



FORE School Of Management, New Delhi

Ref No.: FSM/CC/RFQ/Laptop/2021-22/07

Subject: Request for Quotation for Purchase of Laptops

FORE School of Management (FSM), one of the premier Business Schools in India, intends to procure the Laptops.

You are requested to submit your proposal/ quotation for supply of the following:

Sr. No.	Quantity: 13
1	<p>Make: DELL Latitude 3420, BTX</p> <p>Specification: Ubuntu Linux (Compatible with Windows), Intel i5, 11th Gen, 8 GB RAM DDR4, 512 GB SSD, 14" LED HD Screen, Free 3-3-3 years onsite warranty, Webcam HD, Wi-Fi, Bluetooth, Bag Pack</p> <p>Note: Please refer Annexure-1 below for detail specifications.</p>

1. Scope of Work

- Successful bidder is fully responsible for the delivery of Laptops.

2. Bid Submission

- Bids are invited in Two Bids System i.e. (1) Technical and (2) Commercial**

Technical and Commercial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for "**Technical Bid - Quotation for Dell Laptops**" and Commercial Bid for "**Commercial Bid - Quotation for Dell Laptops**".

Submission Deadlines: Interested bidders send to their offer in a sealed envelop mentioning "Quotation for Dell Laptops" on the cover, by courier or drop it in the box kept with security guard of FORE School of Management latest by **5:00 P.M. on or before 3rd March 2022**. Quotations received after the stipulated time of the Due date or incomplete in any respect are liable to be rejected.

The Institute will not be responsible for any postal/courier delay and also for reasons beyond control of the Institute.



B-18, Qutub Institutional Area, New Delhi-110 016
Phone No. +91-011-41242424

Uday Kumar
24/02/2022



FORE School Of Management, New Delhi

- b. **Submission Delivery Address:** The delivery address to be used for all submissions is

Uday Kumar
Manager (Systems)
FORE School of Management
B-18, Qutab Institutional Area, New Delhi – 110016
Phone No.: +91-11-41242445, Email: uday@fsm.ac.in

- c. **Submission/ Technical Questions and Clarifications:** You may contact

Mr. Uday Kumar
Manager (Systems)
Phone No.: +91-11-41242445, Email: uday@fsm.ac.in

Electronic Submission: Electronic submission in response to this Request for Quotation will not be accepted. **All submission must be on paper.**

3. **Terms & Conditions**

- a. **Bidder Technical Eligibility:**

- The bidder shall provide the firm & company details copy of registrations along with the valid GST number with PAN Number allotted by the competent authorities. **A self-certified document in support of this must be enclosed.**
- Bidder should be OEM (Dell)/Authorized Partner/service provider of the OEM. In case the bidder is an **Authorized Partner or Service Provider** a **valid MAF** specific to this tender to quote on behalf of OEM should also be enclosed along with the technical bid. **A document in support of this must be enclosed.**
- Signed & Stamped compliance sheet of the technical specification as per Annexure-1 below of the offered equipment/item.
- Successful bidder will provide OEM warranty certificate and test report.

- b. **Bidder Selection:**

- The bids will be evaluated for technical qualification.
- The commercial bid will be opened after evaluation of the technical bid.
- Among the technically qualified bids, the best commercial price bid will be selected.

- c. **Purchase Order:** The successful bidder shall be issued with Purchase Order. The Purchase Order is to be accepted by the bidder signing and returning an acknowledgement copy of



B-18, Qutub Institutional Area, New Delhi-110 016
Phone No. +91-011-41242424



FORE School Of Management, New Delhi

Annexure-1

Technical Specification	Compliance (Yes/ No)
Dell Latitude 3420, BTX	
Intel i5-1135G7, Intel Iris Xe Graphics	
ENERGY STAR Qualified	
14" HD (1366 x 768) AG Non-Touch, 220nits, Camera & Microphone, WLAN Capable	
Latitude 3420 Bottom Door	
8GB, 1x8GB, DDR4 Non-ECC	
M.2 512GB PCIe NVMe Class 35 Solid State Drive	
Power Cord for 3-pin Adapter (IND)	
3 Cell 41Whr ExpressCharge™ Capable Battery (INDIA) Dell Essential Backpack 15-ES1520P-Fits most laptops up to 15"	
65W AC Adapter, 4.5mm Barrel	
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1	
WLAN Intel AX201 WLAN + BT Driver (WIFI + Bluetooth)	
Single Pointing Non-Backlit Keyboard, English International	
Dell Applications for Ubuntu	
Software	
Ubuntu Linux 20.04 (Compatible with Windows)	
Service	
3 year onsite support	
specification should verified by Dell account manager	
Bid specific MAF	
OEM Warranty certificate	
Installation and commissioning	





FORE School Of Management, New Delhi

it within 5 working days. Acceptance of Purchase Order shall effect a contract between the Parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this Purchase Order.

d. **Delivery:** 3- 4 weeks

e. **Payment Terms:**

- Payment will be made after technical inspection by the purchaser to verify the technical compliance of the item supplied and installation checklist.
- 100% Payment shall be made on successful delivery, installation and system integration with networking components to achieve end-to-end connectivity.
- No payment will be made for Laptops and accessories rejected at the site on testing.
- For claiming this payment the following documents are to be submitted to the purchasing authority.
 - a. Invoice fully showing GST No. and Bank Details
 - b. Delivery Challan/ Bills in duplicate duly pre-receipted
 - c. PAN Card

Issued by:

Sr. Administrative Officer



FORE School of Management
B-18, Qutab Institutional Area,
New Delhi – 110016

Uday Kumar
24/02/2022

