



## REQUEST FOR QUOTATION

OFFICE OF THE  
SR.DY.MATERIALSMANAGER  
COCHIN PORT TRUST  
COCHIN-682009  
Ph: 0484-2582472  
Email: sdmm@cochinport.gov.in

No: F2/ 36-R/Laptop/2021-MM

Date: 08.12.2021

Electronic Quotations in two cover system are invited for the supply of following items, subject to terms and conditions enumerated below.

Sl. No.	Description	Qty. Required
1	LAPTOP (on buyback basis of old laptop- as is where is condition) Intel i3 *10th Generation processor or above, 8 GB DDR4 RAM or above, 256 GB SSD + 1 TB HDD, 15" FHD or above, Integrated Camera with Mic, Wifi connectivity Windows 10 Pro 64 bit, 1 Year OEM Warranty Brand - HP/DELL/LENOVO	1 No.
2	LAPTOP (on buyback basis of old HP laptop - as is where is condition) Intel i3 *10th Generation processor or above, 8 GB DDR4 RAM or above, 512 GB SSD + 1 TB HDD (optional), 15" FHD or above, Integrated Camera with Mic, Wifi connectivity Windows 10 Pro 64 bit, 1 Year OEM Warranty Brand - HP/DELL/LENOVO	1 No.

### **Conditions:**

1. Quotation is due for opening on 22.12.2021 at 15:00 Hrs.
2. The bidders should have a valid digital signature certificate (Class-II or Class-III) issued by any of the valid Certifying Authorities to participate in the e-tender.
3. The bids should be uploaded through e-tender portal before 14.30Hrs. on 22.12.2021  
[www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT).
4. The bidders need to obtain one time User ID & password for log-in to e-tendering portal [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT) from the service provider KEONICS, by paying registration amount of **Rs.1180/-** through online Payment using Credit/Debit Card/Net banking. The details of e-Tender facilitator is available through Telephone Nos. 080 49352000/9605557738
5. Price should be quoted in the price schedule, attached as a separate excel sheet in the e-tender portal.
6. Quotation will be opened at 15:00 Hrs on 22.12.2021 in the e-tender portal [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT). Tenderers can witness the quotation opening by logging in to the e-tender portal at the date and time fixed for quotation opening.
7. Validity of offer: 60 days from the date of opening of Quotation.
8. Rates quoted should be strictly as per unit specified.
9. GST rate (%) applicable for the product should be shown separately.

- 10.** TDS under GST Law: As per GST Notification No.50/2018 dated 13.09.2018 TDS @ 2% will be deducted from the base value of the invoice excluding GST where the total value of contract is more than Rs.2.5 lakhs
- 11.** RFQ should be signed and stamped on all pages by the bidder as a token of acceptance and to be uploaded in to e-tendering portal.
- 12.** Delivery Terms: F.O.R. Cochin Port Trust.
- 13.** Delivery Period: Within 30 days from date of receipt of order.
- 14.** Payment: 100% after receipt and acceptance of the material.
- 15.** Cochin port Trust reserves the right to reject part or whole of the quotation without assigning any reason.

Sr. Dy. Materials Manager