

(Tender No.: AA/01/2025)

REQUEST FOR PROPOSAL (RFP)

FOR

**LIMITED NOTICE INVITING BIDS FOR PROCUREMENT
OF LAPTOPS AND TABLETS**

FOR THE

APPELLATE AUTHORITY

Tender/Bid Inviting/ Opening Authority : The Appellate Authority, 2nd Floor, Research Block, ICAI Bhawan, A-29, Sector 62, NOIDA – 201 309.

For any query, bidders desirous of participating in the tender process may contact at 0120 3045 972/974 or may submit their written queries through registrar@appellateauthority.in; ar@appellateauthority.in.

1. Invitation to the Proposal

The invitation to proposal is for “Procurement of Laptops and Tablets”. The Bidders are advised to study this RFP document carefully and submission of bids shall be deemed to have been done after careful study and examination of this RFP document with full understanding of its implications.

1.1. Issuer

The Appellate Authority invites bids for Procurement of Laptops and Tablets, as per the scope of the Proposal.

1.2. Address for Proposal Submission & Correspondence

The Appellate Authority, 2nd Floor, Research Block, ICAI Bhawan, A-29, Sector 62, NOIDA – 201 309.

1.3. Key Events, Dates and Important Information

Sl. No.	Event/Information	Details
1	RFP Reference No.	AA/01/2025
2	Tender Publication Detail	The tender document can be seen and downloaded from the website of the Appellate Authority .
3	Date of Publishing of Proposals	12 th September, 2025
4	Last Date and Time for Submission of proposals	19 th September, 2025, Before 4:00 PM IST
5	Date and Time for Opening of Technical Proposals & Financial Proposals	To be notified later. To be notified later only to technically qualified bidders
6	Proposal Validity Period	90 days from the date of submission
7	Contact email	ar@appellateauthority.in

1.4. Tender Fee & Earnest Money Deposit (EMD)

Tender Fee (₹1,000) & Earnest Money Deposit (EMD) (₹ 50,000/-) by Demand Draft, of any Nationalized/ Scheduled Bank, in favour of the “Appellate Authority” payable at New Delhi.

For Unsuccessful Bidders, EMD will be refunded/ returned on issuance of Purchase Order to the Successful Bidder, upon receipt of a written request, deducting necessary bank charges, if any, and without any interest.

For the Successful Bidder, EMD will be refunded/ returned after satisfactory completion of work as mentioned in the Purchase Order upon receipt of a written

request by the Successful Bidder after deducting necessary bank charges, if any, and without any interest.

1.5. Amendment of RFP Document

At any time before the deadline for submission of proposals, Appellate Authority may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding document by amendment. All the amendments made in the document would be published on the website of the [Appellate Authority](#). The Bidders are also advised to visit the website on regular basis to check the necessary updates. The Appellate Authority also reserves the right to amend the dates mentioned in Clause 1.3 of this proposal document.

1.6. Deadline for submission of Bids

The Bids shall be submitted in hard copy, not later than the date and time specified in Section 1.3 of this document.

2. Eligibility Criteria

The Bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in the RFP document. The invitation to proposal is open to all bidders who qualify the eligibility criteria given below:
Pre-Qualification Criteria

Sl. No.	PQ Criteria	Documents required
1	The Bidder should be a Company registered under the Companies Act, 2013/ Proprietary Firm / Partnership Firm	(Certificate of incorporation/certificate for commencement of business/Partnership Deed Registration/ other relevant documentary proof should be submitted)
2	Attested copy of Firm's/Company's PAN, GST and ITR details of last 3 years	Documentary proof should be submitted
3	Audited Average Annual Turnover of the bidder during last three financial years 2022-23, 2023-24 and 2024-25 shall Rs 50 Lakhs or more for the last 3 years	Audited Average Annual Turnover Certificate along with Copies of the audited balance sheet of the Company/ Firm showing the same should be submitted
4	The bidder must have successfully completed projects of Govt /PSU / Bank for Supply & Installation of Equipment's of similar nature during last five (5) financial years	Summary of Experiences along with Work orders or Sanction orders and work completion certificate should be submitted

5	<p>The Product offered should meet all the technical and functional specifications given in the Section 3 - Technical Specifications.</p> <p>Deviations and non-fulfilment to any of the technical and functional specifications as per the requirement in the RFP document will attract rejection of the bid document. Bidder should declare their compliance against each specification and submit the product catalogue as well</p>	<p>Declaration of the compliance to the specifications with proper page numbers</p> <p>Supporting documents should be provided such as product catalogue without which the bid will be rejected</p>
6	<p>The bidder should not be blacklisted by any Government department/ PSUs/ Private sector</p>	<p>Self-declaration of the same</p>

Bidders who are Micro Small Medium Enterprises (MSME) claiming exemption from earnest money deposit as per applicable laws provided, they furnish a proof of valid MSME registration. Further, if any MSME bidder is seeking exemption from experience/turnover criteria as per applicable laws, the supporting documents to prove his eligibility for exemption must be submitted for evaluation by the buyer.

2.1. Technical Part

The bidder can bid for a single lot or multiple lots. The Technical Evaluation will be conducted on Lot wise basis. Only bidders meeting the above minimum eligibility criteria shall be considered for technical evaluation. The selection of the firm shall be based on the following technical criteria-

Sl. No.	Evaluation Parameter	Marks	Details
1	Past experience of the organization in supply, installation of the laptop/tablets in the last 5 years (Supply order should be enclosed)	30	<p>More than 1 Crore = 30 marks</p> <p>More than 70 Lakhs and less than 1 Crore = 25 marks</p> <p>More than 50 Lakhs and Less than 70 Lakhs = 15 marks</p>
2	Financial strength of the bidder	30	<p>Average turnover of the last 3 FY:</p> <p>More than 1 Crore = 30 marks</p> <p>More than 70 Lakhs and less than 1 Crore = 25 marks</p> <p>More than 50 Lakhs and less than</p>

			70 Lakhs = 15 marks
3	Technical compliance of the specification of the equipment as per the requirements in Technical Specification.	40	Marks will be allocated as per the compliance and specifications of the proposed equipment up to a maximum of 40 marks

**Minimum qualifying marks is 70 for opening of Financial Proposal*

2.2. Financial Part

The Financial Evaluation will be conducted, only for the bidders who are technically qualified as per the minimum passing score of 70 marks. The bidders need to provide the financial proposal as per the items/equipment specified in this document. No extra cost/payment will be borne by the Appellate Authority other than the amount that is quoted by the bidder in their financial quotation. The Financial Evaluation will be done on the base price only without the taxes.

3. Technical Specifications.

Specifications for " Procurement of Laptops and Tablets for the Appellate Authority" which may be modified for identical models with similar specifications as per the availability on the date of delivery				
Sl. No.	Item Name	Quantity	Specifications	
1.	Laptop Type – I (Microsoft Surface Pro)	5	Model / Part Number	Microsoft Surface Pro (11 th Edition) ZhX-00014/ZIA-00031/ ZHY-00014 (Black/Platinum)
			Operating System	Windows 11 Home Copilot + PC
			Processor (SoC)	Qualcomm Snapdragon X Plus/ Snapdragon X Elite (10/12 Core)
			Graphics	Integrated Intel Arc Graphics
			Memory (RAM)	16 GB LPDDR5x RAM
			Storage	256 GB/ 512 GB Gen 4 removable SSD
			Display	13-inch PixelSense Flow touchscreen (3:2 aspect, 2880 × 1920, 267 ppi, up to 120 Hz refresh rate), Gorilla Glass 5, Dolby Vision IQ, adaptive color, sRGB/Vivid, anti-reflective, 600 nits brightness
			Dimensions (L×W×H)	30.8 × 22.8 × 4.9 (in CM)
			Weight	895 g
			Battery	48 Wh battery, up to 19 hours typical use
			Camera	Front: Quad HD front-facing Surface Studio Camera, 1440p Quad HD camera with ultra-wide field of view; Rear: 10 MP Ultra HD with Windows Hello face authentication
			Audio &	Dual Studio microphones with

			Microphones	voice focus; stereo speakers with Dolby Atmos; Bluetooth LE Audio supported
			Ports & Expansion	2 × USB-C / USB4 (Thunderbolt 4, DisplayPort 2.1), Surface Connect port, Surface Pro Keyboard port, Supports fast charging with minimum 65 W power supply via Surface Connect or USB-C (Microsoft, Elara Online)
			Wireless Connectivity	Wi-Fi 7, Bluetooth 5.4, NFC (Elara Online)
			Security	TPM 2.0 hardware chip, Windows Hello facial sign-in, NFC authentication, Secured-core PC, Windows Hello face authentication with Enhanced Sign-in security Microsoft Defender – for enhanced identity and privacy protection
			Accessories	Latest Models of Keyboard, Earbuds, Stylus, and a Carry Case
			Warranty	1-year limited warranty plus 2-year extended warranty
2.	Laptop Type – II (MacBook Air)	1	Model (Part Number)	MC6C4HN/A (2024/2025)
			Chip (SoC)	Apple M4 Chip — 10-core CPU (4 performance + 6 efficiency), 10-core GPU, 16-core Neural Engine, 120 GB/s memory bandwidth
			Display	13.6-inch (34.46 cm) Liquid Retina (LED-backlit IPS), 2560 × 1664 resolution (224 ppi), 500 nits brightness, Wide P3, True Tone
			Memory (RAM)	24 GB unified memory (configurable to 32 GB)
			Storage	256/512 GB SSD
			Battery & Power	Up to 18 hrs video streaming, up to 15 hrs wireless web; built-in ~53.8 Wh battery; includes 35W Dual USB-C Power Adapter & USB-C to MagSafe 3 cable; fast-charge capable with 70W adapter
			Ports & Connectivity	MagSafe 3 charging port, 2 × Thunderbolt 4 (USB-C) (charging, DisplayPort, 40 Gbps Thunderbolt 4, USB-4), 3.5 mm headphone jack; Wi-Fi 6E (802.11ax), Bluetooth 5.3
			Camera	12 MP 1080p Center Stage camera with Desk View and advanced image signal processor
			Audio & Microphones	Four-speaker system, Spatial Audio with Dolby Atmos & dynamic head tracking; three-mic array with beamforming, Voice Isolation & Wide Spectrum modes
			Keyboard & Trackpad	Backlit Magic Keyboard with Touch ID and ambient light sensor; Force Touch trackpad

			Operating System	macOS Sequoia
			Weight & Dimensions	Approx. 1.24 kg; dimensions 304.1 × 215 × 11.3 mm
			Accessories	Latest Models of Earbuds, Stylus, and a Carry Case
			Warranty	1-year limited warranty plus 2-year extended warranty
3.	Laptop Type – III (MacBook Pro)	1	Model (Part Number)	MW2U3HN/A (2024/2025)
			Chip	Apple M4 (10-core CPU: 4 performance + 6 efficiency cores; 10-core GPU; 16-core Neural Engine; 120 GB/s memory bandwidth)
			Display	14.2-inch (35.97 cm) Liquid Retina XDR; native 3024 × 1964 resolution (254 ppi); up to 1,000 nits sustained brightness, 1,600 nits peak HDR; ProMotion up to 120 Hz with True Tone, P3 color
			Memory (RAM)	16 GB unified memory
			Storage	256/512 GB SSD
			Ports & Expansion	3 × Thunderbolt 4 (USB-C), HDMI port, SDXC card slot, 3.5 mm headphone jack, MagSafe 3
			Wireless	Wi-Fi 6E (802.11ax), Bluetooth 5.3
			Camera	12 MP Center Stage with Desk View, 1080p HD, advanced image signal processor
			Audio	Six-speaker system with force-cancelling woofers; Spatial Audio (Dolby Atmos support); three-mic array with beamforming; headphone jack and HDMI multichannel audio
			Keyboard & Trackpad	Backlit Magic Keyboard with Touch ID; Force Touch trackpad
			Battery & Power	72.4 Wh battery; up to 24 hours video playback, 16 hours wireless web; includes 70 W USB-C Power Adapter; fast-charge capable with 96 W adapter
			Weight & Dimensions	1.55 kg; dimensions approx. 312.6 × 221.2 × 15.5 mm
			Operating System	macOS Sequoia
			Other Features	Ambient light sensor; built-in accessibility features and apps (e.g. Safari, iMovie, Time Machine); polishing cloth included with nano-texture display option
			Accessories	Latest Models of Earbuds, Stylus, and a Carry Case
			Warranty	1-year limited warranty plus 2-year extended warranty
4.	Tablet Type – I (iPad Pro)	2	Model / Part Number	Apple iPad Pro 13" (2024/2025) MVX23HN/A

			Display	13-inch Ultra Retina XDR display (Tandem OLED), 2752 × 2064 resolution (264 ppi), ProMotion (10–120 Hz), P3 wide color, True Tone, fingerprint-resistant oleophobic, anti-reflective, fully laminated; SDR: up to 1,000 nits, HDR peak: up to 1,600 nits, 2,000,000:1 contrast ratio
			Chip (SoC)	Apple M4 chip: 9-core CPU (3 performance + 6 efficiency), 10-core GPU, hardware-accelerated ray tracing, 16-core Neural Engine, 120 GB/s memory bandwidth; paired with 8 GB RAM
			Storage	256 GB internal flash storage
			Battery & Power	Built-in ~38.99 Wh battery; up to 10 hours web browsing or video playback on Wi-Fi
			Dimensions (W×H×D)	215.5 × 281.6 × 5.1 mm (8.48" × 11.09" × 0.20")
			Weight	~579 g (Wi-Fi model)
			Cameras	Rear: 12 MP Wide camera, <i>f</i> /1.8, 5-element lens, True Tone flash, panorama up to 63 MP, Smart HDR 4, up to 5× digital zoom, HEIF/JPEG; Video: up to 4K (24, 25, 30, 60 fps), 1080p slow-mo (120/240 fps) and ProRes up to 1080p
			Front Camera & Sensors	TrueDepth camera with Landscape orientation and Face ID; includes LiDAR Scanner, ambient light sensor, and microphone array
			Audio & Microphones	Four-speaker audio system; 4-mic array with beamforming, Voice Isolation, Wide Spectrum modes; Dolby Atmos/Spatial Audio supported
			Connectivity & Ports	Thunderbolt / USB-4 (via USB-C), Smart Connector, Magnetic connector (for Apple Pencil); no headphone jack
			Wireless	Wi-Fi 6E (802.11ax), Bluetooth 5.3
			Operating System	iPadOS 17 (upgradeable to iPadOS 18)
			In the Box	iPad Pro, 1 m USB-C Charge Cable, 20 W USB-C Power Adapter, polishing cloth
			Finish Options	Silver or Space Black; this SKU appears to be Space Black
			Accessories	Latest Models of Keyboard, Earbuds, Stylus, and a Carry Case
			Warranty	1-year limited warranty plus 2-year extended warranty

4. Instructions to the Bidders

4.1. Procedure for Submission of Proposals

Technical Proposal (Envelope 1): The documents comprising of the pre-qualification documents and technical documents need to be enclosed in a separate envelope which is properly sealed and inscribed as **“Technical Proposal for Procurement of Laptops and Tablet for Appellate Authority”**

Financial Proposal (Envelope 2): The documents comprising of the financial proposal need to be enclosed in a separate envelope which is properly sealed and inscribed as **“Financial Proposal for Procurement of Laptops and Tablet for Appellate Authority”**
Do not open before date and time of opening of financial proposal.

Main Envelope: The technical envelope (envelope 1) and financial envelope (envelope 2), along with Demand Draft for the Tender Fee (₹1,000/-) and EMD (₹50,000/-), should be put into a single envelope which is properly sealed and marked as **“Proposal for Procurement of Laptops and Tablet for Appellate Authority”** – Do not open before date and time of opening of technical proposal

The proposal should be submitted to:

The Registrar, Appellate Authority, 2nd Floor, Research Block, ICAI Bhawan, A-29, Sector 62, NOIDA – 201 309.

4.2. Verification of Bids

The response Proposal shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. A letter of authorization shall be supported by a written Power-of-Authority accompanying the proposal. All pages of the proposal, except for un-amended printed literature, shall be initialed and stamped by the person or persons signing the Proposal.

4.3. Cost of presentation of Bids

The Bidder shall bear all costs associated with the preparation and submission of its proposal including cost of presentation for the purposes of clarification of the proposal, if so desired by the Appellate Authority and it will in no case be responsible or liable for those costs, regardless of the outcome of the tendering process.

4.4. Documents Required

The Proposal prepared by the Bidder shall comprise the following components. The Proposals not conforming to the requirements shall be summarily rejected

Technical Proposal

The Technical Proposal, besides the other requirements of the Tender, shall comprise all necessary data sheets and any other documents including product catalogue/brochure. All supporting documents such as purchase order/supply order, MSME Registration Certificate, experience certificate, among others. The bids will be rejected if bidders do not

submit the supporting documents. Proper page numbering should be done on the documents

Financial Proposal

The Financial Proposal, besides the other requirements of the Tender, shall comprise the following:

- Filled Bill of Quantity with price quotation: As per format for Response to Tender: Financial Proposal

4.5. Prices

Prices quoted in the proposal must be firm and final and shall not be subject to any upward modifications on any account whatsoever. However, the Appellate Authority reserves the right to negotiate the prices quoted in the proposal to effect downward modification and may increase or decrease the quantity of the equipment to 10%. Prices shall be quoted in Indian Rupees (INR).

4.6. Proposal Validity Period

Period of validity of proposals shall remain valid for 90 days after the date of opening of proposals prescribed by the Appellate Authority. A proposal valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the tenders shall not increase throughout the period of implementation and operation. The prices of components quoted in the Financial Proposal by the bidder shall remain valid for the project period. Extension of period of validity in exceptional circumstances, Appellate Authority may request the bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing.

4.7. Evaluation of Technical and Financial Bids

- A two-envelope procedure will be adopted for evaluation of bids, with the technical evaluation at first stage and financial evaluation at second stage only for the technically qualified bidders. The financial bid of non-technically qualified bidders will be returned unopened.
- Technical bids will be evaluated lot wise as per technical bid evaluation criteria and a technical score will be given to the bidders who comply with the pre-qualification criteria
- The Financial bid of only the technically qualified Bidders will be opened and evaluated lot wise as per specified criteria
- Conditional Proposals are liable to be rejected

However, the Appellate Authority reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever and without any requirement of intimating the Bidders of any such change.

4.8. Evaluation of Proposals

The Bidder shall be selected through a competitive bidding process. A two-envelope selection process will be adopted in evaluating the bids. In the first stage, a technical

evaluation will be carried out. In the second stage, a financial evaluation will be carried out. The L1 (lowest financial quote) agency shall be selected while the L2 agency will be kept in reserve.

4.9. Rejection Criteria

Besides other conditions and terms highlighted in the tender document, bids may be rejected under following circumstances:

Pre- Qualification Rejection Criteria:

- Bids which do not confirm unconditional validity of the bids as prescribed in the Tender.
- If the information provided by the bidder is found to be incorrect / misleading at any stage / time during the tendering process.
- Any effort on the part of a bidder to influence the bid evaluation, bid comparison or contract award decisions.
- Bids received by the Appellate Authority after the last date prescribed for receipt of bids.
- Bids without signature of person(s) duly authorized on required pages of the tender document
- Failure to furnish documentary proofs for information provided as per the requirements in the tender document

Technical Rejection Criteria:

- Technical bids containing financial details.
- Revelation of prices in any form or by any reason before opening the financial proposal
- Failure to furnish all information required by the RFP document or submission of a bid not substantially responsive to the tender document in every respect
- Failure to furnish proof of information provided
- Bidders not complying with the technical specifications and general terms and conditions as stated in the RFP document other than the deviations
- If the bid does not confirm the timelines indicated in the proposal

Financial Rejection Criteria:

- Incomplete price bid
- Price bid that does not conform to the tender's price proposal format
- Total price quoted by the bidder does not include all statutory taxes and levies applicable.

4.10. Income Tax Liability

The Bidder will have to bear all Income Tax liability both corporate and personal tax.

4.11. GST Liability

The Bidder will have to bear all GST.

5. General Conditions of Contract

5.1. Ownership of Equipment

The Appellate Authority shall own all the equipment, Licenses and any solution supplied by the Bidder arising out of or in connection with this Contract.

5.2. Delivery Schedule

The delivery should be completed within 30 days from the issue of purchase order.

5.3. Delivery Locations

Successful bidders will be required to deliver equipment to specified locations, which will be detailed post-award notification. Deliver the products in OEM sealed boxes.

5.4. Payment Terms

Payments shall be released subject to acceptance of deliveries by the client as per the following terms:

Sl. No.	Milestone	% of Payment to be released
1	On Acceptance of Delivery	80% of the Contract Price shall be paid after delivery of all the Goods at the delivery location specified in this document and upon submission of the delivery challan and other required documents.
2	On Final Acceptance	20% of the Contract Price shall be paid on final acceptance & inspection of the Goods by the authorized representative from the Appellate Authority.

- a. Payment will be made to successful bidders as per the above mentioned schedule
- b. Penalty as per the RFP terms and conditions will be calculated and adjusted from the bill.
- c. If there is any deficiency in the performance of contractual obligations on the part of the Bidder, the Bidder shall be liable for imposition of appropriate penalties as specified in the RFP and Appellate Authority shall be entitled to deduct such penalties at source while making payment to the Bidder for the services provided as mentioned.

5.5. Penalty

- a) Failure to execute the entire contract within 30 days from the date of issue of supply order will attract a penalty of 1% per 5 days (0.5% per week), on the full value of the contract up to a maximum of 10%. Delays beyond that period will be viewed as violation of the contract terms and will be dealt accordingly.

- b) Any delay should be intimated and sorted out immediately without affecting the progress of work.

5.6. Force Majeure

Force Majeure shall not include any events caused due to acts/omissions of such Party or result from a breach/contravention of any of the terms of the Contract, Proposal and/or the Tender. It shall also not include any default on the part of a Party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract.

In case of a Force Majeure, all Parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

6. ANNEXURES:

Annexure I: Declaration Regarding Clean Track Record

To

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Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No.____] regarding Engagement of an Agency for Procurement of Laptops and Tablet under Appellate Authority. I hereby declare that my Company/ Firm has not been debarred/blacklisted by any Government/Semi-Government organizations in India. I certify that I am authorized to be a competent officer in my Company/ Firm to make this declaration.

Yours faithfully,

(Signature of the Bidder) Printed Name Designation

Seal Date:

Business Address:

Annexure II: Project Experience Details

Sl. No.	Item	Details
General Information		
1	Customer Name/Government Department	
2	Name of the Contact Person and Contact details for the project	
Brief description of scope of project		
Size of the project		
3	Contract Value of the project (in crore)	
4	Please provide copies of Work Order or Certificate of Completion.	

Annexure III: Format for Response to Tender: Financial Proposal

Sl. No.	Description of Goods	Quantity	Unit rate	GST	Total Price without taxes	Total Price inclusive of discounts, exchange offer, and all taxes and duties
1	Laptop Type – I (Microsoft Surface Pro)	5				
2	Laptop Type – II (MacBook Air)	1				
3	Laptop Type – III (MacBook Pro)	1				
4	Tablet Type – I (iPad Pro)	2				

Note:

1. Transportation and installation charges, among others if any, should be included in the financial quotation
2. Appellate Authority will not bear any additional cost than what is quoted in the financial quotation