

**Request for Proposal (RFP)
for
Supply of Lenovo Laptops**

Ref: TLF/RFP/DL/2025-26/20441/Laptops

I. Summary of Deadlines:

Release of Request for Proposal	25 th October 2025
Registration Link for Pre Bid Meeting	Registration Link:- https://forms.gle/FZ9auSGVhN5pK3oP9
Clarifications if any by	28 th October 2025
Bid Submission Closing Date	1 st November 2025 <i>Please submit proposals in the following respective Google Forms -</i> 1. Technical: https://forms.gle/LjVAaAHbcPd2Vysr7 2. Financial: https://forms.gle/bbLf5PqgF4gGirqb9
Technical Bid Opening	3 rd November 2025
Financial Bid Opening	By 10 th November 2025
Finalization of Contract	TBD <i>(to be intimated to the awardee only)</i>

Please note that TeamLease Foundation reserves the right to modify this schedule as needed. All prospective bidders who have confirmed interest by the due date as above, will be notified of any changes simultaneously by email.

II. TLF Statement of Business:

Launched in 2011, TeamLease Foundation (TLF) promotes vocational education, education, Livelihood and healthcare. We offer end-to-end, blended, scalable solutions across 7500+ pin codes. Over the past year, we've made over one and half a million-youth employable, with a strong focus on empowering women to join today's workforce. 40% of our beneficiaries are women. A direct impact we'd like to highlight - there is a 70% increase in the household income of beneficiaries who get placed through our programs. TLF is also the sponsor body of TeamLease Skills University (TLSU) is India's First Vocational Skills University, established under Public-Private-Partnership with the Government of Gujarat (Gazette Notification: Gujarat Act No. 18 of 2013) under Gujarat Private Universities (Amendment) Act, 2013 with effect from 22nd April 2013.

III. Scope of Work/ Specification/ Configuration and Key Deliverables:

TLF is actively engaged in enhancing infrastructure and promoting digital education across multiple locations throughout India. Currently, we are seeking a service provider capable of Supplying of **Laptops** in various schools/ Project Office/ Regional and National offices of TLF.

Specification of Supply of Laptops

Lenovo IdeaPad Slim 3 Intel Core i3 12th Gen 14-inch FHD Thin & Light Laptop (8GB/512GB SSD/Windows 11/Office 2021 – Initial quantities required are **25**

IV. Bidding Process:

Bidders are advised to study the RFP Documents carefully. Any bid shall be deemed to have been submitted after careful study and examination of all instructions, eligibility criterion, terms and conditions and required scope of work/ technical specifications Bids not complying with all the given aspects in this RFP Document or submission of a bid not substantially responsive to the RFP Document in every respect will be submitted at bidder's risk and may result in the rejection of the bid.

V. Bid Submission:

Bidders are advised to submit bid online in the below mentioned Google forms link -

1. **Technical Bid Submission Link-** <https://forms.gle/LjVAaAHbcPd2Vysr7>
2. **Financial Bid Submission Link-** <https://forms.gle/bbLf5PqgF4gGirqb9>

Note: Technical bid and financial bid are to be submitted separately in separate links.

Following points are to be kept in mind while submitting the bids-

1. All Bid must contain the complete address of firm, including contact number/ email ID of the person who is authorized to submit the bid under their signatures.
2. All bids must be signed on all pages by the bidder. Unsigned bids shall not be entertained/ accepted.
3. All pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents.
4. Bids not submitted as per the specified format and nomenclature or ambiguous in nature will be liable to be rejected.
5. The interested bidders may submit their bid to TLF on or before the date mentioned in this RFP Documents. Any bid received by TLF after the prescribed deadline for submission of bids will be rejected and no further correspondence in this regard will be entertained.
6. Financial bid should be prepared as per **Annexure II** given in the RFP Documents. Same is also to be uploaded in google forms too.
7. Bidders shall indicate their rates in clear/ visible figures as well as in words. In case of a mismatch, the rates written in words will prevail.
8. At any time prior to the last date for submission of bids, TLF, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP Documents by an amendment and publish the revised version of the RFP.
9. The contract panel may consist of maximum three vendors for each item. However, TLF reserves the right to review the performance of the panel of vendors and terminate the contract of such vendors whose performance is not found satisfactory. The decision of TLF will be final in this regard.
10. TLF will issue Purchase Order(s) (PO) during the period up to 31-March-2026. as per the required quantities and as per the rates and other terms of the Purchase Order.
11. TLF may issue separate Purchase Order(s) PO based on its actual requirements to the Successful Bidder(s) for providing Product(s) and / or Service(s) and there is no minimum or prior commitment for such orders under this RFP.

12. Offered products should be latest and should not have End of Life / End of Support before warranty expires.
13. The successful bidder will be expected to provide all the necessary support for delivery of the items, warranty and required support during the warranty period.
14. Delivery of the Tablets specified in this RFP should be within **1 week or 5 working days** from the PO date
15. Successful bidder will ensure delivery, installation and operationalization of all products /components under the contract before acceptance testing / examination, and the Warranty period will commence only on acceptance of the products
16. If, during the warranty period, any system as a whole or any subsystem has any failure on two or more occasions in a period of 3 months, it shall be replaced by equivalent new equipment by the Vendor at no cost to TLF
17. The successful bidder shall be fully responsible for the manufacturer's warranty for all equipment, accessories, spare parts etc. against any defects arising from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / vendor or any defect that may develop under normal use of supplied equipment during the warranty period
18. In case of any deviations, specific exemption may be sought on case-to-case basis from the respective Departments placing the Service Request
19. Printed terms and conditions of the bidders will not be considered as forming part of their bid. In case terms and conditions as given in the RFP Documents are not acceptable to any bidder, they should clearly specify the deviations in their bids.
20. Bids complete in all respects along with supporting documents, must be submitted as per the RFP requirements. No physical document is to be submitted by the bidders.
- 21. NO conditional Bid will be entertained and will be rejected.**
22. Parallel Contracts - TLF may also execute parallel contracts with more than one firm on the lowest approved rates on the same terms and conditions. These parallel contracts will be utilized if the original L1 substantially technically qualified bidder is not in a position to supply material as per TLFs requirement within the time frame indicated in the bid.

VI. Proposal Requirements - Financial:

The Financial proposal/ quotation should contain prices of all services and Items including Installation and Transportation etc. with all the terms & conditions inclusive of payment terms.

Financial proposal should include:

- Breakdown of costs associated with each service.
- Clear pricing structure for each component.
- Please mention TAT / delivery time for each supply.
- It is to be submitted separately as per **Annexure II**. No conditional price is to be quoted.

VII. Proposal Requirements – Technical & Financial:

The technical proposal should cover at least below areas:

A. Applicant eligibility requirement(s):

1. The bidder organization should be registered as a legal entity for doing business in India. In addition, it should have all kind of active licenses and permission related to the supply of goods as per RFP.
2. The applicant must have demonstrated ability to provide expert services in the area of supply, and delivery of products for which they are participating in this tender.

B. Technical Requirements:

The bidder should provide information on overall qualifications, including:

1. As a legal entity which has been in business for at least 3 years.
2. Profile of organization/s
3. Goods and Services offered by the organization.

4. Profile of relevant experience, number of years in business and examples of related work.
5. Clients handled and reference of clients.
6. Presence in PAN India or in required location.
7. **Only for-profit entities can apply. Nonprofits (NGO) are not eligible within this point to apply under this bid.**

C. Application Guidelines:

Application/ Bid must be submitted in English Language only and should contain:

1. Covering letter with reference to all enclosures and attachments (application/ covering letter should not be more than 10 pages in length and should cover the following-
2. Organization profile, including relevant experience in supply of Laptops/ computers.
3. Detailed of supplies with TAT
4. Copy of all the license and certificates.
5. Technical bid
6. Financial bid

D. Mandatory Attachments:

Please submit the following as enclosures or attachments with your proposal. If you do not submit these documents, your proposal **will not be** considered for review:

1. Copy of registration documents/ certificate and most recent renewal as a legal entity
2. Copy of PAN & TAN
3. Copy of Cancelled Cheque
4. Copy of GST Registration
5. Copy of Authorized dealership issued by the OEM for the current year
6. Copy of MSME registration certificate (if registered)
7. Copies of last two years ITR
8. Technical bid form as per Annexure I

VIII. Proposal Evaluation Process:

A. Application Evaluation Process:

1. Application received by TLF will be reviewed to determine completeness of application (based on application guidelines detailed above) and eligibility of applicants. Applications that do not meet eligibility requirements will be eliminated following this review and shall not be considered further.
2. All bids received by the stated closing date and time for bid submission will be evaluated, according to the conditions described in selection criteria below.
3. The final selection would be based on the technical evaluation of the bids followed by evaluation of financial proposal.
4. Successful bidder(s) will be notified in writing by email (or by telephone, in cases where the bidder cannot be reached by email). The bidder must confirm acceptance in writing within the time specified in the email communication.

B. Evaluation Criteria:

1. The bidders who substantially meet the "Bid Requirements – Technical" (**Section VII**) shall fall in the category of technically qualified bidder.
2. The unit prices quoted by such technically qualified bidders shall be evaluated and compared.
3. The bidder quoting the lowest price shall be considered for final issuance of Purchase Order from the suppliers qualified by TLF, based on all other criteria.

NOTE: TLF reserves the right to reject bids that do not meet eligibility or bid submission requirements (as detailed above) without further notice to the bidders. Issuance of this RFP does not constitute a commitment on the part of TLF nor does it commit TLF to pay for the costs incurred in submission of

bid. Further, TLF reserves the right to reject any or all bids received and to negotiate separately with a bidder, if such action is considered to be in the best interest of TLF.

IX. Instructions and Deadlines for Responding:

A. TLF Procurement Contact:

Any communication must be sent to: india.procurement@teamleasefoundation.org

B. Confirmation of interest:

Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than due date given in Section-I. Send the confirmation to the contact listed above.

C. Request for clarifications:

Request for clarifications/ questions on this solicitation will be accepted via email at the mail Id listed above by due date given in Section – I. Clarifications will be provided to all prospective bidders who would have expressed their interest. Please note that responses will not be confidential except in cases where proprietary information is involved. Any enquiries after the specified date would not be entertained.

D. Due date and time of Bid Submission:

1. All completed bids need to be submitted via google form with the link shared above.
2. The subject line of the email should read: **"TLF/RFP/DL/2025-26/20441/LAPTOPS (firm name)"** in case of any query or clarification.
3. We advise that you send files in commonly recognized Microsoft formats or PDF. TLF will not take responsibility for resolving technical transmission problems with bids.
4. Submission of hard copies of the proposal is not required.
5. The bid should only include information specific to accomplishing the "scope of work". Additional information submitted outside of the proposal requirements will be reviewed at TLF's discretion only.

E. Selection of the Bidder:

TLF reserves the right to select from among the bids received. TLF has the option to interview and discuss specific details with those bidders who have submitted their bids.

F. Receipt, Evaluation and Handling of Bids:

Once a bid is received before the due date and time, the TLF will:

1. Log the receipt of the bids and record the business information.
2. Review all bids and disqualify any non-responsive ones (that fail to meet the terms set out in RFP Documents) and retain the business details on file with a note indicating disqualification.
3. Evaluate all bids objectively in line with the criteria specified in the RFP Documents.

G. Conflict of Interest:

1. The bidders must disclose in their bid details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest. This disclosure must extend to all personnel proposed to undertake the work.
2. Where bidders identify any potential conflicts, they must state how they intend to avoid any impact arising from such conflicts. TLF reserves the right to reject any bid which, in TLF's opinion, could potentially give rise to a conflict of interest.
3. With respect to this condition, please be advised that the organizations that may fall within the scope of this clause will include those with which TLF has any present association.

H. General Disclosures:

Bidders must disclose:

1. If they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the bidders including but not limited to the

- appointment of any officer such as a receiver in relation to the Bidder personal or business matters or an arrangement with creditors or of any other similar proceedings.
2. If they have been convicted of, or are the subject of any proceedings, relating to:
 - i. A criminal or other offence involving the activities of the organization or found by any regulator or professional body to have committed professional misconduct.
 - ii. Corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract with TLF, or any other contracting body or authority.
 - iii. Failure to fulfil any obligations on account of payment of any taxes.

X. Terms and Conditions of Solicitation:

A. Notice of non-binding solicitation:

TLF reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality:

All information provided by TLF as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, TLF will seek appropriate remedies as allowed.

Proposals, discussions, and all information received in response to this solicitation will be held strictly confidential, except as otherwise noted.

C. Communication:

All communications regarding this solicitation shall be directed to appropriate parties at TLF indicated in Section VII. A. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

D. Acceptance:

Acceptance of a proposal does not imply acceptance of its terms and conditions. TLF reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

E. Right to final negotiation:

TLF reserves the option to negotiate on the final costs and final scope of work, and also reserves the option to limit or include third parties at TLF's sole and full discretion in such negotiations.

F. Third Party limitations:

TLF does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit TLF in any way without our express written consent.

G. Quotation Validity:

Proposals submitted under this request shall be valid up to 31st March 2026 from the date the proposal is due. The validity period shall be stated in the proposal submitted to TLF.

H. Delivery Proof:

Before and upon delivery of the equipment, the Supplier must notify TLF and deliver the following documents

- i. Original invoice along with two copies of the Supplier's invoice must be submitted. Invoices must be signed in original and duly stamped;
- ii. The original invoice submitted must be in the name of *Teamlease Foundation* and the name of the consignee and Purchase Order Number must also be mentioned

- iii. Serial number of supplied equipment with make & model details must also be mentioned on the invoices along with the PO number

I. Payment Terms

Payment for Goods shall be made in Indian Rupees. 50% advance payments and balance 50% will be paid after successful supply along with necessary stock entry details from each Consignee location.

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**ANNEXURE – I
LETTER OF BID**

To,
Team Lease Foundation

Sub: "Bid for supply and delivery of Laptops

Dear Sir,

1. Having examined the RFP Documents and appendix thereto, we, the undersigned in conformity with the said document, offer to provide the said goods as given in the RFP Documents
2. We undertake, if our bid is accepted, with the Sub: "**TLF/RFP/DL/2025-26/20441/Laptops (firm name)**" the time frame specified, starting from the date of receipt of issue of Work Order/ Purchase Order (WO/PO) from TLF.
3. We agree to execute a PO/ WO in the form to be communicated by TLF, 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 the time prescribed after notification of your intention to accept this bid.
4. We would like to clearly state that we qualify for this work based on all the eligibility requirements indicated by you in the RFP Documents.
5. We certify that all the information mentioned in Annexure I in this covering letter is true and correct.
6. We understand that if the details given in support of the claims made above are found to be wrong or untenable or unverifiable our bid may be rejected without any reference from us. We further clearly understand that TLF is not obliged to inform us of the reasons for rejection of our bid.
7. It is certified that the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of the bid and are liable to any punitive action for furnishing false information/ documents.
8. We agree that you are not bound to accept the lowest or any Bid Response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the goods /products specified in the Bid Response without assigning any reason whatsoever
9. We certify that we have provided all the information requested by TLF in the format requested for. We also understand that TLF has the exclusive right to reject this offer in case TLF is of the opinion that the required information is not provided or is provided in a different format

For and on behalf of
(mention name of you firm)

Signature:

Name*:

Designation:

(Company Seal)

Dated this _____ day of month 2025

* The person should be duly authorized to sign the bid for an on behalf of the firm/ company.

...Cont...

ANNEXURE – I (Cont..)
TECHNICAL BID

Bid Ref No - Ref: TLF/RFP/DL/2025-26/20441/LAPTOPS

1	Name of the Supplier/ Agency	
2	Entity Type	
3	Address:	
4	Email ID	
5	Phone No.	
6	Incorporated as: ((Company, State Registered Firm, Co-operative Society or Partnership Firm)	
7	Date of Incorporation	
8	Whether any Legal Arbitration/proceeding is instituted against the bidder or the bidder has lodged any claim in connection with works carried out by them (Yes/ No)	
9	If yes please provide details	
10	Whether the bidder complies with the requirement of Registration under the Contract Labor (Regulation and Abolition) Act (Yes/ No)	
10.1	Bidders Profile:	
10.2	Name of the top executive:	
10.3	Designation	
10.4	E-mail ID	
11	Mobile Number	
12	Staff Strength – Technical	
13	Staff Strength – Administrative	
13.1	Bidder's Turn Over (₹)	
13.2	FY 2021-22	
13.3	FY 2022-23	
13.4	FY 2023-24	
13.5	FY 2024-25	

Documents in support of the above may be furnished with page numbers indicated in the index. Please use separate sheets wherever necessary.

Thanking you,
Yours Truly,
For and on behalf of
(mention name of you firms)

Signature:
Name*:
Designation:
(Company Seal)
Dated this _____ day of month 2025
* Note all fields are mandatory.

**ANNEXURE – II
FINANCIAL BID**

Bid Ref No - Ref: TLF/RFP/DL/2025-26/20441/Laptops

Date:

Name of the Bidder:

Details of pricing:

Sl. No.	Particulars	Quantities	Unit Price (₹)	GST (₹)	Total Unit Price (₹) Inclusive of GST	Remarks
(A)	(B)	(C)	(D)	(E)	(F) = (D+E)	(F)
1	Lenovo IdeaPad Slim 3 Intel Core i3 12th Gen 14-inch FHD Thin & Light Laptop (8GB/512GB SSD/Windows 11/Office 2021 with bag	01				
	Total for 1 quantity (₹)					
	Total for 1 quantity (in words)					

Note(s):

1. The rates quoted should be as per industry standards.
2. Bids quoting zero or incredibly low rates compared to the industry prevalent rates will be rejected.
3. The rates finalized will not be changed throughout the period as per # 5 below
4. The selected agency (ies) will provide service all over India if required.
5. This rate will be valid upto 31st March 2026
6. TLF may place purchase orders per their requirement and in a phased manner. The approximate minimum total quantity would be 25 units
7. The selected vendor to ensure delivery in 7 working days from issue of PO
8. Delivery location – PAN India (as per requirement), initial requirement for North India

Additional Information by bidder (if any):

1.

Thanking you,
Yours Truly,
For and on behalf of
(mention name of you firm)

Signature:

Name*:

Designation:

(Company Seal) Dated this _____ day of Month 2025