

Anandadhara

West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt. of West Bengal)

HC-7, Jt. Administrative Building (10th Floor) Sector –III, Salt Lake, Kolkata-700 106 ,

Ph No. 033- 2335-3740



Memo No. 414/Estt/4E-34/2013 (pt-1)

Date: 28.06.2021

NOTICE INVITING QUOTATION

1. Sealed Quotations are hereby invited from authorised dealers of reputed brand Laptop for supply of one laptop as per following minimum specifications :-

No.	FEATURES	MINIMUM SPECIFICATION
01	OS	Original Windows 10 home (pre-loaded)
	Processor	11th (latest) Generation Intel Core™ i5 Processor (8MB Cache)
	RAM	8GB (Expandable up to 16 GB)DDR4
	Display	13 inch to 14 inch HD
	SSD (Solid State Drive)	512 GB
	Graphics Configuration	2 GB Graphics memory
	Keyboard	Backlit enabled
	Webcam	Inbuilt
	Port	2 USB 3.2 1 USB 2.0 1 HDMI 1 Headset (headphone and microphone combo) port
	Battery	3 cell (41Whr)
	Warranty	Min 1 year on site
	Laptop bag	Backpack
	Mouse	1000 DPI External mouse USB

2. Quotation/ Bid in sealed cover shall be submitted at this above office address as along with the following documents:-

- Copy of GST Registration Certificate
- Copy of PAN
- Copy of specific authorisation from OEM.
- Copy of at least one credential certificate showing similar supply to any Govt. office during last 3 years.

3. **Each bidder shall submit only one Bid for one reputed Brand/ Make.**

4. Last date of submission of Bids: By 07.07.2021 (2pm)

5. Date of opening of Bids: On 07.07.2021 (3 pm)

6. Issue of **Award of Contract/ Purchase Order (PO)**: Purchase Order (PO) will be issued to L1 Bidder to supply the said goods within 3 days from the opening date of Bids.

7. Notwithstanding the above, the this office reserves the right to accept or reject any quotations/ Bid and to cancel the Bidding process and reject all quotations / Bids at any time prior to the award of contract.

8. **Award of Contract/ Purchase Order (PO)** will be notified on the Notice Board of this Office for 7 days from the issue of the Award of Contract/ Purchase Order (PO).

9. Supply of Laptop Computer: Within 5 business days from the issue of Purchase Order.

10. **Payment &Others Conditions:** Payment will be made within 15 days after delivery and installation of the Laptop in good conditions and submission of Bill.


28/06/2021
Procurement Consultant
WBSRLM