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NOTICE INVITING QUOTATION

15 June 2015

Subject: Notice Inviting Quotation for Supply and Installation of Desktop Computers and LaserJet Printers for Mattanur Town Office, Kannur, Kannur International Airport Limited (KIAL), Kerala

Dear Sir (s),

1. Sealed quotations are invited from dealers/distributors/suppliers of Lenovo brands by **DGM (Finance)**, KIAL on behalf of Kannur International Airport Limited (KIAL) for Supply and Installation of Desktop Computers and LaserJet Printers 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 a separate sealed envelope. The envelope shall have superscription “Quotations for Supply and Installation of Desktop Computers and Laserjet Printers for Mattanur Town Office, Kannur International Airport Limited (KIAL)”, Kerala along with the envelope title.
 - i. The envelope-A with title “Quotation for supply and Installation of Desktop Computers and Laserjet Printers for Mattanur Town Office, Kannur International Airport Limited(KIAL) ”

- ii. The envelope-B with title “ Financial Bid”
4. The quotations shall be submitted to the **Managing Director ,Kannur International Airport Limited ,”Parvathy ”,T.C 36/1,Chackai,NH Bypass, Trivandrum up to 1500 IST hrs on 10-06-2015** and shall be opened at 1530 hrs on the same day.
- a. Last Date and Time of Receipt of Quotations : **26-06--2015up to 1500 IST.**
- b. Date and Time of Opening of Financial Bid : **26-06-2015 at 1530 IST**

Material Quantity and Specifications

Sl.No	Description of Items	Quantity	Desire Make
1.	All in one Desktop Computers(Specifications as mentioned in Annexure-1)	5	Lenovo
2.	LaserJet Printers(Specifications as mentioned in Annexure-1 or higher specification)	2	Canon

TERMS AND CONDITIONS

1. Envelope 'A' submitted in a sealed envelope marked "Quotations for Supply and Installation of Desktop Computers and Laserjet Printers for Mattanur Town Office, Kannur International Airport Limited (KIAL)"
 - 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.
2. 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.
3. 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.
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 90 days from the date of opening of the Financial Bid by KIAL. Quotation documents are non-transferable.

6. **Payment Terms:**

- a. The payment shall be made to the supplier through satisfactory completion of Supply and Installation of the desktop computers and Peripherals, 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 Peripherals. 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.
7. **Completion Time:** The work shall be completed within **15 days**, which shall reckon from the date of receipt of the supply order from KIAL.
8. 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.

9. **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 desktop computers.
- 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.
- h. 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.
- i. No correspondence shall be entertained from the bidders after the opening of the Quotation.
- j. 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.
- k. 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.
- l. The Bidder shall sign in the place provided as a proof of acceptable of conditions and same may be returned along with the schedule.
- m. 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.

Dy.General Manager (Finance)
For Kannur International Airport Limited

Encl:Annexure I to IV

Signature of the Bidder

Technical Specification

Item 1:-All in one desktop computers

Lenovo Make - B40-30 (FOAW002KIN) –All in OneProcessor: Intel Core i5 4460T (1.9 GHz) OS: Windows 8.1,Chipset: H 81, RAM: 4 GB DDR3,HDD: 1TB 7200rpm,Graphics: Integrated Screen : 54.61cm (21.5) IPS LED,Key Feature: Wireless keyboard & Mouse, 720P MIC, DVDRW

Item2:-Laserjet Printer

Canon make:- Canon image CLASS LBP6230dn Laser Printer ,Duplex Printing,25 PPM speed ,Item 3-Software

Annexure-II

Financial Bid

Name of the work: Supply and Installation of Desktop Computers and LaserJet Printers for Mattanur Town Office, Kannur, Kannur International Airport Limited(KIAL),Kerala

- 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	All in one Desktop Computers	Lenovo				5	
3	Laserjet Printer	Canon				2	

Amount to be mentioned with all Taxes &freight charges, if any, for delivery at Mattanur Town office, Kannur, KIAL, Kerala.

Total Amount in Words:

Rupess.....
.....
.....only

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

Signature of the Bidder

Name:

Tele. Number:

Date

Fax

Place

OFFICE SEAL

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,
Kannur International Airport Limited**

Sir,

Sub: Acceptance of KIAL's Quotation Conditions

We are in receipt of the quotation documents for supply and installation of Desktop computers and Printers for Mattanur Town Office, Kannur International Airport Limited 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. Bidder's Bank Details (Annexure III). (Please fill up the details without leaving any).
2. Unconditional Acceptance Letter (Annexure IV).Duly signed with company seal)
3. Technical brochure in support of specification shall be attached (make and model of items being offered to supply).
4. Documentary proof (Xerox Copy) of bidder's PAN Card and VAT/CST certificate.
5. 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.