



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA Bhawan, C42, Sector 62, Noida, Uttar Pradesh – 201309
Website: www.icmai.in e-mail: LTE@icmai.in

TENDER NOTICE

LTE/ IT/2026-27/IT-ITEMS-Noida

Date: 29.05.2026

Date of Invitation: 29.05.2026

Date of Closure: 22nd June 2026 (3:00 pm)

Subject: Tender Notice for Procurement of Laptops, Printers & Scanner

The Institute of Cost Accountants of India invites quotations from reputed Authorized OEM Partner with proven track records, for **Procurement of branded Laptops, Printers, Scanners**. Bidders fulfilling the eligibility conditions can submit their quotations.

The quotation should be addressed to Convenor and drop at the tender box available at the Institute ground floor:

**The Convenor – Limited Tender Enquiry (LTE)
The Institute of Cost Accountants of India
CMA Bhawan, C-42, Sector- 62, Noida
Uttar Pradesh - 201309**

Eligibility Criteria

1. The bidder should be a Company registered in India.
2. The Bidder should have a good reputation in the market, and their clientele should preferably include reputed Govt. & Private concerns.
3. The Bidder should have an appropriate support relationship with OEM Channel/Service partner etc. and **must submit OEM authorization documents**.
4. OEM should undertake that the quoted products are with OEM warranty as per bid requirement and not of bidder. **Undertaking for providing URL for verification of the warranty in the OEM website to be provided along with the bid.**
5. The tenderer / OEM should have an online call logging facility for Repair and Service Center Support. **Documents for the same must be submitted along with the bid.**
6. **Product compliance sheet needs to be submitted in OEM letter head.**
7. **The Bidder should have executed at least five similar work order of same or higher value during the last three years (2024–2025,2023-2024,2022-2023).**
8. **Bidder must be a profit-making organization in the previous three financial years with an annual turnover of at least 1.0 crore per year for last three financial years (2024–2025,2023-2024,2022-2023).**
9. Earnest Money Deposit of INR 10,000/- (Rupees Ten Thousand Only) is to be deposited through NEFT / RTGS as per the Bank Details – **Or through Demand Draft**. Unsuccessful Bidder's EMD shall be returned within thirty (30) days after the contract is awarded to the successful bidder.
10. The bidders having valid registration with NSIC / MSME may avail of exemption from submission of EMD but must upload signed and sealed copy of the valid NSIC / MSME certificate/document.



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11. The EMD of the successful bidder(s) shall be returned after successful delivery and satisfactory installations of the items, subject to certification by the indenting department.
12. Technical Evaluation will be done based on the eligibility criteria and as per the Configuration mentioned in the Technical Specification (Annexure - I)
13. ***Bidder's offer is liable to be rejected if they don't provide any of the certificates/documents sought in the Bid document.***

Scope of Work:

IT Peripherals will be delivered and installed at the following addresses:

The Institute of Cost Accountants of India CMA Bhawan, C-42, Sector 62, Noida, Uttar Pradesh - 201309
(a) Laptops (i7) - 3 Nos (b) Laptops (i5) – 5 Nos (c) Mono LaserJet Printer (Duplex) – 2 Nos (d) Color Printer – 2 Nos (e) High Speed Scanner – 1 Nos

Instructions to the Bidders

1. The tender shall be submitted into two parts separate envelopes super-subscribing technical bid and financial bid. Both the envelope should be put into a third envelope super-subscribing with “**Quotation for Procurement of Laptops, Printers, Scanners - LTE/ IT/2026-27/IT-ITEMS-Noida**”
2. All the quotations must be submitted within the dates mentioned in the document and The Institute shall not be held liable for any postal delays. Tender received after the stipulated time/date will be liable to be summarily rejected without giving any reason.
3. The quotations are to be submitted as per details given in the enclosed **Annexure-I in Technical Bid** and **Annexure-II in Financial Bid** on vendor’s letter head duly signed, stamped, and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

Terms and Conditions

1. The Bidder must be in its legal existence for more than a minimum period of 10 years.
2. The Bidder must submit the latest document as proof of Authorized OEM Partner.
3. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of the Institute.
4. The price quoted by the Bidder should remain valid for a period of three months from the last date of submission of the tender.
5. ***The Institute is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Institute also reserves the right to reject the tenders without assigning any reason thereof***



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6. All Payments will be made through Electronic Mode to the Bank Account of the selected Bidder. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.] in the Quotation.
7. Earnest Money Deposit of INR 10,000/- (Rupees Ten Thousand Only) is to be deposited through NEFT / RTGS as per the Bank Details. Unsuccessful Bidder's EMD shall be returned within thirty (30) days after the contract is awarded to the successful bidder. Bank Details: State Bank of India (SBI), Account No: 30678404793, IFSC Code: SBIN0060321.
8. The bidders having valid registration with NSIC / MSME may avail of exemption from submission of EMD but must upload signed and sealed copy of the valid NSIC / MSME certificate/document.
9. **100% Payment will be made after successful delivery within 3-4 weeks and satisfactory installation subject to submission of invoice.**
10. **Upon being selected as the successful Bidder and being awarded the Work Order, the Bidder is expected to deliver all the items within 4 weeks from the date of work order, failing which LD will be imposed based on the calculation 1% per week of the quoted price of the delayed item(s) and the same would be deducted from the submitted Invoice, while releasing the payment.**
11. Upon being selected as the successful Bidder and being awarded the Order, the Bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
12. The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.
13. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Secretary of The Institute of cost Accountants of India, New Delhi. The award of the sole Arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. The place of such arbitration proceedings shall be at Delhi.



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ANNEXURE-I (To be submitted in Technical Bid)

BIDDER DETAILS

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS TELEPHONE NO: E-MAIL ID:	
COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES (Attach a copy of Certificate)	
PAN NUMBER (COMPANY / PROPRIETOR) Please enclose copy of PAN	
GST REGISTRATION NUMBER Enclose copy	
Audited Balance Sheet for the last three financial years (attach copy)	
IT Return of last three assessment years. (attach copy)	
GST Return for the last three quarters. (attach copy)	
Proof of document that the Bidder has executed at least five similar work orders during the last three years (attach copy)	
Cliental List of the Bidder. (attach copy)	



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Proof of document that the Bidder is an authorized OEM Partner.	
Bank Account number with IFSC code, Bank name and Branch	

Declaration: We / our company, together with this Technical Bid, have submitted all necessary documents required for the Tender.

Date:

Signature of the bidder:

Place:

Seal:



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ANNEXURE-I (To be submitted in Technical Bid)

TECHNICAL SPECIFICATION

Sl. No.	Configuration of Items	Remarks
01.	<p>HP 440 G10 i7 Laptop [with Free DOS 2.0]</p> <p>Processor: Intel® Core™ i7-1355U (13th Gen & above) Memory: 16 GB DDR5-3200 SDRAM Display: 35.6 cm (14") diagonal, FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC Graphics: Intel® UHD Graphics Ports: 2 USB Type-A 5Gbps signaling rate (1 charging, 1 power) 1 AC power, 1 HDMI 2.1, 1 stereo headphone/microphone combo jack, 1 RJ-45, 2 USB Type-C® 10Gbps signaling rate (USB Power Delivery, DisplayPort™ 2.1) SSD: 1 TB PCIe® Gen4x4 NVMe™ M.2 SSD TLC 15,17 Wireless: Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card (supporting gigabit data rate) Camera: 720p HD-camera Audio: Dual stereo speakers, dual array microphones Keyboard: Spill-resistant keyboard Pointing device: Click pad with multi-touch gesture support Power Adapter: HP Smart 65 W External AC power adapter Battery type: HP Long Life 3-cell, 51 Wh Li-ion Warranty: 3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM. Security management: Absolute Persistence Module. TPM 2.0 embedded security chip</p>	



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02.	<p><u>HP 240 14-inch G10 Notebook PC [with Free DOS 2.0]</u></p> <p>Processor: Intel Core i5-1340P Processor (13th Gen & above) Chipset: Integrated with the processor Memory: 16 GB DDR5-3200 SDRAM Graphics: Intel Iris Xe Graphics Display: 35.6 cm (14.0 in) diagonal, HD, SVA, eDP, antiglare, narrow bezel, bent, 250 nits, 45% NTSC (1366 x 768) M.2 Solid-State Drive storage (SSD): 1 TB PCIe NVMe M.2 Value SSD Wireless LAN (WLAN): Realtek 8852BE-VS (1x1) Wi-Fi 6 and Bluetooth 5.3 WLAN Wireless Card Ports: (2) SuperSpeed USB 3.2 Gen 1.0 Type-A ports; 5 Gbps signaling rate (1) SuperSpeed USB 3.2 Gen 1.0 Type-C port; 5 Gbps signaling rate (data transfer only; charging or external monitors not supported) (1) AC power input port (1) HDMI v1.4b port (cable sold separately) (1) Headphone/microphone combo jack Audio: (2) Integrated stereo speakers Integrated microphone Camera options: 720p HD Camera with Temporal Noise Reduction Keyboard: backlight and spill resistance Pointing device: Touchpad with multitouch gesture support Power adapters: HP Smart 65 W EM External AC power adapter Primary battery: HP Long Life 3-cell, 41 Wh Polymer Warranty: 3 years On-site Comprehensive OEM Warranty with NBD support. It should be visible on Website of OEM.</p>	
03.	<p><u>HP LaserJet M208dw printer</u></p> <p>General Specifications</p> <ul style="list-style-type: none">• Functions: Print only (monochrome)• Print Technology: Laser• Duplex Printing: Automatic (standard)• First Page Out: As fast as 7 seconds• Print Speed: Up to 29 ppm (A4) in simplex, up to 18 ipm in duplex• Print Resolution: Up to 600 x 600 dpi• Processor Speed: 500 MHz• Memory: 64 MB (Standard/Maximum) <p>Paper Handling</p> <ul style="list-style-type: none">• Input Tray: 150 sheets• Output Tray: 100 sheets• Media Types: Plain paper, envelopes, labels, postcards, and cardstock	



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	<ul style="list-style-type: none">• Media Sizes: A4, A5, A6, B5 (JIS) <p>Connectivity & Mobile Printing</p> <ul style="list-style-type: none">• Standard Ports: 1 Hi-Speed USB 2.0, 1 Fast Ethernet 10/100Base-TX• Wireless Capabilities: Dual-band (2.4/5.0GHz) Wi-Fi (802.11b/g/n) with Bluetooth Low Energy• Mobile Printing: Apple AirPrint, Mopria Certified, Wi-Fi Direct, and the HP Smart app [1] <p>Operating System & Network Compatibility</p> <ul style="list-style-type: none">• Compatible Systems: Windows 11, 10, 8, 8.1; macOS 10.14 Mojave up to macOS 15 Sequoia; Linux <p>Duty Cycle & Power Consumption</p> <ul style="list-style-type: none">• Monthly Duty Cycle: Up to 20,000 pages• Recommended Volume: 200 to 2,000 pages per month• Power Consumption: 420 watts (active printing), 2.0 watts (ready mode), 0.5 watts (sleep mode) <p>Physical Dimensions</p> <ul style="list-style-type: none">• Dimensions (W x D x H): 355 mm x 279.5 mm x 205 mm (<i>approx. 13.98 x 11.00 x 8.07 inches</i>)• Weight: 5.6 kg (12.3 lbs) <p>Cartridges</p> <ul style="list-style-type: none">• HP 137A: Standard capacity cartridge (~1,100 pages)• HP 137X: High-capacity cartridge (~2,600 pages) <p>Warranty</p> <ul style="list-style-type: none">• 1 Year Limited Warranty	
04.	<p><u>HP Colour LaserJet Pro Printer 3203dw</u></p> <p>General & Performance</p> <ul style="list-style-type: none">• Functions: Print only (Single function)• Print Technology: Laser• Print Speed (Black/Color): Up to 26 ppm (Letter) / 25 ppm (A4)• Duplex Printing: Automatic (Two-sided printing standard)• First Page Out: As fast as 10.8 seconds for black, 10.9 seconds for colour• Recommended Monthly Volume: 150 to 2,500 pages (Maximum duty cycle up to 40,000 pages/month)• Processor & Memory: 1.2 GHz processor 256 MB memory	



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	<p>Paper Handling</p> <ul style="list-style-type: none"> • Input Trays: Two trays standard • Input Capacity: Up to 250 sheets in the main tray + 1 sheet in the multipurpose priority tray • Output Capacity: Up to 100 sheets • Media Types Supported: Plain paper, Envelopes, Labels, Glossy paper, Recycled, Postcards <p>Connectivity & Software</p> <ul style="list-style-type: none"> • Wireless Capability: Built-in dual-band Wi-Fi (802.11ac) with self-reconnect features • Mobile Printing: Apple AirPrint, Mopria Print Service, HP Smart App, Wi-Fi Direct Printing • Wired: 1x Gigabit Ethernet (10/100/1000 Base-TX), 1x Hi-Speed USB 2.0, Front USB flash drive port • OS Compatibility: Windows 10/11, macOS (12 Monterey, 13 Ventura, 14 Sonoma), Android, iOS, and Linux <p>Physical & Power</p> <ul style="list-style-type: none"> • Dimensions (W x D x H): $\{(390 \times 419 \times 254 \text{ mm})\}$ (Minimum), $\{(390 \times 472 \times 266 \text{ mm})\}$ (Maximum) • Weight: $\{(13.8 \text{ kg})\}$ • Display: 2-inch DFSTN (Dual-layer FSTN) backlit display with physical control buttons • Power Consumption: 415W (Printing), 6.1W (Ready mode), 0.63W (Sleep mode) <p>Consumables (HP 222 Series)</p> <ul style="list-style-type: none"> • Standard Cartridges: HP 222A (Black ~1,300 pages; Cyan/Yellow/Magenta ~1,200 pages) <p>High-Yield Cartridges: HP 222X (Black ~3,200 pages; Cyan/Yellow/Magenta ~2,500)</p> <p>Warranty</p> <ul style="list-style-type: none"> • 1 Year Limited Warranty 	
05.	<p><u>HP Scanjet Pro 2600 f1 (20G05A)</u></p> <p>Scanner type</p>	



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ADF; CIS scanning technology; Flatbed

Digital sending optional features
Send to email; Send to PC

Scan resolution, optical
Up to 600 dpi (color and mono, ADF); Up to 1200 dpi (color and mono, flatbed)

Scan resolution, hardware
Up to 600 x 600 dpi (color and mono, ADF); Up to 1200 x 1200 dpi (color and mono, flatbed)

Enhanced scanning resolution
Up to 1200 dpi

Duty cycle (daily)
Recommended daily duty cycle: 1500 pages (ADF)

Bit depth
24-bit (external), 48-bit (internal)

Automatic document feeder scan speed
Up to 25 ppm/50 ipm (b&w, gray and color, 300 dpi) 1

Automatic document feeder scan speed
Up to 25 ppm/50 ipm (b&w, gray and color, 300 dpi) 1

Scan size (ADF), maximum
216 x 3100 mm

Scan size, maximum
216 x 297 mm

Scan size (ADF), minimum
89 x 148 mm

Automatic document feeder capacity
Standard, 60 sheets

Duplex ADF scanning
Yes

Scan file format
For text and image pages: PDF, JPEG, PNG, BMP, TIF, Text(TXT), Rich Text(RTF), SEARCHABLE PDF, PDF/A, Word(DOC), Word(DOCX), Excel(XLS), Excel(XLSX), CSV

Scan input modes
Scan front-panel function : Save as PDF, Save as JPEG, E-mail as PDF and Send to Cloud. HP Scan in Win OS, HP Easy Scan/ICA in Mac OS and third parties' applications via TWAIN.

Color scanning
Yes

Levels of grayscale
256

Image scaling or enlargement range
Will not perform any arbitrary scaling

Scan technology
ADF; Flatbed; Contact Image Sensor (CIS)

Scanning options (ADF)
Single-pass Duplex scanning



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Multifeed detection

No

Output resolution dpi settings

75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi

Light source (scanning)

Light Emitting Diode (LED)

Document weight ADF (maximum)

105 g/m²

Media size (ADF)

Letter; Legal; Executive; A4; A5; A6; B5; B5 (JIS)

Media types

Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index)

Media weights, supported ADF

60 to 105 g/m²

Compatible Operating Systems

Windows 11; Windows 10; Windows 8; Windows 8.1; Windows 7; Windows Server;

Minimum System Requirements

Microsoft® Windows® (11, 10, 8.1, 7 : 32-bit and 64-bit, 2008 R2, 2012 R2, 2016, 2019); 2 GB available hard disk space, Internet connection, Microsoft® Internet Explorer or any browser

Twain version

Version 2.4

Processor speed

666 MHz

Memory

256 MB

Software included

HP Scan Software, HP Scanner Device Driver, HP WIA scan driver, HP TWAIN scan driver, HP Scanner Tools Utility

Connectivity, standard

USB 2.0

Power

Input Voltage: 100 to 240 VAC

Power supply type

External power adapter

Power consumption

12.90 watts (Active - Scanning), 5 watts (Ready), 1.11 watts (Sleep), 0.06 (Auto-Off), 0.06 (Manual-Off) (Power requirements are based on the country/region where the printer is sold. Do not convert operating voltages. This will damage the printer and void the product warranty.)

Control panel

6 lights (Shortcut, Duplex, Error); 5 buttons (Power, Scan, Duplex, Shortcut Select, Cancel)

Security management

Power button to on/off

Operating humidity range



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15 to 80% RH (non-condensing)
Recommended operating humidity range
30 to 70% RH
Non-Operating Humidity Range
0 to 90% RH (non-condensing)
Operating temperature range
10 to 35°C
Operating temperature range
50 to 95°F
Recommended operating temperature range
17.5 to 25°C
Recommended operating temperature range
63.5 to 77°F
Storage temperature range
-40 to 60°C
Storage temperature range
-40 to 140°F
Acoustic power emissions (active, printing)
6.5 B(A)
Dimensions (W x D x H)
491.5 x 325.4 x 133.3 mm
Maximum dimensions (W x D x H)
491.5 x 422.28 x 387.42 mm
Weight
5.4 kg
Energy star certified
Yes
Electromagnetic compatibility
Class B Emissions; CISPR 32:2015 (International); European Union EMC Directive 2004/108/EC, EN 55032:2015 (CE mark); China GB9254-2008 (CCC); Taiwan CNS13438:2006 (BSMI); USA CFR47 Part 15, Subpart B (FCC); ICES-003:2020 Issue 7 (Canada); Australia C-tick (includes New Zealand); KN 22 and Korea KCC; EAC EMC Certificate; Ukraine EMC approval; EN 61000-3-2:2014 (harmonics); EN 61000-3-3:2013 (flicker); Immunity 55035:2017
Safety
IEC62368-1:2018, IEC 60950-1:2005 +A1 and all applicable amendments; CSA/UL 60950-1, 2nd edition (2007); EN 60950-1:2006 +A11 +A1 +A12+A2; EAC safety; Canada cUL CoC; China CCC; European Union CE; Kenya PVOC; Kuwait TER; Nigeria SON; Saudi Arabia SASO; South Africa NRCS; Taiwan BSMI; Ukraine safety approval
Manufacturer Warranty
One-year limited hardware warranty



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Declaration: We / our company, together with this Technical Bid, have submitted all necessary documents required for the Tender.

Date:

Signature of bidder:

Place:

Seal:



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ANNEXURE-II (To be submitted in Financial Bid)

FINANCIAL BID FOR PRINTERS

Sl. No.	Item	Qty (no.)	Price per unit (INR)	Total Price (INR)	Taxes (INR)	Total Price (Inclusive of taxes (INR))
01.	HP 440 G10 i7 Laptop 16 GB DDR5-3200 MHz MT/s • Operating System - Free DOS 2.0 (Specifications as mentioned in technical specifications)	03				
02.	HP 240 G10 i5 Laptop 16 GB DDR5-3200 MHz MT/s • Operating System – Free DOS 2.0 (Specifications as mentioned in technical specifications)	05				
03.	HP LaserJet M208dw printer (Specifications as mentioned in technical specifications)	02				
04.	HP Color LaserJet Pro Printer 3203dw (Specifications as mentioned in technical specifications)	02				
05.	HP Scanjet Pro 2600 f1 (20G05A) (Specifications as mentioned in technical specifications)	01				
					GRAND TOTAL	

Declaration: We /our Company understood the requirements involved. We agree to all the terms and conditions as indicated in this Tender Notice. We are not debarred by any of the departments of the Organization / Institute.

Date:

Signature of bidder:

Place:

Seal: