



**Institute of Economic Growth,  
University of Delhi Enclave, North Campus,  
Delhi-110007**

**Notice Inviting Tender**

**Dated:- 19-08-2026**

**1. INTRODUCTION:**

Tender are invited from reputed manufacturers/authorized dealers/Channel partners for the Supply and Installation of **Desktops-05 Nos., Laptops-03 Nos. and Tablets-03 Nos.**

**2. SCOPE OF TENDER:**

Supply and Installation of Desktops, Laptops and Tablets as per Quantities and technical specifications as mentioned below:-

| Sr. No | Item Description                                                                                                                                                                                                                                                                                                                                                                                                                               | Qty. |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 1      | <b>Desktop Computer:</b> Intel Core U9-285 24 Core 16GB DDR5 RAM/ 1TB NVMe/ Intel HD Graphics, HDMI, Win 11 Pro, (3 Yrs onsite Warranty) + TFT: 27" or Higher Series model (with 3 Years onsite Warranty)<br><br>Monitor and Desktop will be of same make<br><br><b>Preferable: HP/Dell/Lenovo or similar company</b>                                                                                                                          | 05   |
| 2      | <b>Laptops:</b> Intel (r) Core™ Ultra 7 processor with Intel Arc Graphics, 32GB LPDDR5X RAM, 1TB PCIe Gen4 NVMe SSD, and dedicated NPU (up to 48 TOPS) for Copilot+ AI workloads, It features a 13/14-inch 2.8K OLED display, Wi-Fi 7, 9 MP AI Camera, Thunderbolt 4 ports, Windows 11 Pro, and weights approximately 1.19Kg or Higher Series model (with 3 Years onsite Warranty)<br><br><b>Preferable: HP/Dell/Lenovo or similar company</b> | 03   |
| 3      | <b>Tablets:</b> Tab S11 Ultra (12GB RAM/ 256GB) Display 14.6-inch (36.99) Dynamic AMOLED 2X, 2960 x 1848 (WQXGA+), 120 Hz Processor Octa-core, up to 3.73 GHz, with Power Adaptor or Higher Series model. (with 3 Years onsite Warranty)<br><br><b>Preferable: Samsung/Apple or similar company</b>                                                                                                                                            | 03   |

### **3. CRITERIA FOR BIDDER QUALIFICATION:**

In order to be eligible for bidding, the Tendering firm must possess the following:

1. A valid PAN Card.
2. A valid GST Registration Certificate, if applicable.
3. Experience of supplying ICT items during last three years.
4. The bidder should be either an Original Equipment Manufacturer (OEM) or Authorized Distributer/Agent of OEM and should submit relevant proof of supplying such item in any private, Public or government department.

### **4. GENERAL INSTRUCTIONS**

- i. The bidding document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents, Corrigendum, and Clarifications to Pre-bid queries can be downloaded from the websites: <https://www.iegindia.org>, if any shall be published only on this website. The institute shall not be responsible for any delay/difficulties/inaccessibility of downloading facility for any reason whatsoever.
- ii. All costs, charges & expenses that may be incurred in connection with the preparation of tender and Contract Agreement shall be borne by the bidder and the Institute accepts no liability whatsoever therefore.
- iii. Exemption to IEG against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IEG after the award shall be passed on to IEG by the vendor without dispute.
- iv. IEG reserves the right to reject any or all of the bids without assigning any reason.
- v. Bid Validity: Bid shall remain valid for 45 days from the date of submission.
- vi. Firm Price: Bidder's quoted Rates/Prices for executing the activities under the Contract shall remain firm till the completion of the supply and installation of the Desktops, Laptops and Tablets.
- vii. Purchase Order will be awarded to the firm offering the lowest/Net Bundled price and not with the reference to the lowest prices quoted for the sub-items.
- viii. If any information furnished by the bidder is found false / fabricated, then his bid will be rejected and treated as cancelled. Even if such manipulation is detected at any stage after the signing of the contract, it would lead to the termination of the contract besides the forfeit of the Earnest Money Deposit/Performance Security. In such cases, the bidder will be debarred from participation in the future tendering process in IEG for the next 05 (Five) years.

- ix. **Earnest Money Deposit (EMD)** of the requisite amount and that in prescribed mode or proof of payment thereof shall be enclosed with the Bid as explained in Para 5.4 The Bidder must submit “UNDERTAKING BY THE BIDDER (ANNEXURE-C)” in the tender document.
- x. Supply of ICT items must be made within 15 days from the date of Purchase Order to successful bidder.
- xi. **Performance Security/Guarantee Deposit:** To ensure the due performance of the contract, Performance Security @ 5% of the value of the contract (to be submitted by way of Demand Draft/Pay Order drawn on any Scheduled Commercial Bank in favour of Institute of Economic Growth, Delhi) will be kept to cover the defects liability for a period of One Year from the date of completion. During this period, if any defect is found, the same shall be got replaced/rectified immediately by Vendor at no extra cost to IEG. No advance payment will be made to the Vendor under any circumstances.
- xii. **Terms of Payment:** Payment will be released to the Vendor after successful supply and installation of items.
- xiii. **Refund / Conversion of Earnest Money Deposit:** The Earnest Money received shall be refunded to the unsuccessful bidders without any interest upon executing the Contract Agreement by the successful bidder. The Earnest Money Deposit of the successful bidder shall be returned on receipt of the Performance Security Deposit.
- xiv. **Forfeiture of Earnest Money Deposit:** Earnest Money Deposit will be forfeited in any of the following cases:
  - (i) The bidder withdraws/modifies his tender during the period of Bid Validity.
  - (ii) The bidder, in case of a tie between the lowest bids, refuses to submit a revised offer.
  - (iii) The bidder does not accept the correction of arithmetical errors in his tender.
  - (iv) The bidder fails to deposit Performance Guarantee and required information within the stipulated time period before the award of the purchase order.

## 5. SUBMISSION OF TENDER

- 5.1. The sealed tenders shall be received at the Tender Box near the Reception of the Institute **up to 15:00 hrs on 3<sup>rd</sup> September 2026 (Closing Date & Time for Receipt of bids)**. It must be addressed to “**The Programmer, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007**”.
- 5.2. Tenders received after the due date and time shall not be considered.
- 5.3. Tenders shall be submitted in a sealed Master envelope (all 03 Envelopes in a single envelope) superscribed “**Tender for Supply and Installation of Desktops, Laptops and Tablets**” with the **File No: IEG/CU/Comp./06/2026-27**, containing three separate sealed

envelopes, each clearly super scribed as “**Tender Fee and EMD**”, “**Technical Bid**” and “**Financial Bid**” respectively, in the following manner:

**5.4. Envelope-1 (Tender FEE & EMD)** will consist of:

- (i). **Tender Fee for ₹ 1,000/- (Non-refundable), in the prescribed mode** or proof of payment thereof.
- (ii). **Earnest Money Deposit** of the **Rs.1,13,000/-** in the prescribed mode or proof of payment thereof.
- (iii). The Bidders registered with MSME/NSIC will be granted exemption from payment of EMD as per Rule. Bidder has to enclosed the MSME/NSIC registration Certificate.

**5.5.** Tender without payment of Earnest Money Deposit would be summarily rejected.

**5.6. Envelope-2 (Technical Bid) :**

- (i). Covering letter of the offer signed by the firm’s authorized signatory.
- (ii). complete tender document, each page duly signed and stamped by the bidder as acceptance of the conditions including Technical Bid as Annexure -A, List of Major Clients as Annexure- B and Undertaking by Bidder as Annexure -C.
- (iii). Self-certified copies of all the relevant documents in support of the eligibility of the bidder.

**5.7. Envelope-3 (Financial Bid)** as Annexure -D duly filled-in, signed by the bidder or his/her authorized signatory and stamped.

## **6. EVALUATION OF BIDS AND AWARD OF WORK**

- i. The Tender will be opened on the specified date and time of opening at IEG in the physical/virtual presence of willing bidders or their authorized representatives as per the decision of IEG.
- ii. Date, time and place of opening of the Financial Bid will be informed after the evaluation of the Technical Bid to the Technically Qualified Bidders as per the decision of IEG.
- iii. All Bids shall, first, be checked for payment of **Tender Fee** and **Earnest Money Deposit**. Only those bids found to have duly paid/ submitted Tender Fee and Earnest Money Deposit shall be considered for evaluation.
- iv. IEG retains the right to revert back to individual bidders with further clarifications/queries on the Technical Bid. The bidder has to respond to the queries within the specified time mentioned on their company letter head.
- v. On the date & time specified for the opening of Financial Bid or the Revised Financial Bids as the case may be, the bid will be opened on the specified date and time.
- vi. **Evaluation of Financial Bids:** The Financial Bid should contain the complete bid document with duly filled-in Schedule of Financial Quote. Financial Bids opened as above will be checked for arithmetical errors.
- vii. The successful bidder shall be issued a **Purchase Order**, and be required to furnish a **Performance Guarantee @ 5% of the value of the contract** as per General Conditions of Supply and Installation of the Desktops, Laptops and Tablets.

# Institute of Economic Growth

Annexure-A

## Technical Bid

Details to be filled by Vendor

| Sl. No. | Descriptions                                                                                                                | Information to be filled by the bidder (if required separate sheet may be enclosed)                     |                                                             |
|---------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 1.      | Name and address of bidder with complete contact details (including mobile numbers & email ids)                             |                                                                                                         |                                                             |
|         | (i) Name of bidder                                                                                                          |                                                                                                         |                                                             |
|         | (ii) Complete Address                                                                                                       |                                                                                                         |                                                             |
|         | (iii) Mobile Nos & Email IDs                                                                                                |                                                                                                         |                                                             |
| 2.      | Type of Organisation [Tick (✓) on appropriate option]                                                                       | Proprietorship <input type="checkbox"/>                                                                 | Partnership <input type="checkbox"/>                        |
|         |                                                                                                                             | Private limited Company <input type="checkbox"/>                                                        | Limited Company <input type="checkbox"/>                    |
| 3.      | Year of formation of the company and years of experience in works of similar nature                                         | i). Year of Formation:                                                                                  |                                                             |
|         |                                                                                                                             | ii). Years of Experience in works of similar nature:                                                    |                                                             |
| 4.      | Details of registration of the Firm/ Company (Enclose Self-certified copy of the Regn. Certificate), if applicable.         | R. No.                                                                                                  |                                                             |
| 5.      | GST No./Certificate (Enclose self certified copy of the Regn. Certificate), if applicable.                                  | No.:                                                                                                    |                                                             |
| 6.      | PAN No. (Enclose self certified copy)                                                                                       | No.:                                                                                                    |                                                             |
| 7.      | Details of Tender Fee of ₹1000/- (Non-refundable) or MSME/NSIC Registration Certificate.                                    | In case Tender Fee of ₹500/-<br>Name of bank..... ,<br>Branch..... ,<br>D.D/P.O No..... ,<br>Date.....  | In case of MSME/NSIC<br>Registration Certificate<br>No..... |
| 8.      | Details of Earnest Money Deposit (EMD) of ₹1,13,000/- or MSME/NSIC Registration Certificate.                                | In case of EMD of ₹1,13,000/-<br>Name of bank..... ,<br>Branch..... ,<br>D.D/P.O No..... ,<br>Date..... | In case of MSME/NSIC<br>Registration Certificate<br>No..... |
| 9.      | List of major clients where the bidder has executed similar nature of works (enclose self-certified copy as per Annexure-B) |                                                                                                         |                                                             |

| Sl. No. | Descriptions                                                                                              | Information to be filled by the bidder (if required separate sheet may be enclosed) |
|---------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 10.     | Income tax returns (ITRs) for last 3 Years.                                                               |                                                                                     |
| 11.     | Experience in execution of similar type of work (Enclose relevant documents)                              |                                                                                     |
| 12.     | Undertaking duly signed and stamped submitted by bidder (in the prescribed format only, i.e., Annexure-C) |                                                                                     |
| 13.     | Any other information                                                                                     |                                                                                     |

**Note:** Copies of relevant documents are to be enclosed in support of the above information.

**Signature of the bidder/authorized signatory with  
Official Seal/ Stamp & Date**

### **Institute of Economic Growth**

List of major clients, including Govt. Organisations/Academic  
Institutions where the Vendor has supplied similar ICT items:

| Sl. No. | Name of client with contact details | Nature of Works | Period | Contract Value |
|---------|-------------------------------------|-----------------|--------|----------------|
| 1.      |                                     |                 |        |                |
| 2.      |                                     |                 |        |                |
| 3.      |                                     |                 |        |                |
| 4.      |                                     |                 |        |                |
| 5.      |                                     |                 |        |                |
| 6.      |                                     |                 |        |                |
| 7.      |                                     |                 |        |                |

Copies of relevant work order/experience certificate are to be enclosed in support of above information.

**Signature of the bidder/authorized signatory with**

**Official Seal/ Stamp & Date**

**Institute of Economic Growth**

**Undertaking**

I hereby certify that all the information furnished is true to the best of my knowledge. I have no objection to the Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also understand that if any of the information is found false at any stage, I am liable to be deregistered from the panel of approved Vendors or banned from doing any business dealings with Government Departments or blacklisted or subject to monetary penalties as deemed fit by IEG.

I certify that all the products supplied by me are genuine products and not refurbished.

I also certify that I have read and understood all the scope of work, terms and conditions indicated in the tender document and hereby accept all of the same unconditionally.

I agree for the forfeiture of EMD if I fail to comply with all or any of the terms and conditions as laid down in the Tender Document which would constitute to have force of a contract between me and IEG if I am declared as a successful bidder.

I also certify that I have signed all the pages of the Tender document with my conscious knowledge.

**Signature of the bidder/authorized signatory with**

**Official Seal/ Stamp & Date**

## Financial Bid

Annexure -D

| Sr. No                              | Item Description                                                                                                                                                                                                                                                                                                                                                                                                                              | Make & Model | Unit rate | Qty. | Total Price |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------|------|-------------|
| 1                                   | <b>Desktop Computer:</b> Intel Core U9-285 24 Core 16GB DDR5 RAM/ 1TB NVMe/ Intel HD Graphics, HDMI, Win 11 Pro, (3 Yrs onsite Warranty) + TFT: 27" or Higher Series model (with 3 Years onsite Warranty)<br><br>Monitor and Desktop will be of same make<br><br><b>Preferable: HP/Dell/Lenovo or similar company</b>                                                                                                                         |              |           | 05   |             |
| 2                                   | <b>Laptops:</b> Intel (r) Core Ultra 7 processor with Intel Arc Graphics, 32GB LPDDR5X RAM, 1TB PCIe Gen4 NVMe SSD, and dedicated NPU (up to 48 TOPS) for Copilot+ AI workloads, It features a 13/14-inch 2.8K OLED display, Wi-Fi 7, 9 MP AI Camera, Thunderbolt 4 ports, Windows 11 Pro, and weights approximately 1.19Kg or Higher Series model (with 3 Years onsite Warranty)<br><br><b>Preferable: HP/Dell/Lenovo or similar company</b> |              |           | 03   |             |
| 3                                   | <b>Tablets:</b> Tab S11 Ultra (12GB RAM/ 256GB) Display 14.6-inch (36.99) Dynamic AMOLED 2X, 2960 x 1848 (WQXGA+), 120 Hz Processor Octa-core, up to 3.73 GHz, with Power Adaptor or Higher Series model. (with 3 Years onsite Warranty)<br><br><b>Preferable: Samsung/Apple or similar company</b>                                                                                                                                           |              |           | 03   |             |
| <b>Total</b>                        |                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |           |      |             |
| <b>GST</b>                          |                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |           |      |             |
| <b>Total price inclusive of GST</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |           |      |             |

Signature of the bidder/authorized signatory with

Official Seal/ Stamp & Date