICE INVITING E-TENDER**

Item rate E-tenders under Two Bid System (Technical and Financial bids) are invited for "Supplying, Installation, testing and commissioning of 20 Nos. of Desktop computers (Hp or Dell make only) at NIPFP" from authorized dealers/OEMs. The bids are to be submitted on or before 05/02/2026 by 1500 hrs. as per the terms and conditions prescribed in the tender document. For downloading tender documents, please log on to website: <https://eprocure.gov.in/eprocure/app>.

**TENDER SCHEDULE**

Ser.	Description	Schedule
1.	Name of the work	Supplying, Installation, testing and commissioning of 20 Nos. of Desktop computers at NIPFP
2.	Estimated value of the tender	Rs.20.00 Lakhs
3.	Cost of tender document	Nil
4.	Earnest money deposit (EMD)	Rs.1,00,000.00
5.	Last date & time for submission of tender	05/02/2026 by 1500 hrs.
6.	Tender opening date & time (only Technical bid)	06/02/2026 by 1500 hrs.

**Secretary**

E-tenders are invited for "Supplying, Installation, testing and commissioning of 20 Nos. of hi end Desktop computers at NIPFP." as per below details

### **TERMS & CONDITIONS**

#### **(A) ELIGIBILITY/QUALIFICATION CRITERIA:**

**The tenderers must fulfill the following eligibility criteria failing which their offer will be summarily rejected: -**

1. The bidder / contractor should have registration with OEMs.
  2. The bidding agency/contractor must have at least one branch office in Delhi/NCR for 100% support services. Documentary proof need to be submitted for office address in Delhi/NCR.
  3. Duly filled and signed details of technical specifications **(Annexure-IV)**
  4. Completion certificate of similar nature of works in the last 3 years for any Government/ Semi-Government Department/ central/state Government/ PSUs only
    - a.) one similar work costing Rs. 16.00 lakh or more, **OR**
    - b.) two similar works each costing Rs. 12.00 lakh or more, **OR**
    - c.) three similar works each costing not less than Rs. 8.00 lakh
- [N.B.: (i) the work in progress irrespective of any value against any work order not satisfactorily supplied/completed/executed shall not be considered; (ii) Work executed in any private organization shall not be considered.]**
4. The tenderer must have the annual turnover of at least Rs.25,00,000.00 (Rupees Twenty-Five Lakhs only) or more during each of the last 03 Financial Years (2022-23, 2023-24 and 2024-25).
  5. The tenderer must have its own Bank Account, PAN, TAN, GSTIN No. etc.
  6. All the tenderers must deposit ₹1,00,000/- (Rupees One lakh only) towards Earnest Money (EMD) along with tender, in the form of Demand Draft, drawn in favour of "National Institute of Public Finance and Policy" payable at "New Delhi". **MSMEs and Start-ups are also required to submit EMDs. Tenders without EMD will not be accepted.**
  7. The tenderer must submit the following documents (self-attested) along with the tender (scanned and uploaded with the tender document):
    - (a) Registration certificate from OEM
    - (b) Work completion Certificate under the signature of the appropriate authority as regards Sl.No.-3 above. The certificate must contain: -

- (i) Full name (with description) of works
- (ii) Work order No.
- (iii) Work start and completion date
- (iv) Value of the completed works

- (c) Copy of income tax return and annual accounts of the last 03 Financial Years.
- (d) Photocopies of bank account, PAN, GSTIN, TAN Nos. etc.
- (e) Latest GST return
- (f) Power of attorney / Authority letter in case person other than the bidder has signed the tender documents.
- (g) MAF against the tender
- (h) The agency must not have been debarred from any establishment. An Undertaking to this effect is to be submitted in the specified format **(Annexure-III)**.
- (i) Duly filled and signed details of technical specifications in specified format **(Annexure-IV)**.

8. False declarations will be in breach of the Code of Integrity under **Rule 175(1)(i)(h) of the General Financial Rules** for which a bidder or its successors can be debarred as per **Rule 151 (iii) of the General Financial Rules** along with such other action as may be permissible under law.

**(B) OTHER TERMS & CONDITIONS:**

1. **Submission of Bids:** The tenderer shall upload separately two bids: **Technical Bid** and **Financial Bid**.

(a) **Technical Bid:** The technical bid should be submitted on the letterhead of the tenderer addressed to the Director, National Institute of Public Finance and Policy (NIPFP) New Delhi containing the information detailed at **Annexure-I**. All pages of the tender documents should be signed, stamped, dated and serially numbered including the Annexures and uploaded online through scanned copies.

(b) **Financial Bid:** Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. The Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>.

(c) Mode of Submission. "Technical Bid" & "Financial Bid" **must** be **uploaded** separately clearly marked as "**Technical Bid**" & "**Financial Bid**". Tenders/bids submitted through post/courier/fax will not be considered at all.

(d) Bid Opening. Technical bids shall be opened first on the due date and evaluated. Subsequently, Financial bids of only those tenderers whose technical bids have been found suitable in accordance with the extant procedure, tender terms and conditions shall be opened.

2. **Tender Documents Availability:** Tender should be submitted online through <https://eprocure.gov.in/eprocure/app>. Select tenders by organization, select National Institute of Public Finance and Policy and download the tender. The tender will also be available at [www.nipfp.org.in](http://www.nipfp.org.in) under 'Tenders'.
3. **Validity of Bids:** Tender/Bids must be valid for 120 days from the tender opening date. If any bidder withdraws his tender before the said period shall without prejudice to any other right or remedy, be suspended for participation in the bid for next 01 year.
4. **Execution Period.** . The desktop computers need to be supplied within 30 days from the date of issue of Letter of Award. Delayed execution of work will attract the levy of penalty/liquidated damages.
5. **Penalty/Liquidated Damages:** If the contractor fails to execute the work by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 5% will be deducted.
6. The **Guarantee/ warranty period** in respect of the goods must be clearly spell out.
7. **Return of EMD to tenderers.** The unsuccessful tenderers shall be returned of their EMD within 30 days from issue of letter of award in favor of successful tenderer. However, the EMD of the successful tenderer shall be retained by the Institute and will be returned after receipt of security deposit. If the successful contractor fails to deposit the performance security guarantee within stipulated time, the entire EMD shall be forfeited.
8. **Performance Security Deposit.** The successful tenderer shall deposit within 07 days of issue of work order @5% of the total value of the work order as Performance Security Deposit with the Institute in the form of either demand draft in favor of "National Institute of Public Finance and Policy" payable at "New Delhi" or Bank Guarantee in the prescribed form as mentioned at **Annexure-II** with validity up to 02 months after the defect liability period. The performance security deposit will be released on successful completion of the defect liability period i.e. 5 years without any interest on it. If the successful tenderer fails to commence work as specified or to sign the contract, the Institute shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance security deposit.

9. **Tender Opening:** Tender shall be accepted till 1500 hrs. On 05/02/2026. The tenders shall be opened as per following schedule: -

Bid	Date	Time	Place	Remarks
Technical bid	05/02/2026	1500 hrs.	NIPFP New Delhi	
Financial bid	To be advised to the successful tenderers of Technical Bids through CPP portal.			

Financial bids of only those tenderers whose technical bids will be found suitable in accordance with the extant procedure, tendered terms and conditions shall be opened. The firms who have submitted the bids and whose offers are found technically suitable shall be informed of the opening date of the second cover i.e., Financial Bid through [www.eprocure.gov.in](http://www.eprocure.gov.in) portal.

10. **Evaluation of Bids:**

- (a) The NIPFP will examine the bids to determine whether:
  - (b) They are complete,
  - (ii) Required documents etc. have been furnished,
  - (iii) The documents have been properly signed with proper numbering on all documents.
- (c) Evaluation of bids shall be carried out based on the information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined.
- (d) The NIPFP will examine the bids to determine the correctness of the information furnished by the bidder in its bid. In case, any information is found to be incorrect/false, the bid shall be considered as non-responsive.
- (e) The NIPFP may contact and verify bidder's information, references and data submitted in the bid without further reference to bidders.
- (f) The NIPFP reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of intent/ Notification of Award of work.
- (g) The NIPFP may waive off any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder.
- (h) The NIPFP may seek clarification in writing from bidder. Bidder shall be promptly replying within the time limit specified in the clarification from the NIPFP.

11. **NIPFP's right to accept or reject any or all bids.**

- (a) The NIPFP reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to the award of contract, without

thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the NIPFP's action.

- (b) The acceptance of tender will rest with the Director, NIPFP New Delhi who does not bind himself/herself to accept the lowest bid and reserves himself/herself the right to reject any or all the tenders received without the assignment of any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- (c) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the bidders, who resort to canvassing, will be rejected.

**12. Selection of successful bidder:**

- (a) Eligible Bidder (technically qualified) quoting the least (L1) will be declared as the Successful Lowest Bidder and his offer will be processed further.
- (b) In the event of receiving more than one bid quoting the same amount, the final selection of successful bidder shall be made in the following manner: -
  - (i) The one with the highest turnover during the last 3 years put together;
  - (ii) If more than one bid having the same total turnover, then the earliest one registered with the Registrar of Companies/Partnership Firms/date of license under the Shops & Establishment Act;

**13. Settlement of Disputes**

In event of any dispute or difference(s) between NIPFP and vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to supply or purchase order before or after the supply has been executed, shall be referred to the Director, NIPFP who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act 1996. The decision shall be subject to jurisdiction of courts at New Delhi.

**14. Condition of goods**

The supplier must supply the goods in good condition without any defect whatsoever to the satisfaction of the NIPFP. Any deviation in the material and the specification from the accepted terms is liable to be rejected and the supplier need to supply all the goods in the specified form to the satisfaction/ specifications specified in the Letter of Award and demonstrate at their own cost.

**Secretary**

### **General Conditions of Contract**

1. Time allowed for supply, installation, testing and commissioning of computers from the day after the date of written letter of award to execute the work will be 30 days.
2. All taxes as applicable shall be deducted from the bills of contractors.
3. The contractor will have to get samples of desktop and all accessories approved by the NIPFP.
4. The supply shall be carried out as per technical specifications of the product.
5. The contractor has to make his own arrangement for installation and testing of desktops and no claim will be admissible on this account.
6. The contractor shall obtain a MAF certificate against tender and valid authorization certificate form OEM.
7. Conditional tenders / quotations will not be accepted and will be rejected outright.

**Annexure-I****TECHNICAL BID PARTICULARS**

1. Name of the Tenderer :
2. Full Address of the tenderer :
3. Contact details of tenderer :
  - (a) Telephone No. :
  - (b) Mobile No. :
  - (c) Fax No. :
  - (d) E-mail id :
4. List of Documents enclosed:

Sl. No.	Name of the document	Information to be filled in this column		Whether photocopies of the documents enclosed (pl. tick)
(a)	License/Registration (Number)			Yes / No
(b)	Dealership/Distributorship Certificate (Number)			Yes / No
(c)	Completion certificate (Name of the organization, value, completion date)			Yes / No
(d)	Income Tax Return (Annual Income during last 03 Financial Years)	2022-23	Rs.	Yes / No
		2023-24	Rs.	
		2024-25	Rs.	
(e)	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2022-23	Rs.	Yes / No
		2023-24	Rs.	
		2024-25	Rs.	
(f)	Bank Account (Bank Name, Branch & Account No.)			Yes / No
(g)	PAN (Number)			Yes / No
(h)	GSTIN (Number)			Yes / No
(i)	TAN (Number)			Yes / No

5. Detailed specifications of the works to be carried out by the tenderer
6. Validity period of the Bid: 120 days.
7. Warranty Period: 5 years.
8. Additional information, if any proposed to be furnished by the tenderer.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date:  
Place:

Signature of Authorized person  
Full name:  
Designation:  
Seal:



**Form of Performance Guarantee / Bank Guarantee Bond**

(to be submitted in the non-judicial stamp paper of Rs.100/- to be purchased in the name of the issuing bank)

In consideration of the National Institute of Public Finance and Policy New Delhi (hereinafter called "NIPFP, New Delhi") having offered to accept the terms and conditions of the proposed agreement between NIPFP, New Delhi and ..... having its registered office at ..... (hereinafter called "the contractor") for the work of Water proofing treatment with Supplying, Installation, testing and commissioning of 20 Nos. of Desktop computers at NIPFP (hereinafter called "the said agreement") vide NIPFP, New Delhi work order No. .... dated ..... having agreed to production of an irrevocable Bank Guarantee for **Rs..... (Rupees ..... only)** as a security/guarantee from the Supplier for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, \_\_\_\_\_ (hereinafter referred to as "the Bank") hereby undertake to pay to NIPFP, New Delhi an amount not exceeding Rs..... (Rupees ..... only) on demand by the NIPFP, New Delhi.

2. We, \_\_\_\_\_ (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from NIPFP, New Delhi stating that the amount claimed as required to meet the recoveries due or likely to be due from the said Supplier. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... /- (Rupees ..... only).

3. We, the said bank further undertakes to pay NIPFP, New Delhi any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there-under and the Supplier shall have no claim against us for making such payment.

4. We, \_\_\_\_\_ (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of NIPFP, New Delhi under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Director on behalf of the NIPFP, New Delhi certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Supplier and accordingly discharges this guarantee.

5. We, \_\_\_\_\_ (indicate the name of the Bank) further agree with NIPFP, New Delhi that NIPFP, New Delhi shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by NIPFP, New Delhi against the said Supplier and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Supplier or for any forbearance, act of omission on the part of NIPFP, New Delhi or any indulgence by NIPFP, New Delhi to the said Supplier or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier.

7. We, \_\_\_\_\_ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of NIPFP, New Delhi in writing.

8. This guarantee shall be valid up to ..... unless extended on demand by NIPFP, New Delhi. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. .... (Rupees .....only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

9. Dated the \_\_\_\_\_ day of \_\_\_\_\_ for \_\_\_\_\_ (indicate the name of the Bank).

Signature of the bank.....

**CERTIFICATE & DECLARATION**  
**(to be given on Agency's letterhead)**

1. I/We have downloaded/obtained the tender documents (s) for the above-mentioned tender/work from e-procurement website as per your advertisement.
2. I/We hereby certify the I/We have read the entire terms and conditions of the tender documents (including all documents like Annexure(s), Schedule(s) Conditions etc., which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of SD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further NIPFP, New Delhi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
6. I / We assure the Institution that neither I / We nor any of my / our workers will do any act(s) which are improper / illegal during the execution in case the tender is awarded to us.
7. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institution.
8. Our Firm/ Company/ Agency has not been blacklisted or banned by any Govt. Department (Central/State), PSU, University, Autonomous Institute (Central/State).
9. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your institution shall without giving notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Date:  
Place:

Signature of the Tenderer  
Stamp

**ANNEXURE-IV****DETAILS OF TECHNICAL SPECIFICATIONS OF THE TENDERED ITEMS**

**Name of the work:** Supplying, Installation, testing and commissioning of 20 Nos. of Desktop computers (HP or Dell make only)

**Quantity required:** 20 Nos.

**Technical Specifications:**

<b>Items</b>	<b>Minimum specifications required by NIPFP (tenderers' specification can also be higher than that required by NIPFP)</b>	<b>Specifications proposed to be supplied by the tenderer (tenderers' specification can also be higher than that required by NIPFP)</b>
Processor Make	Intel ® Core i7, 16-core or more, 14th generation or more, 3.20 GHz to 5.40 GHz, Cache: 24MB or more	
Processor generation	14 or more	
Number of cores	16 or more	
Chipset	Intel® Q670	
Operating System (Preloaded)	Windows 11 pro OEM Pre-Installed (Factory Preloaded)	
Monitor technology	IPS	
Ram Type	DDR5	
Ram Size	16GB	
Expandability	64 GB	
Total SSD capacity	1 TB SSD	
I/O Ports	4 x USB 3.0 or more, 4 x USB 2.0, 1xRJ45, 2 HDMI, 1 Display Port, Microphone + Headphone jack, USB C port	
Wireless connectivity	Yes	
Ethernet ports (GB)	1GB or more NIC on board	
Monitor resolutions (Pixels) Specification attached*	24"(inch) Screen(Full HD-1920 x 1080) with Triple input (HDMI, VGA,DP), Height Adjustable, Inbuilt HD Web camera and speakers	
Onsite OEM warranty	5 years On-site Comprehensive Warranty (Product serial numbers and warranty information should be available in public domain). Undertaking from OEM that the product quoted is not the end of Life.	
Cabinet Form Factor	Tower with speakers, Wi-Fi	
Make	<b>Dell or HP only</b> (MAF against tender from OEM and technical compliances on OEM letterhead)	

Date:  
Place:

Signature of Authorized person  
Full name & designation:  
Seal