



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University Established by Government of Gujarat)

IITRAM Campus, Near Khokhra Circle,
Maninagar (East), Ahmedabad – 380026, Gujarat.

Contact No.: 079-67775430

E-mail: rndoffice@iitram.ac.in

Website: www.iitram.ac.in

No. IITRAM/FA/CPDA/JJ_CE/2025/238

Date: 31.01.2025

NOTICE INVITING QUOTATION

Important Information:

Name of Item:	Procurement of Laptop with Accessories and Monitor with Accessories and Monitor
Date of Issue of NIQ:	31.01.2025
Last Date & Time for Physical BID Submission:	21.02.2025 till 05.00 PM
Date & Time of Opening of NIQ bid:	24.02.2025 at 11.30 AM (at IITRAM Campus)
Quotation Inviting Authority and Address:	The Registrar, Institute of Infrastructure, Technology, Research And Management, Near Khokhara Circle, Maninagar (East), Ahmedabad – 380026, Gujarat. Phone: 079-67775430

Institute of Infrastructure, Technology, Research And Management

NOTICE INVITING QUOTATION

Subject: Inviting Quotation for Procurement of Procurement of Laptop with Accessories and Monitor

Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotation(s) for **“Procurement of Laptop with Accessories and Monitor”** as per details shown in the Annexure-I on the following General Terms & Conditions:

1. General Terms and Conditions:

- 1.1 The bidder should have a valid PAN Card. Copy of PAN Card to be submitted.
- 1.2 The bidder should have valid GST Registration. Copy of GST Registration to be submitted.
- 1.3 The bidder has to quote the price for the items as per specifications mentioned in **Annexure-I**.
- 1.4 The price quoted shall include taxes, other levy payable, all freight, packing & forwarding, transportation, loading & unloading, custom duty, excise duty & other duties, other charges (if any) to supply the items mentioned in Annexure-I at our site.
- 1.5 The bidder will have to submit duly filled & properly signed performance/formats and annexures along with supporting documents.
- 1.6 The bidder shall have to submit quotation to the IITRAM office on or before **21.02.2025 till 05:00 PM** in sealed envelope super-scribed with **“Procurement of Laptop with Accessories and Monitor”**.
- 1.7 The IITRAM, Ahmedabad reserves the right at the time of purchase/contract award to increase or decrease quantity of item(s).
- 1.8 The bidder has to specify the make, model, and detailed technical specifications of the quoted/offered item(s) and attach a separate compliance sheet if any deviation compares to the technical specifications mentioned in Annexure-I. Mere copying of the expected technical details into the product details will not be entertained and may even lead to disqualification of the bidder.
- 1.9 Material used must be as specified and other unspecified material should of good quality.
- 1.10 If there happens to be a holiday on any date indicated in this NIQ notice, the transaction shall be performed on the next working day.
- 1.11 The quotations will be opened on **24.02.2025, at 11:30 AM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
 - The bidders or their authorized representative may remain present during the opening of the quotations, if they desire so, at their own expenses.
- 1.12 Incomplete quotations, amendments and additions to quotations after opening or late quotations are liable to be ignored and rejected.
- 1.13 All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.

2. Validity of Quotation:

The offer shall be valid up to 90 (ninety) days from the end date i.e. **21.02.2025** mentioned in this NIQ for submission of quotation.

- No bidder shall withdraw his rates after the quotation is opened. If a bidder does so, that bidder shall be considered ineligible for work/contract in IITRAM in future.

3. Evaluation of Quotation:

The NIQ evaluation committee of the Institute will evaluate and compare the received quotation(s) to determine the substantially responsive quotations i.e. (i) NIQ is complete (ii) properly signed (iii) confirm with the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive bid based on the following parameter(s):

- Total Price quoted at Annexure – III [Format for Submission of Financial Details]

4. Award of Contract:

IITRAM will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest quotation for requested items:

- Notwithstanding the above, IITRAM reserves the right to accept or reject any quotation and to cancel the NIQ process and reject all quotations at any time prior to the award of contract without giving any reason.
- The bidder whose quotation is accepted will be notified of the award of contract by the IITRAM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Purchase Order.

5. Delivery Period & Penalty:

- 5.1 **Delivery:** The ordered item(s)/goods are to be delivered within a maximum time limit of 04 (four) weeks from the issue date of Purchase Order.
- 5.2 **Penalty:** Time allowed for completion of delivery shall be strictly followed; otherwise, the supplier shall be liable to be penalized at the rate of @ 0.5% of the order value for per week of delay.

6. Warranty:

- 6.1 Minimum One-years complete warranty from the date of complete installation, commissioning and erection of all the Equipment/Instruments/Machines/Goods at our site.

7. Terms of Payment:

- 7.1 **Payment:** 100% payment shall be released within 30 (thirty) working days on satisfactory receipt of ordered item(s)/goods, submission of clear Tax-Invoice(s) and supporting documents.
- 7.2 Advance payment will not be made under any circumstances.
- 7.3 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the supplier.

8. Address for the submission of physical NIQ offer:

The Registrar
Institute of Infrastructure, Technology, Research And Management
Office No. G2,
Near Khokhara Circle, Maninagar (East),
Ahmedabad- 380026, Gujarat.

We look forward to receiving your quotation.

Sd/-
Registrar

(Schedule of Quantity)

Sr. No	Item Description	Quantity	Offered Make & Model (Kindly specify)
1	<p><u>LAPTOP:</u></p> <p>Specifications:</p> <ul style="list-style-type: none"> • Mobile Workstation • Processor: Intel® Core™ Ultra 7 • RAM and type: 16 GB, DDR5-5600 • Storage capacity (SSD): 1 TB PCIe® NVMe™ • 5 MP IR camera, Fingerprint reader, spill resistant & Backlit Keyboard, Military Standard Tested • Windows 11 Pro 35.6 cm (14) diagonal WUXGA display with Intel® Arc™ Graphics • From top brands such as HP, Dell, Lenovo or Equivalent and equally competitive brands 	01 Nos.	
2	<p><u>Monitor:</u></p> <p>Specifications:</p> <ul style="list-style-type: none"> • 68.6 cm (27) FHD Monitor • 68.6 cm (27) FHD (1920 x 1080 @ 75 Hz) • Flat IPS with Edge-lit • HDMI, VGA, DisplayPort • With providing relevant connectivity cables or with genuine connectors • From top brands such as HP, Dell, Lenovo or Equivalent and equally competitive brands 	01 Nos.	
3	<p><u>Laptop Monitor Stand:</u></p> <p>Specifications: (Dual Monitor Stand with Laptop Tray (Dual Monitor Arm Desk Mounts), Monitor Arm with Laptop Stand, Screen Mount with Laptop Arm, Vesa Mount Up to 8Kg Screens)</p> <ul style="list-style-type: none"> • Design: dual monitor desk mount is made of heavy-duty and premium Iron to guarantee sturdy and stability, The VESA plate is detachable and height adjustable compatible and has a vented tray for heat dissipation. Helpful in providing an ergonomic and stable workstation for laptop/notebook. • Fully Adjustable: The height of the stand is adjustable, and its max height is 425mm. Each arm of the dual monitor desk mount is fully and independently adjustable. The laptop tray can be tilted up and down $\pm 90^\circ$. The monitor arm can be swiveled left and right $\pm 90^\circ$ and rotated 360°. Maximum extension length of 400mm per arm adjustment allows you to reduce the load on the neck and back. 	01 Nos.	

	<ul style="list-style-type: none">• Display Compatibility: The monitor arm with laptop tray supports weight up to 8kg and fits Laptop/Notebook size 17 inches max, monitor size 32 inches max. With VESA mounting holes 75x75mm and 100x100mm. Adjust the monitor and laptop to the most comfortable position.		
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Note:

- **The bidder has to specify the make, model, and detailed technical specifications of the quoted/offered item and attach a separate compliance sheet if any deviation compares to the technical specifications mentioned in Annexure-I. Mere copying of the expected technical details into the product details will not be entertained and may even lead to disqualification of the bidder.**
- **The bidder must produce the brochure, model and the make of the product being offered.**

FORMAT FOR SUBMISSION OF BIDDER'S INFORMATION

1	Registered Name of the Bidder:	
2	Registered Office Address: Contact Number Fax Number E-Mail	
3	Correspondence Address: Contact Number Fax Number E-Mail	
4	Details of the authorized person: (Name, Designation, Address) Contact Number Fax Number E-Mail	
5	Bidder Registration Type - <ul style="list-style-type: none"> • Proprietary Firm • Partnership Firm (if yes, give partnership deed) • Company or LLP • Government/ Public Sector Undertaking • Member of a group of companies (if yes, give name, address & details of group companies) • Subsidiary of a large corporation (if yes, give the name & address of the parent organization) If the company is subsidiary, state what involvement will the parent company have in the project. 	
6	Permanent Account Number (PAN):	
7	Goods & Service Tax Number (GST):	
8	<u>Particulars of Bank Account</u> Name of the Bank: Name of the Branch: Branch Code: Address & Contact Details: IFSC Code: Type of Bank Account: Bank Account No.:	

Seal & Signature of Company

Date: _____

Place: _____

FINANCIAL BID**(Format for Submission of Financial Details)****Name of Item: Procurement of Laptop with Accessories and Monitor**

Sr. No.	Name of Items	Qty.	Rate (Without GST)	GST Slab Rate (%)	Total Amount (With GST) (INR)
A	B	C	D	E	F
1	Laptop	01			
2	Monitor	01			
3	Laptop Monitor Stand	01			
Net Amount:					
Rupees in Words:					

Declaration:

I/We hereby declare and affirm that I/We have read and understood the entire terms & conditions and item descriptions as stipulated in the NIQ. I/we shall abide by the terms / conditions / clauses contained in the NIQ document(s) (page 1 to 7) and unconditionally accept it in totality / entirety.

Seal & Signature of Company**Date:****Place:**