

## LETTER OF INVITATION FOR TENDER



### NewSpace India Limited

[A Government of India company under Department of Space]

Ref: NSIL/26-27/Laptops and MS Office/01

Dt: 09 April 2026

### Sub: Supply of Laptops and MS Office

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NewSpace India Limited (NSIL), a wholly owned Government of India company under Department of Space (DOS), is the commercial arm of Indian Space Research Organization (ISRO). NSIL as part of its mandate to commercially exploit the products and services emanating from Indian Space Programme, is keen to harness the potential of indigenously developed technology and provide space-based solutions to meet various requirements including the requirements from Govt. and strategic sector related to telecommunication, broadcasting, security etc.

1. NSIL, hereby invites through this **Open Tender for Supply of Laptops and MS Office**.
2. Interested Vendors (viz. our Registered Vendors) shall visit the URL i.e. <https://etenders.gov.in/eprocure/app> for downloading of tender documents, bid preparation, hash submission, bid submission etc. The Tenders shall be duly digitally signed and encrypted by the Tenderers using their class -3 Digital Signature Certificate with encryption
3. The bids in response to this tender is to be submitted electronically in place of offers in 'Hard Copy under Sealed Envelope' as is being done conventionally. Tender Submission, Tender Closing and Opening activities will be done electronically and online. No oral, email, telephone, telegraphic tenders, or tenders submitted in hard copies/physical form will be entertained.
4. The address and contact numbers for sending Bid or seeking clarifications, if any, regarding this tender are given below:

(a)	Bid/ Queries are to be addressed to	Sathish Babu E Manager, Commercial
(b)	Name/Designation of the contact person	Manager, Commercial
(c)	Telephone number of the contact person	080-28282003
(d)	E-mail ID of contact person	E-mail: <a href="mailto:etenders@nsilindia.co.in">etenders@nsilindia.co.in</a> <a href="mailto:purchase@nsilindia.co.in">purchase@nsilindia.co.in</a>

5. Details regarding validity of the bids, mode of submission of bids, evaluation criteria, documents to be enclosed and payment terms are defined in detail in the tender.

6. Schedule of the Bidding Process is as follows:

S. No.	Activity	Schedule
a)	Document reference No	NSIL/26-27/Laptops and MS Office/01
b)	RFP issue date	Refer CPP Portal ( <a href="http://etenders.gov.in">etenders.gov.in</a> )
c)	Last Date for Receipt of Clarification	
d)	<b>Submission of Bid*</b>	

\* No extension of Date will be entertained.

-Sd-  
[Purchase Division]

## NEWSPACE INDIA LIMITED (NSIL), BENGALURU

### TENDER SPECIFICATION

#### Supply of Laptops and MS Office

#### 1. Background

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NewSpace India Limited (NSIL), a Government of India company under Department of Space (DOS), is the commercial arm of Indian Space Research Organisation (ISRO). NSIL has the mandate of enabling Indian Industries to scale up high-technology manufacturing and production base for meeting the demands from domestic and international customers. NSIL's major businesses involves building satellite and launch vehicles; owning and operating satellites; providing launch services onboard ISRO's operational launch vehicles to global customers; providing satellite-based services (Earth observation and communication); establishing ground segment and providing mission support services; and technology transfer to Indian Industries.

#### 2. Scope of Work:

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The detailed scope of the work with Bill of Quantity, specification of the **Supply of Laptops and MS Office** is given in **Appendix- A, B**.

#### 3. Eligibility Criteria

##### 3.1. General

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- a. Certificate of Incorporation, Copies of Memorandum of Articles of Association, Bye laws and certificate of registration (in case of registered co-operative societies), Partnership deed (in case of partnership firm) should be submitted.
- b. The bidder should be registered with the Central/ State Tax department and carry a valid PAN. Copy of PAN, GST details should be submitted.
- c. The bidder hasn't been blacklisted by central/ state Government institution.

##### 3.2. General Terms

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- a. GSTIN Rate and HSN Code: Vendors registered under GST shall mention their GSTIN applicable rate and HSN code wherever necessary as per GST Law.
- b. Delivery of the item should be made as per commercial terms attached in the tender.
- c. Wherever supply, installation, commissioning & training is involved, the bidders shall clearly specify the delivery period for supply of items, time required for installation & commissioning etc.
- d. Security Deposit (SD): SD will be applicable if the Purchase Order value is above Rs 5 lakhs. SD at the rate of 3 per cent of order value to be submitted

in the form of Bank Guarantee valid till successful completion of PO or Contract if awarded

- e. Liquidated Damages Clause (LD): The delivery period should be realistic. The delivery period so quoted and mentioned in the order is the essence of the PO or Contract. In case of delay in delivery of material as per the delivery schedule LD at 0.5 per cent per week or part thereof on the undelivered portion subject to a maximum of 10 per cent of the contract value shall be levied. Wherever installation and commissioning are also involved the supply will be deemed to have been completed only when the entire Stores is supplied, installed, and accepted
- f. LD, SD clauses are mandatory and offer without acceptance of these clauses will not be considered for evaluation
- g. Delivery terms: Our standard delivery requirement is mentioned in the Appendix-B: Technical terms & conditions. In case any vendors offer delivery term of Ex-Works, Packing and Forwarding charges, if any, should be indicated separately either as a percentage of the quoted rate or as a lumpsum amount else their offer will be considered as invalid.
- h. All registered MSME vendors are requested to provide their Registration and Ownership details.
- i. Vendors may please note that MSMEs are not exempted from the submission of Security Deposit.
- j. Vendors shall provide the name address email ID and contact number of authorised officials in order to contact in case of need.
- k. If any vendor submits forged or false documents along with their bids, the offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.
- l. Tenders are not transferable and in case any vendor is not interested or able to submit their tenders such vendors may send their regret letter.
- m. Copy of latest filed tax returns
- n. Details of registration Number, PAN Card, GST, TIN, NSIC, MSME registration etc.
- o. The address of registered site works / workshop / etc.
- p. PO will be placed on technically and commercially suitable lowest offer basis and NSIL reserves the right to split the order on L1 basis.
- q. NSIL has the right to cancel the tender without assigning any reason thereof.

Note: All necessary documentation in support of the above to be furnished.

#### **4. Guidelines for Tender submission**

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Bid submission process is explained hereunder:

#### 4.1. Submission of Tender Proposal

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- **It is a Two-Part Bid.**
- The interested Bidders may fill up the details in the application forms attached as **Annexure – 1 to 5.**
- All pages of the Proposal being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents.
- Un-signed & un-stamped Proposal shall not be accepted.
- Proposal NOT submitted as per the specified format will be out-rightly rejected.
- The interested bidders may submit their Proposal (Online) to NSIL on or before the deadline for submission of tender.
- Any Proposal received by NSIL after the prescribed deadline for submission of Proposal will be summarily rejected.
- Any deviation from the Tender specifications & terms and conditions will not be accepted.
- After the completion of the selection process, the selected Bidder will be informed online as well as via email.
- Commercial Bids of only Technically qualified bidder will be opened for further evaluation.

#### 5. Terms and Conditions

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The selection process, other terms and conditions are described hereunder:

##### 5.1. Selection Process

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- a. A committee constituted for this purpose would evaluate the proposal. If required, information related to the tender would be called from the Bidders
- b. Financial Proposal should not have any conditionality attached or deviations from the Price Quote format as indicated in the Bid document. Bids with conditions attached may be treated as non-responsive and liable for rejection at the discretion of the Authority.
- c. The Authority reserves the right to examine price in the Financial Bid to verify the feasibility of the programme. In case the price is substantially less than the market price (predatory pricing) / Authority's purchasing price or any other malpractices observed in the price bid, NSIL reserves the right to disqualify the Bidder
- d. If the shortlisted bidder denies to enter contract/ honour the supply order, the bidder shall be blacklisted for a period of three years.

## 5.2. Instruction to Bidders

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- a. All available technical literature, catalogues, and other data in support of the specifications and details of the items should be furnished along with the offer.
- b. Samples, if called for, should be submitted free of all charges by the tenderer and the Purchaser shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of nonacceptance of tender, the tenderer will have to remove the samples at his own expense.
- c. Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensional details are available, the same should also be indicated in your offer.
- d. **Specifications:** Stores offered should strictly confirm to our specifications. Deviations, if any, should be clearly indicated by the tenderer in his quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature, and samples, wherever necessary, along with the quotations. Test Certificates, wherever necessary, should be forwarded along with supplies. Wherever options have been called for in our specifications, the tenderer should address all such options. Wherever specifically mentioned by us, the tenderer could suggest changes to specifications with appropriate response for the same.
- e. Tax and/or other duties/levies legally leviable and intended to be claimed should be mentioned in the price bid template. If nothing is mentioned, then it will be presumed that the rate quoted is inclusive of all taxes/duties.
- f. **Performance Security Deposit:** Wherever, the Purchase Order value is Rs. 5.00 Lakhs or more, on acceptance of the tender, the Contractor shall, at the option of the Purchaser and within the period specified by him, deposit with him, in the form of performance Bank Guarantee (PBG), security deposit between 3 – 10% percent of the value of the Contract as the Purchaser shall specify in the Purchase order
- g. The Purchaser reserves the right to place order on the successful tenderer for additional quantity up to 25% of the quantity offered by them at the rates quoted

## 5.3. Acceptance of Stores

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- a. The term Contractor shall mean, the person, firm or company with whom or with which the order for the supply of Stores is placed and shall be deemed to include the Contractor's successors, representative, heirs, executors and administrators unless excluded by the Contract.
- b. The term Purchaser shall mean NSIL.
- c. The term 'Stores' shall mean what the Contractor agrees to supply under the Contract as specified in the Purchase Order including erection of plants & machinery and subsequent testing, should such a condition be included in the Purchase Order.

- d. The stores shall be tendered by the Contractor for inspection at such places as may be specified by the purchaser at the Contractor's own risk, expense, and cost.
- e. It is expressly agreed that the acceptance of the stores Contracted for, is subject to final approval by the purchaser, whose decision shall be final.
- f. If, in the opinion of the purchaser, all or any of the stores do not meet the performance or quality requirements specified in the Purchase Order, they may be either rejected or accepted at a price to be fixed by the purchaser and his decision as to rejection and the prices to be fixed shall be final and binding on the Contractor.
- g. If the whole or any part of the stores supplied are rejected in accordance with Clause No. (c) above, the purchaser shall be at liberty, with or without notice to the Contractor, to purchase in the open market at the expense of the Contractor stores meeting the necessary performance and quality Contracted for in place of those rejected, provided that either the purchase, or the agreement to purchase, from another supplier is made within six months from the date of rejection of the stores as aforesaid.
- h. **Rejected Stores:** Rejected stores will remain at destination at the Contractor's risk and responsibility. If instructions for their disposal are not received from the Contractor within a period of 14 days from the date of receipt of the advice of rejection, the purchaser or his representative has, at his discretion, the right to scrap or sell or consign the rejected stores to Contractor's address at the Contractor's entire risk and expense, freight being payable by the Contractor at actuals.

#### 5.4. Despatch

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The Contractor is responsible for obtaining a clear receipt from the Transport Authorities specifying the goods despatched. The consignment should be despatched with clear Railway Receipt/Lorry Receipt. If sent in any other mode, it shall be at the risk of the Contractor. Purchaser will take no responsibility for short deliveries or wrong supply of goods when the same are booked on 'said to contain' basis. Purchaser shall pay for only such stores as are received by them in accordance with the Contract.

The Contractor will be held responsible for the stores being sufficiently and properly packed for transport by rail, road, sea, or air to withstand transit hazards and ensure safe arrival at the destination. The packing and marking of packages shall be done by and at the expense of the Contractor. The purchaser will not pay separately for transit insurance, all risks in transit being exclusively of the Contractor and the Purchaser shall pay only for such stores as are received in good condition in accordance with the Contract.

Preference will be given to those tenders offering supplies from ready stocks and based on FOR destination/delivery at site.

### **5.5. Force Majeure**

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Neither party shall bear responsibility for the complete or partial non- performance of any of their obligations (except for failure to pay any sum which has become due on account of receipt of services under the provisions of the present assignment/ Contract) if the non-performance results from such force majeure circumstances such as, but not restricted to, flood, fire, earthquake, civil commotion, sabotage, explosion, epidemic, quarantine restriction, strike, lock-out, acts of the Government either in its sovereign or Contractual capacity, hostility, acts of public enemy and other acts of God as well as war or revolution, military operation, blockade, acts or actions of State authorities or any other circumstance beyond the control of the parties that have arisen after the conclusion of the present assignment/Contract.

### **5.6. Arbitration**

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Differences and disputes, if any arising between NSIL and the bidder at the time of execution of the assignment shall be settled mutually. Unsettled disputes, if any, shall be referred to a single / sole arbitrator to be appointed by Chairman-cum-Managing Director, NSIL, whose decision shall be binding on both the parties. The arbitration proceedings shall be governed by Indian Arbitration & Conciliation Act 1996 and the rules thereunder or any statutory modifications thereof for the time being in force. The venue of the arbitration shall be Bengaluru. The expenses of the arbitration shall be equally shared or shall be as per the decision of the Arbitrator.

### **5.7. Confidentiality**

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- a. The selected bidder and their personnel shall not, either during the term or after expiration of this work order, disclose any proprietary or confidential information relating to the services, contract or business or operations of NSIL or its customer without the prior written consent of NSIL. Any violation of this clause will result in disqualification of the bidder and may result in not only rejection of the bid/ withdrawal of contract but also in penalization by NSIL including black listing of the Bidder apart from compensation for loss.
- b. The selected bidder has to execute Non-Discloser Agreement (NDA) to the above effect.
- c. The Bidder shall NOT disclose the content of the Tender or details in part or in full or any provisions thereof to any persons other than those employed / engaged by the bidder in the performance of the contract. Any violation of this

clause will result in disqualification of the bidder and may result in not only rejection of the bid/ withdrawal of contract but also in penalization by NSIL including black listing of the Bidder.

#### **5.8. Risk Purchase**

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If the vendor fails to supply within the delivery period or any extension allowed by purchaser, NSIL will have right to procure the same from any other available source at the risk and cost of the vendor. Wherever risk purchase clause is enforced, the vendor is liable to pay the additional amount, if any, spent by NSIL as against the value of the purchase order/contract in addition to NSIL right to avail other remedy available at its discretion.

**Note: The above terms and conditions 1 to 5.8 is generic to all tenders floated by NewSpace India Limited. However, the exact terms and conditions specific for this tender is laid down under Appendix-B: Technical terms & conditions of this tender document.**

## 5.9. Annexures and Appendix

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The following annexures and appendixes are included in the Tender document:

- Appendix-A: Bill of Quantity
- Appendix-B: Technical Specifications
  - Annexure-1: Covering Letter
  - Annexure-2: Check list
  - Annexure-3: Undertaking Form
  - Annexure-4: No Deviation Certificate
  - Annexure-5: Declaration of Local Content

**Note: Bidder Should not include commercial bid in the technical proposal, which would lead to disqualification of the proposal.**

**Appendix-A: Bill of Quantity.****Supply of Laptops and MS Office**

Sl. NO	Description	Qty (Nos)
1	Dell 16 Plus Laptop (Detailed Technical Specification as per Appendix B)	01
2	Laptop, MS Office & accessories (Detailed Technical Specification as per Appendix B)	01
3	HP Omni book 7 with MS Office (Detailed Technical Specification as per Appendix B)	01

**GST Charges:** Please mention the percentage of GST

**Note:** Above quoted price should include installation, Packing, Transportation, and other costs towards delivery of Item.

**Delivery Address:** NewSpace India Limited, 11th floor, Brigade Rubix, Watch factory Road, Phase-1, Peenya, Bengaluru, Karnataka – 560013.

**Delivery Period:** Delivery shall be completed within 15 days from the date of PO Placement.

**Payment Terms:** Payment shall be made within forty-five (45) days from the date of successful delivery and installation

**Price Validity:** The prices quoted is valid till 120 Days from the date of tender closing.

## Appendix-B: Technical Specifications

### 1. Dell 16 Plus Laptop

Sl. No	Description & Specification	Agreed / Not Agreed
1	Memory 16 GB	
2	Storage 512 GB SSD	
3	Processor Intel Core ultra 7 256V	
4	OS Windows 11 Home	
5	Display 16.0 inch	
6	Colour Ice Blue	
7	01-year OEM warranty and Warranty certificate from the Seller	

### 2. Laptop, MS Office & Accessories

Sl. No	Description & Specification	Agreed / Not Agreed
1	16 GB RAM	
2	1 TB SSD	
3	Intel Core i7 Processor	
4	Clock Speed 3 GHz or more	
5	Windows 11	
6	Display 15.6 inch	
7	MS Office preinstalled (Latest Version)	
8	Carry bag	
9	Accessories <ul style="list-style-type: none"> <li>• Wireless Mouse</li> <li>• Headset with mike</li> <li>• USB type-C HUB</li> </ul>	
10	01-year OEM warranty and Warranty certificate from the Seller	

### 3. HP Omni book 7 with MS Office

Sl. No	Description & Specification	Agreed / Not Agreed
1	32 GB RAM	
2	1 TB SSD	
3	Intel Core ultra 7 255H Processor or better	
4	Windows 11	
5	Display 14-inch Screen	
6	MS Office latest version	
7	Carry bag	
8	01-year OEM warranty and Warranty certificate from the Seller	

**Annexure 1: Covering Letter**

(To be given in the Company Letter Head  
by the authorized representative of the Bidder)

To

Purchase Division  
NewSpace India Limited (NSIL)  
ISRO HQ Campus  
New BEL Road  
Bengaluru-560 094  
Ph: 080 2828 2003  
E-mail: [purchase@nsilindia.co.in](mailto:purchase@nsilindia.co.in)

**Sub: Supply of Laptops and MS Office**

Dear Sir,

1. Having examined the Tender document and annexures thereto, we would like to clearly state that we qualify for the work envisaged under this Tender and meets all eligibility criteria indicated in the Tender document.
2. I/We are in conformity with the Tender document and offer **Supply of Laptops and MS Office** as per the Tender document and the terms and condition. If selected, we offer to execute the work allotted to us within the time frame specified for the work. We would NOT outsource the work to any other associate / franchisee/ third party under any circumstances.
3. I/We agree to execute an agreement, in the form to be communicated by NSIL, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard and notice of the award within time prescribed after notification of your intention to accept this Proposal.
4. I/We understand that if the details given in support of claims made above are found to be untenable or unverifiable or both, our Proposal may be rejected without any reference to us. We further clearly understand that NSIL is not obliged to inform us of the reasons of rejection of our Proposal.
5. It is certified that the information furnished in this Proposal is true and correct to the best of our knowledge and nothing has been concealed or tampered with.
6. I am duly authorized to sign the documents/ Proposal for and on behalf of our Company/ Firm. Checklist, Company details, Undertaking Form and Technical Specifications as per the template are enclosed herewith.

Date:

Signature:

Name

Place:

Designation

Official stamp

**Annexure-2: Check-list****Sub: Supply of Laptops and MS Office****Check List for Relevant Documents to be submitted**

<b>S. No.</b>	<b>Document</b>	<b>Attached (Yes/No)</b>
01	Enclose copy of Bidder registration details with date of incorporation.	
02	Copy of Memorandum and Articles of Association / Partnership Deeds	
03	Copy of PAN/ TAN/ TIN/ GST Registration No	
04	Address of registered Site Works/ Workshop etc.,	
05	Copy of Latest filed tax returns	
06	Status of the Company (If MSME, attach a copy of latest certificate)	
07	Acceptance to Appendix A, B	
08	No deviation to term terms and condition (Annexure- 4)	
09	Signed and scanned copy of complete Tender document in lieu of acceptance of tender terms.	
10	Technical Bids and Commercial Bids are enclosed separately	
11	Declaration of Local Content	
12	ISO 9001:2015 Certification and other certifications, if any. Copy to be enclosed.	

Signature of authorized representative  
With Office Seal

Date: -----

**Annexure-3: Undertaking Form**

(To be given in the Company Letter Head  
by the authorized representative of the Bidder)

To

Purchase Division  
NewSpace India Limited (NSIL)  
ISRO HQ Campus  
New BEL Road  
Bengaluru-560 094  
Ph: 080 2828 2003  
E-mail: purchase@nsilindia.co.in

Dear Sir,

**Sub: Supply of Laptops and MS Office**

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I / We hereby declare that our Firm/ Company, at the time of bidding:

- a) possess the necessary professional, technical, financial, and managerial resources and competence as required in this Tender
- b) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- c) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons.
- d) Read and understood the Tender document and comply with the terms & conditions of the Tender.
- e) Information provided in the Proposal submitted to NSIL is correct and true to best of my/ our knowledge.

Signature:

Date:

Name

Place:

Designation

Official stamp

**Annexure-4: No deviation certificate**

(To be given in the Company Letter Head  
by the authorized representative of the Bidder)

To

Purchase Division  
NewSpace India Limited (NSIL)  
ISRO HQ Campus  
New BEL Road  
Bengaluru-560 094  
Ph: 080 2828 2003  
E-mail: purchase@nsilindia.co.in

Dear Sir,

**Sub: Supply of Laptops and MS Office**

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I / We hereby declare that our Firm/ Company fully accept the terms and condition of the subject tender document and there are no deviations to the tender document in our bid response.

Date:

Place:

Signature:

Name

Designation

Official stamp

**Annexure-5: Declaration of Local Content**

(To be given in the Company Letter Head  
by the authorized representative of the Bidder)

To

Purchase Division  
NewSpace India Limited (NSIL)  
ISRO HQ Campus  
New BEL Road  
Bengaluru-560 094  
Ph: 080 2828 2003  
E-mail: purchase@nsilindia.co.in

Dear Sir,

**Sub: Supply of Laptops and MS Office**

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In line with Government Public Procurement (Preference to Make in India), Order 2017, P-45021/2/2017-PP (BE-II) dated 16.09.2020 and subsequent clarification No P-45021/102/2019-BE-II-Part (1) (E-50310) dated 04.03.2021, we hereby certify that we M/s \_\_\_\_\_, that the supplied product has \_\_\_\_\_ (in %) of Local content.

Signature:

Date:

Name

Place:

Designation

Official stamp