



संस्कृति मंत्रालय
Ministry of Culture
Government of India



Smt. Laxmi Rawat
AFA & AO (S&S), IGNCA

File: 7/7(7)/2026-SD/S&S
Dated: 03.06.2026

कला यस्मिन् प्रतिष्ठिता
इन्दिरा गाँधी राष्ट्रीय कला केन्द्र
सूत्रधार

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Sutradhara

Janpath Building, (Near Western Court)

Janpath, New Delhi-110 001

Website: www.ignca.gov.in

LIMITED TENDER ENQUIRY (LTE)

Subject: Invitation of Quotations for Procurement of Desktop Systems

Sealed quotations are invited on behalf of Indira Gandhi National Centre for the Arts (IGNCA) from reputed and authorized firms/agencies for supply and installation of Desktop Systems for official use in IGNCAs as per the details mentioned below:

S. No	Item Description	Qty.
1	Desktop (Dell/HP) Inspiron 27 All-in-one Processor 13th Gen Intel® Core™ i5-1334U (10 cores, up to 4.6 GHz Turbo) Operating System Windows 11 Home Single Language, English Video Card Intel® Graphics Memory 16GB: 2 x 8 GB, DDR4, 3200 MT/s Storage 512GB M.2 PCIe NVMe Solid State Drive (SSD) Display 27", Non-Touch, FHD, WVA, IPS Software including Antivirus, Microsoft 365 Office	10 pcs.

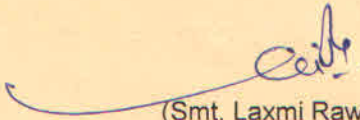
Submission Details:

Your sealed quotation along with the technical proposal and supporting documents should reach the following address on or before 09.06.2026 by 11.00 am:

To

Smt. Laxmi Rawat
AFA & AO (S&S Section)
Indira Gandhi National Centre for the Arts (IGNCA)
Janpath Building, Janpath, New Delhi - 110001

Important: The bidder must fulfill the eligibility criteria and other terms & conditions mentioned in Annexure – A. Incomplete quotations or quotations not adhering to the specified conditions shall not be considered.


(Smt. Laxmi Rawat)
AFA & AO (S&S)

Encl.: Annexure A - Terms and Conditions.

Terms and Conditions for the Procurement of All-in-One Desktop Systems

Eligibility Criteria:-

- The bidder should be a reputed and authorized firm/agency engaged in the supply, installation, and commissioning of All-in-One Desktop Systems.
- The bidder must possess a valid GST registration and PAN.
- Preference may be given to bidders having prior experience in supplying similar items to Government Departments, PSUs, or Autonomous Bodies.
- The bidder shall submit an OEM authorization certificate or authorized dealership certificate for the offered make/brand along with the quotation.
- The bidder shall also submit complete technical specifications, a brochure, and a catalogue for the quoted product.

Scope of Work:-

- The work shall include the supply, installation, testing, and commissioning of All-in-One Desktop Systems at IGNCA, Janpath Building, Janpath, New Delhi - 110001.
- The systems supplied must strictly conform to the technical specifications prescribed in this Limited Tender Enquiry (LTE) document.

Delivery Schedule:-

- The supply, installation, and commissioning of the Desktop Systems shall be completed within 7 days from the date of issue of the Supply Order/Purchase Order.
- Delivery and installation shall be carried out at IGNCA, Janpath Building, Janpath, New Delhi - 110001.

Quality Standards:-

- All Desktop Systems supplied shall be brand new, genuine, and unused.
- Refurbished, repaired, reconditioned, or duplicate items shall not be accepted.

- The supplied systems shall be free from manufacturing defects and shall be delivered in the manufacturer's original sealed packaging.

Warranty:-

- The Desktop Systems shall carry a minimum onsite warranty of 1 year from the date of installation and acceptance.
- Warranty support shall be provided by the OEM or its authorized service provider.

Payment Terms:-

- Payment shall be released only after satisfactory supply, installation, and verification of the Desktop Systems by IGNCA.
- No advance payment shall be made.

Submission of Quotation:-

- The quotation shall be submitted in a sealed cover, duly superscribed as: "Quotation for Procurement of All-in-One Desktop Systems".
- The quotation must contain GST details, PAN details, bank account details, and the signature and seal of the authorized signatory.

Rates:-

- Rates shall be quoted inclusive of all taxes, transportation, loading/unloading, installation, and all other incidental charges.
- No additional charges shall be payable by IGNCA beyond the quoted rates.

Right of Acceptance:-

- IGNCA reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason.
- IGNCA also reserves the right to increase or decrease the quantity of the items to be procured, as required.

Penalty Clause:-

In case of delay in supply and installation beyond the stipulated period, a penalty may be imposed by the Competent Authority as per applicable rules and tender conditions.

Evaluation Criteria:-

- The quotations shall be evaluated based on compliance with the technical specifications, reasonableness of rates, product quality, and relevant experience of the bidder.

Financial Bid Format:-

- The bidder shall quote the unit rate and total amount, inclusive of taxes, in the prescribed financial bid format.
- The total shall be indicated clearly in figures.

Item Description:-

Supply, installation, and commissioning of All-in-One Desktop Computers of Dell or HP make, meeting or exceeding the following minimum specifications: 13th Gen Intel Core i5 processor; Windows 11 Home Single Language, English; Intel Graphics; 16 GB DDR4 RAM; 512 GB M.2 PCIe NVMe SSD; 27-inch Non-Touch FHD WVA IPS display; and software including antivirus and Microsoft 365/Office, as applicable.