

NATIONAL DESIGN CENTRE

Hall No.1 (3rd Fl.), Rajiv Gandhi Handicrafts Bhawan,
Baba Kharak Singh Marg, Connaught Place, New Delhi-110001
Email: ndc@nationaldesigncentre.org Website: www.nationaldesigncentre.org
Phone Nos.: 23341273, 23341262 Fax: 23341265

NDC invites EOI from the reputed / experienced agencies for supply of electronic gadgets and other accessories.

Interested agencies having experience for the similar job may submit their EOI. The detailed TOR for the same can be downloaded from www.nationaldesigncentre.org. The last date for submission of EOI shall be within 3 days from this publication.

INTRODUCTION

National Design Centre is in process to procure some electronic gadgets viz. desktop computers, laptops, softwares, external hard disk, pen drive, up-gradation of RAM of existing computers etc. and inviting rates from the eligible & experienced agencies.

INDICATIVE SCOPE OF WORK

Tentative list of the items required:

SL. NO.	NAME OF ITEM	ESTIMATED QTY.
1.	Desktop Computer - Dell / Lenovo / HP / or similar with minimum following specification: - Processor i3-12 TH GEN.-8GB RAM-500 GB SSD NVME/1 TB HDD-W11 PRO-18.5"-3yrs - Microsoft office 2021 – Original	5
2.	Laptop - Dell / Lenovo / HP or similar with minimum following specifications: - Processor i5-10- 12 TH GEN.-16GB RAM, 512 GB SSD, 2 GB Graphic Card - Microsoft office 2021 – Original	2
3.	External Hard Disk - 1 TB, 2TB etc.	4
4.	Laserjet Printer – Colour and Black & White (small and heavy duty)	2

- Note: 1. Please note that the above quantities are tentative and work order shall be issued on time to time basis as per requirement.
2. The rates shall be applicable for next 12 months (1 year).

ELIGIBILITY OF THE APPLICANT

- The supplier must be a registered company / entity of repute. Kindly attach the relevant documents.
- The supplier must have sound experience in the supply of computer, laptops and its accessories. Attach the list of clients and work orders for supply of such items.
- The supplier must minimum cumulative turnover of Rs.2 crores in last 5 years.
- The applicant must comply with all government and regulatory norms viz. Pan No., GST etc. Furnished the copies with technical bid.

SELECTION CRITERIA AND EVALUATION PROCESS

- Qualifications and the relevant experience for doing similar work (supply of above items)
- On the basis of the financial quotes.
- Lowest quote will be awarded the work.

FINANCIALS

Kindly indicate the separate price for each and every item.

PAYMENT TERMS

Payment shall be made as per the following:

- 1- No advance payment to be made.
- 2- All payments shall be made only after successful delivery of items.

LAST DATE FOR SUBMISSION OF EOI

The last date for the submission of EOI is 6th October,2022 (5 p.m.). The EOI received after due date shall not be accepted. The EOI should be addressed to Executive Director, National Design Centre, Rajiv Gandhi Handicrafts Bhawan, 3rd Floor, Baba Kharak Singh Marg, Connaught Place, New Delhi-110001.
