

## TENDER NOTIFICATION

Tender Notification No. IGEIC/1/LAPTOP/2024-2025

i-GEIC invites offers for “Laptop AMD Ryzen 3/ Intel Core i3 or equivalent (10 Nos.) and AMD Ryzen 5/ Intel Core i5 or equivalent (10 Nos.)” from experienced and qualified vendors.

<b>Tender Due Dates</b>		
1	Date for Availability of Tender Document on the website	01.03.2025
2	Last Date for Bid Submission	08.03.2025 03:00 PM
3	The date and time for opening of Bid	08.03.2025 03:30 PM
<b>Tender Fee &amp; EMD</b>		
4	Tender fee (Inclusive of GST)	Rs. NIL
5	EMD	Rs. NIL

### Terms & Conditions

- Tender Documents shall be available only on i-GEIC Website and not for sales elsewhere.
- Delivery at the destination provided by i-GEIC should strictly be completed within the stipulated period of delivery i.e. 15 days from issue of the purchase order.
- If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 0.5 percent of the delivered price of the delayed Goods or unperformed Installation for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10 Percent.
- Technical literature/ hand book /data sheets if any etc. must be sent along with the bid.
- I-GEIC reserves the right to cancel the order in case the items are not supplied within the stipulated period or non - fulfilment of contractual obligations.
- Payment will be made in advance for which the supplier shall submit bills in duplicate. In case of any defects to the laptops supplied by the bidder, it should be replaced by the supplier free of cost.
- The quoted rates shall be basic sales price inclusive of charges like freight, handling, loading, unloading, insurance premiums and placement at the facility supply and deployment. GST will be mentioned separately and will be paid at prevailing rate on date of order.
- A firm should submit only one proposal. If a firm submits more than one proposal, all such proposals shall be disqualified. Also, must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.

- Price quoted should be valid for 15 days from the due date of the tender.
- i-GEIC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- i-GEIC reserves the right to procure items from another source without any prejudice to bidders.
- i-GEIC being the Purchaser, reserves the right to increase or decrease the quantity of Laptops originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions at the time of award of Contract.
- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this tender.
- Interested bidders to submit their bid/quotation along with all requisite documents as per prequalification “on or before due date 08.03.2025, 03:00 PM.

**Late bids will not be considered. Bid should be addressed to**

IT department of India Graphene Engineering & Innovation Centre (i-GEIC) through email at [ithelpdesk@igeic.org](mailto:ithelpdesk@igeic.org)

Place: Thiruvananthapuram

Date: 01.03.2025

### Pre-Qualification Requirements

1. The quotation must be supported with the leaflet/literature of the quoted model of the item by the quoting party/manufacturer and the specifications mentioned in the quotation must be reflected /supported by the technical leaflet/literature. Therefore, the model quoted invariably is highlighted in the leaflet/literature enclosed with the quotation.
2. The bidder must be an Original Equipment Manufacturer (OEM) or authorized distributor/supplier having a direct purchase and support agreement with the OEM. In case the bidder is a dealer or a distributor a valid letter of authorization from the OEM shall be submitted along with the bid.
3. If Supplier and OEM are two different entities, supplier should have local office in India for minimum 3 years and should have proven experience in extending service support for the offered equipment. Necessary documents for verifications of the same shall be submitted along with the bid.

## Annexure I

### **Technical Requirements**

#### A. Entry Level

1.	Quantity	10 No.
2.	Processor	Processor: AMD Ryzen 3/ Intel Core i3 or equivalent
3.	Memory	8-GB RAM
4.	Storage	512 GB SSD storage
5.	Display	35.56 cm (14 inch) or above
6.	Connectivity:	Wifi, Bluetooth, USB and, HDMI ports.
7.	Operating System	Windows 11 or above
8.	Software	MS Office 2021 or above
9.	Warranty	1-year

#### B. Mid Level

1.	Quantity	10 No.
2.	Processor	Processor: AMD Ryzen 5/ Intel Core i5 or equivalent
3.	Memory	16-GB RAM
4.	Storage	512 GB SSD storage
5.	Display	35.56 cm (14 inch)
6.	Connectivity:	Wifi, Bluetooth, USB and, HDMI ports.
7.	Operating System	Windows 11 or above
8.	Software	MS Office 2021 or above
9.	Warranty	1-year

**Financial Bid**

Total payable amount for providing Laptops 20 Nos. (10+10) - at i-GEIC as per the terms and conditions contained in the Tender document shall be Rs. \_\_\_\_\_ (Rupees. \_\_\_\_\_) including all taxes.

<b>Sl.No</b>	<b>Description and Specification</b>	<b>Nos.</b>	<b>Unit Price (Excl. GST)</b>	<b>Total Amount</b>
1	Laptop AMD Ryzen 3/ Intel Core i3 or equivalent	10		
2	Laptop AMD Ryzen 5/ Intel Core i5 or equivalent	10		
3	GST @			
	Total including all taxes, Deliver, Insurance, Loading, Unloading etc.			