

19 July 2013

## NOTICE INVITING QUOTATION

Subject: Notice Inviting Quotation for Supply and Installation of Laptops and Accessories for Mattanur Project Office, Kannur and Trivandrum Registered office, Kannur International Airport Limited(KIAL),Kerala

Dear Sir (s),

1.Sealed quotations are invited from dealers/distributors/suppliers of only reputed brands by Managing Director, KIAL. on behalf of Kannur International Airport Limited (KIAL) for Supply and Installation of Laptops and Accessories as per the enclosed schedule of quantities and specifications.

2.The bidders are advised to study the technical specifications as detailed in “Annexure-I”, the schedule of quantities as detailed in “Annexure -II” and terms & conditions as detailed in NIQ before quotation. Hence, it shall be deemed that the supplier have full knowledge of the requirements, quantity, technical specifications and terms and conditions. No extra claim shall be entertained in this regard.

3.The duly filled quotations shall be submitted in two separate sealed envelopes. both the envelope shall have superscription “Quotations for Supply and Installation of laptops and Accessories at Mattanur Project Office and Trivandrum registered office, KIAL, Kannur” along with the envelope title.

i. The envelope-A with title “Technical Bid”

ii. The envelope-B with title “ Financial Bid”

1.The quotations shall be submitted to the **Managing Director ,KIAL,”Parvathy”,T.C**  
**36/1,Chackai,NH Bypass, Trivandrum up to 1500 IST hrs. on 29<sup>th</sup> July 2013** and technical bid (Envelope-A) shall be opened at 1530.hrs on the same day.

**a.**Last Date and Time of Receipt of Quotations: 29 July 2013 **up to 1500 IST.**

**b.**Date and Time of Opening of Technical Bid: 29 July 2013 **at 1530 IST**

**c.**Date and Time of Opening of Financial Bid: After scrutiny of Technical Bids

## Material Quantity and Specifications

Sl.No	Description of Items	Quantity	Remarks
1.	Laptop(Specifications as mentioned in Annexure-1 or higher specification)	3	Only reputed brands like HP,DELL,LENOVO ,SONY,SAMSUNG(To supplied at Trivandrum)
2.	Microsoft Word 2013 Home and Business	17	To be supplied and installed at Trivandrum/Kannur
3.	Kaspersky Anti Virus software	27	To be supplied and installed at Trivandrum/Kannur
4.	A4 Laser Printer	1	Only reputed brands like HP or Canon (To be supplied at Trivandrum)

## TERMS AND CONDITIONS

1. Envelope 'A' submitted in a sealed envelope marked "Quotations for Supply and Installation of Laptops and Accessories at Mattanur Project Office, Kannur and Trivandrum registered office, KIAL" and titled "Technical Bid" shall contain:

a.Compliance statement of Technical Specifications (Annexure I).

b.Bidders Bank Details (Annexure III)

c.Acceptance Letter (Annexure IV)

d.Technical brochure in support of specifications shall be attached.

e.Documentary proof (Xerox Copy) of bidder's PAN Card, VAT or CST registration with current validity & Copy of the Authorized Dealership Certificate issued by the OEM are to be attached along with the quotation.

f. All documents shall be duly signed with company's stamp by the bidder and submitted. In Annexure-I, Compliance statement of the specification should be duly substantiated by necessary documentation in the form of brochure/technical document of the product.

**1. Envelope 'B' in a separate sealed envelope super scribed "Quotations for Supply and Installation of Laptops and Accessories at Mattanur Project Office, Kannur and Trivandrum registered office, KIAL" and titled "Financial Bid" shall contain:**

a) The pricing schedule indicating cost of the items and accessories (both in figures and words) in the format as at Annexure-I. The rate should include all freight charges, duties, taxes, insurance, any rates or impositions whatever are leviable in respect of the supplies. No extra claim shall be entertained in this connection. The rates shall be whole numbers. No discrepancy should be in the rates quoted by the vendor in words and figures.

2. Each page of the bids including any brochures shall be duly signed with company stamp by the bidder. The person(s) signing the bid, with date, shall also sign all changes, alterations, and corrections in the bid in full. No erasure and /or overwriting on correction fluid are permissible.

3. Quotation, in which any of the parameters in the technical bid is/are not complied with or particulars/prescribed information is missing/incomplete or ambiguous in any respect and /or prescribed conditions are not fulfilled, shall be considered as non-responsive and liable to be rejected.

4. Bidder should only quote the rates in the attached financial bid "Annexure-II".

5. The quotation will remain valid for acceptance for a period of 30 days from the date of opening of the Financial Bid by KIAL. Quotation documents are nontransferable.

**6. Payment Terms:**

a) The payment shall be made to the supplier through satisfactory completion of Supply and Installation of the desktop computers and Accessories, and on receipt of the Bank **Guarantee for an amount equal to 10% of the total bill value for a period of three years from the date of successful completion of supply and installation of Computers and Accessories.** The supplier shall submit the invoice in triplicate with copy of delivery challan, copy of joint verification report and installation report from the user, ST bifurcation details, **certificate of genuine computer spares and parts provided.**

b) Payment of 100% of the total bill after income tax, and other statutory deductions, etc., which the supplier may become liable will be made within 30 days from the date of

supply of the items in good conditions and its satisfactory performance certified by the user.

**1.Completion Time:** The work shall be completed within **15 days**, which shall reckon from the date of receipt of the supply order from KIAL.

**2.Compensation for delay in completion of work:** If the supply is delayed beyond the stipulated completion period and no justified reasons are found, compensation for delay shall be levied @1% of (for the delayed part) order value for every week of delay subject to a maximum of 5% of contract price.

### **3.WARRANTY**

a) In case of any defects in the supplied items/parts which may be noticed within the warranty period as specified in Annexure-I, The supplier shall be fully responsible to rectify or replace the items/parts, which may cause unsatisfactory performance, at his own expense to the satisfaction of KIAL.

b) Warranty/guarantee card duly signed and sealed should be supplied along with the items. Period of warranty/guarantee should be three years onsite for the Laptop.

c) During warranty period performance of the system to be checked at least once in three months apart from attending to complaint in time.

d) The supplier being solely responsible should attend all problems during warranty period. So data backup may always be taken before servicing the system.

e) Data Back Up-KIAL will not be responsible for any loss of data during warranty period. So data backup may always be taken before servicing the system.

f) All complaints will be made to supplier's Main office only. KIAL will coordinate with main office only.

g) The maintenance personnel should report within 2 hours of call of complaint at site. The serviceability of the system will be assessed thereafter.

1. KIAL serves the right to accept or reject any quotation without assigning any reason whatsoever and to process the proposal on item-wise basis if required, in the interest of KIAL and bidders has to supply item-wise.

2. No correspondence shall be entertained from the bidders after the opening of the Quotation.

3. Items should be new, genuine and repaired/refurbished items will not be accepted. The item should be supplied as per the terms and conditions and no part supplies will be

accepted Failure to abide by the regulations will result in blacklisting of company by KIAL and the firm cannot take part in future contracts for three years period.

4.The Bidder/supplier should adhere to the terms and conditions mentioned in this NIQ and any other terms and conditions from the bidder will not be accepted.

5.The Bidder shall sign in the place provided as a proof of acceptable of conditions and same may be returned along with the schedule.

6.JURISDICTION: The courts at Kannur and Trivandrum alone shall have the jurisdiction in respect of any dispute or difference arising at any time between the parties here to in respect of the above said agreement.

7.NIQ is self-explanatory. In case of clarifications it may please be mailed [to managingdirector@kannurairport.in](mailto:managingdirector@kannurairport.in) before 29 July 2013 1200 IST hrs. thereafter no clarifications will be entertained.

Encl: Annexure I to IV

Signature of the Bidder.  
Airport Limited

Managing Director

For Kannur International

## Annexure-I

### Technical Specification

Item1 :-Laptop with the following minimum specifications or higher specifications

Intel Core i5-3<sup>rd</sup> generation processor,2.5 Ghz or more, HDD 500GB, 4 GB DDR3 RAM, 15.6" LED screen size with anti glare, Wi-Fi, Bluetooth, media card reader, minimum 2 or more USB ( ver 2.0) ports and 1 or more USB(ver 3.0) ports, DVDRW, Pre-installed Microsoft Windows 8 with restore/recovery CD,OS CD and documental CD 64 Bit(original, Licensed),Integrated(on board) HD quality Audio .

#### Compliance statement of Technical Specifications (Annexure I)

Item :- Laptop Computer				
1.	Processor	Intel core i5-3 <sup>rd</sup> generation,2.5 Ghz or more		
2.	Memory	4 GB DDR3 RAM	Yes	No
3.	Hard Disk Drive	500 GB or more	Yes	No
4.	Optical Drive	DVDRW	Yes	No
5.	Graphics	Integrated( on board)	Yes	No
6.	Audio	Integrated(on board) High Definition Audio controller	Yes	No
7.	Ethernet	Integrated(on board)	Yes	No
8.	Ports	2 or more USB (ver 2.0)ports and 1 or more USB (ver 3.0) ports, and Media card reader	Yes	No
9.	Monitor	15.6 inch LED screen	Yes	No
10.	Operating System	Pre-installed Microsoft Windows 8 64 Bit (original, licensed)	Yes	No
11.	Warranty	3 years onsite warranty	Yes	No
12.	Wireless Lan & blue tooth	Integrated(on Board)	Yes	No

## Annexure-II

### Financial Bid

Name of the work: Supply and Installation of Laptop and accessories at Mattanur Project Office, Kannur and Trivandrum registered office, KIAL

1. Name and address of the Bidder :

2. Status of the Bidder (Proprietary/Partnership) :

3. Name of the Proprietary/Partner :

Price and Quantity schedule

S. No	Description	Make and Model of item	Unit Rate in Rs	Applicable Taxes	Total unit rate	Qty	Amount in Rs(In figures)
1	Laptop as per specifications					3	
2	Microsoft Word 2013 Home and business					17	
3	Kaspersky Anti Virus software					27	
4	A4 Laser printer					1	

Amount to be mentioned with all Taxes & freight charges, if any, for delivery at Mattanur Project office, Kannur and Trivandrum registered office, KIAL, Kerala. Total Amount in Words:

Rupess.....  
...only I/We agree to all terms and conditions as specified in the NIQ.

Bidder

Signature of the

Name:

Telephone Number:

Fax: OFFICE SEAL, Date, place

## Annexure-III

### Bidders Bank Details

To be filled by the Bidder

Name of the bidder/supplier:

Name of Bank:

Name of branch:

Complete Address of the bank:

Account of beneficiary

Type of account

Core banking Account No. in full

IFSC code of the Bank

PAN/VAT details (please attach document proof)

PAN NO

VAT/CST/TIN No.

Authorized Dealership certificate enclosed

YES/NO

Signature of Bidder

Name

Telephone

Fax

Office seal



UNCONDITIONAL ACCEPTANCE LETTER

TO,

The Managing Director,

KIAL

Sir,

Sub: ACCEPTANCE OF KIAL'S QUOTATION CONDITIONS

We are in receipt of the quotation documents for supply and installation of laptop and accessories at Mattanur Project office, Kannur and Trivandrum registered office, KIAL as per KIAL specification. We hereby unconditionally accept the terms and conditions of KIAL mentioned in NIQ in entirety, for the supply of the above items. Any conditions submitted by us stands automatically withdrawn.

Yours faithfully

(Signature of the bidder with office seal)

## Check List

### A. Envelope-A

1. Compliance statement of Technical specification(Annexure I).Please check all the parameters by ticking appropriate box without fail and do not forget to mention the make and model of the items supplied.
2. Bidder's Bank Details (Annexure III). (Please fill up the details without leaving any).
3. Unconditional Acceptance Letter (Annexure IV).Duly signed with company seal
4. Technical brochure in support of specification shall be attached (make and model of items being offered to supply).
5. Documentary proof (Xerox Copy) of bidder's PAN Card and VAT/CST certificate.
6. Copy of the Authorized Dealership Certificate issued by OEM.

### B. Envelope-B

#### 1.Financial Bid (Annexure-II)

Please check all the pages of the quotation and all the attachments are duly signed with company seal.