

**INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721302**

Enquiry No. IIT/S&P/2017/03

Date : 31.08.2017

LAST DATE FOR SUBMISSION 20.09.2017 at 02.00 P.M.

We intend to purchase five LAPTOPs as specified below and invite quotations in **Two Part Bid Systems** accordance with the terms and conditions of the Institute. If you are interested, kindly send your offer to Office of the Deputy Registrar (Stores & Purchase) within the date and time mentioned **above**.

SPECIFICATION FOR LAPTOP

Sl.No.	Parameter	Minimum Technical Specification
1	Processor	Intel Core i5 6 th Generation or higher, 2.0 GHz or higher (base frequency)
2	Memory	4 GB DDR3/DDR4 RAM
3	Hard Disk	500 GB or higher 5400 or 7200 rpm SATA
4	Graphics	Integrated Intel HD Graphics
5	Communication	10/100 Mbps Ethernet LAN, 802.11 a/b/g/n/ac Wi-fi, Bluetooth
6	I/O Ports	3 or more USB ports, 1 HDMI port, 1 RJ-45 port, headphone, microphone
7	Display	14"/14.1" LED display (1920x1080)
8	Keyboard	Full size keyboard with numeric keypad
9	Touchpad	Multi-touch gesture-enabled pad with integrated scrolling
10	Audio	HD audio with two stereo speakers, headphone, microphone
11	Battery Life	6 hours or more
12	Operating Systems	Windows 10 preloaded
13	Certifications	Energy Star, UL, FCC or equivalent
14	Carrying Case	OEM make good quality carrying case
15	Warranty	3 years onsite

- Envelop 1 : Point wise compliance statement of the above specifications with mentioning Make : Model :
- Envelop 2 : Price Bid

Deputy Registrar (S&P)

To

1. Institute Website
2. CPPP
3. Internal Notice Board

Instruction to Tenderer :

Note : 1. Delivery: **Free at site to the IIT, Kharagpur-721302.**

2. **Quantity mentioned is only indicative.** The same may vary at the time of actual purchase.

3. No part supply shall be accepted or part payment/advance payment shall be made. Payment shall be made on receipt of complete supply duly certified by the concerned Head, of the Section. Please note all payments are made by e-payment mode by this Institute. Vender shall submit the following details along with the tender: (i) Name of the Vendor with address, (ii) PAN (with Xerox copy) (iii) Name of the Bank with address (Photocopy of the Pass Book, if any), (iv) CBS Bank Account No. of the Vendor, (v) IFSC Code of the Bank, (vi) Contact No.

TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES

1.(a) Rate : The **rate quoted must be inclusive of installation and all admissible taxes.** All the charges like Installation charges, Freight, Insurance, Handling charges, etc., as applicable must be shown separately. The stores are required to be dispatched on F.O.R. IIT Kharagpur. The risk of damage or loss in transit if any will be that of the suppliers. Manufacturer's price list, Technical leaflet, samples, catalogue whenever applicable, should invariably be submitted.

(b) (i) Excise Duty : It may please be noted that Institute is exempted from the payment of Excise Duty for scientific instrument/ equipments for which necessary Excise Duty Exemption (10/97)/ Custom Duty Exemption (51/96) Certificate will be provided by the Institute on request by the vendor.

(ii) GST : Inclusive

2. Delivery Period : The stores are required to be delivered/dispatched within 30 days from the date of the purchase order. **No mobilization advance is payable against the Purchase Order.**

3. Quality & Specification of Stores : The stores offered should be of best quality available, unless otherwise specified, conforming strictly to the National/International specification. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.

4. Liquidated Damages : In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

5. **Submission of Quotation** : Interested vendors are required to submit **two sealed envelopes** containing Technical Bid (Envelope – I) and Commercial Bid (Envelope – II) placed in a larger sealed envelope super-scribing with reference number (Tender No. IIT/S&P/2017/03, Date : 31.08.2017) to the Office of the **Deputy Registrar, Stores & Purchase Section**, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN : 721 302 **on or before September 20, 2017, 2:00 pm.**

6. Opening of Quotation : All the quotations will be **opened on 20.09.2017 at 03.30 p.m.** in the chamber of Deputy Registrar (S & P).
7. Period of Validity : A quotation shall remain valid for acceptance at least for a period of 120 days from the date of opening.
8. Payment : Payment will be made after successful supply and installation within 30 days from the date of receipt of bill of the stores in good order and condition.
9. Guarantee/Warranty : **The above LAPTOP should be guarantee/warranty for Three (03) years onsite Comprehensive warranty after the installation.**
10. Rejection of Offers : The Institute reserves the right to ignore or reject any offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.
11. Dispute : In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur.