

On behalf of INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT – KERALA (IIITMK), the Manager (Finance and Administration) invites offers for the “**Laptop (1 no)**” from experienced and qualified vendors.

Detailed Specification (Technical Compliance)

Item/Description	Compliance (Yes/No)
Intel® Core™ i5-7200U Processor	
Free DOS	
8GB DDR4 RAM / 1TB HDD	
HD SVA anti-glare slim 14” LED-backlit (1366 x 768)	
Intel® HD Graphics 620	
Warranty 3 years onsite	
Brand: HP/Dell/Lenovo	
Carry case	

GENERAL TERMS AND CONDITIONS

1. Quotations duly filled in, signed and sealed should be addressed to the Manager, Indian Institute of Information Technology and Management – Kerala (IIITMK), Technopark, Karyavattom PO, Thiruvananthapuram – 695 581. Any quotation received after the due date and time will be rejected.
2. True copy of document to establish that the vendor is an authorized distributor of the manufacture should be furnished along with the quotation.
3. IIITMK reserves the right to accept any quotation and to reject any or all quotations. IIITMK will place order on the vendor, whose offer has been determined to be substantially responsive to the tender.
4. Vendors have to quote only as per specifications listed above. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
5. The quotation submitted should clearly indicate:
 - i) **PERIOD OF VALIDITY:** The quotation shall remain valid for acceptance for a period of 90 days from the date of submission and there shall be no upward revision of the rates quoted.
 - ii) **ALL INCLUSIVE RATES –** The rate quoted must be firm and include the cost of transportation of material to the site, all loading & unloading charges, all taxes such as Sales Tax, Excise, Octroi, Service Tax etc., and installation & commissioning.
 - iii) **Delivery –** The tenderer should be in a position to supply the items within 4 weeks of receipt of PO. Delays beyond delivery schedule agreed will attract penalty @ .5% per week subject to a maximum of 5%.

- iv) In addition to the statutory deductions towards Income Tax, sales tax shall be deducted as per the current rates. And also deductions shall be made towards any other tax imposed by the government. Any claims for extra Sales Tax, Excise duty, or any additional tax shall not be entertained in any case what so ever once the tenders are opened.
- v) Guarantee and defects liability period – The supplier shall guarantee that all equipments are free from any defect due to the defective materials and poor workmanship, that the equipments operates satisfactorily and that the performance and efficiencies of the equipments are not less than the guaranteed values. Any part found defective shall be replaced free of costs by the Supplier.
- vi) Payment Terms: IITMK shall make payment within 30 days of satisfactory installation and acceptance of the items supplied. Any condition for payment of advance shall not be acceptable to IITMK. 2% of the invoice value will be retained as security deposit to ensure dedicated onsite support.

Quotation in sealed super scribed envelop with the tender number and the opening date should be deposited in the office of The Manager, Indian Institute of Information Technology and Management, IITMK campus, Technopark, Thiruvananthapuram – 695 581 before 4.00 pm on 20/07/17 .

Place :Technopark

Date :07/07/17

Manager (F&A)