



**RUBBER PARK INDIA (PVT) LTD**

*(A JV of KINFRA & Rubber Board)*

2 A, "Kautilleeyam", Rubber Park, Valayanchirangara,P.O, Ernakulam, Kerala-683 556.  
Tel: (0484) 2657218/ 2655548 |Email: [md@rubberparkindia.org](mailto:md@rubberparkindia.org) | Web: [www.rubberparkindia.org](http://www.rubberparkindia.org)

**RE QUOTATION FOR  
"SUPPLY OF LAPTOP AT RUBBER PARK, IRAPURAM"**

## 1.RE QUOTATION NOTICE

Rubber Park India (P) Ltd (**RPIPL**) intends to invite sealed quotations for the “**Supply of Laptop at Rubber Park, Irapuram, Ernakulam District.**” In this regard, sealed competitive Quotations are invited from competent and experienced manufacturers/dealers/suppliers/firms.

<b>Quotation No.</b>	<b>Last date of submission</b>	<b>Time &amp; Date of opening of Bid</b>
RP/E/QT-02/R1/2024-25	02.30 P M on 02.08.2024	03.00 P M on 02.08.2024

The complete Quotation should reach the office of the undersigned on or before **02.30 PM on 02.08.2024** by post and the opening will be done at **03.00 PM** on the same day in the presence of available bidders/his authorized representatives. The Rubber Park shall not be responsible for the delay or non-receipt of the Sealed Quotations sent by post or courier.

The bidders are requested to read the documents (Specifications, Terms & conditions etc.) carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document will disqualify the bidders. The undersigned reserves the right to select the item (in single or multiple units) or to reject any bids wholly or partly without assigning any reason. Incomplete bids, amendments and additions to bids after opening or late submission of the bids are liable to be ignored, rejected and EMD will be forfeited.

Place: Irapuram  
Date: 23.07.2024

Sd/-  
**Managing Director**  
Rubber Park India (P) Ltd

## **2. Eligibility Criteria:**

The Bidders who fulfil the following requirement shall be eligible to apply.

- A. The Bidder shall be the original equipment manufacturer of the Approved Makes or an authorized dealer/agent/ distributor/channel partner of the OEM. The bidder other than OEM shall submit proof of authorized dealer/agent/ distributor/channel partner.

## **3. Scope of Work:**

- A. The laptops shall be supplied in compliance to the specifications mentioned in the Quotation document.
- B. The successful bidder shall be responsible for unboxing the laptops on-site and shall arrange activation of the laptops with the valid operating systems as per the technical specifications, installation of MS Office software and activation. The Purchaser is not liable to pay any extra charges to the successful Bidder for such site visit required to be performed for such unboxing and activation of OS/Software/OEM Warranty.
- C. The laptop shall have to be operationalized without any extra cost and to the satisfaction of the Engineer in Charge of Rubber Park India (P) Ltd.

## **4. PRICES**

- A. The Rate quoted shall be inclusive of all taxes and duties inclusive of transportation, insurance charges, all overheads, contingencies, profits, taxes (ie. Income tax etc.), duties/ levies, etc., complete for the supply, delivery & installation of laptop as per the technical specifications at the destination Rubber Park India (P) Ltd., Irapuram, Ernakulam Dist., except **GST**.
- B. The *prices should be stated in figures as well as in words*. In case of any discrepancy between the two, the amount written in words will be taken as correct.
- C. The rate quoted shall be firm throughout the period of contract. Price variation cannot be accepted.

## **5. VALIDITY**

- A. The bid for the works shall remain open for acceptance for a period of Thirty (30) days from the date of opening of the Quotation.
- B. The successful Bidder shall execute an agreement in Kerala stamp paper worth Rs.200/- with the Managing Director, Rubber Park India (P) Ltd within 5 (Five) days from the date of Purchase Order.

## **6. RIGHT OF ACCEPTANCE**

- A. Rubber Park reserves the right of rejecting any or all the bids wholly or partially without assigning any reasons whatsoever.

## **7. DOCUMENTS TO BE SUBMITTED**

- A. Signed Quotation notice and Forms.
- B. Signed Price Bid.

## **8. WARRANTY**

- A. The bidder should give warranty of 36 months comprehensive warranty for the materials from the date of supply. The bidder shall submit the warranty certificate along with the equipment in favour of the Managing Director – Rubber Park India (P) Ltd.

## **9. TIME OF COMPLETION OF SUPPLY**

- C. The time of completion of the supply at the site of Rubber Park India (P) Ltd at Irapuram will be 10 (Ten) days from the date of purchase order. If there is any delay in supply, penalty @ 1% on the contract value per week subject to a maximum of 10% will be recovered from the Contractor.

## **10. TERMS OF PAYMENT**

- A. Payment within 10 days against successful delivery of materials and submission of GST invoice.
- B. GST portion of the invoice would be released only after reflection of GST amount in our GSTR 2B.

**Annexure 1**  
**Technical Specifications for Laptop**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Technical Configuration</b>	<b>Qty</b>
01	Make & Model	HP ProBook/Dell Latitude	01
02	Processor	12 <sup>th</sup> Generation Intel® Core™ i5 processor or higher	
03	RAM	8GB DDR4	
04	Hard Disk	512 GB SSD	
05	Mouse	Wireless Optical Mouse with 2 Button + Scroll (Same make as PC)	
06	Screen size /Display	14''	
07	Operating System	Preloaded Windows 11 professional or higher	
08	Office Productivity Software	Microsoft Office Home & Business 2021 Edition or higher.	
09	Warranty	3-year comprehensive on-site warranty	

## **BID FORMS & OTHER FORMS**

**FORM I**  
**DETAILS OF THE BIDDER**

<b>Name of Work: Supply of Laptop at Rubber Park, Irapuram, Ernakulam District.</b>		
<b>Quotation No: RP/E/QT-02/R1/2024-25dated 23.07.2024</b>		
<b>1. Details of the Bidder</b>		
1.1	Name of the Firm/Bidder	
1.2	Address	
	Tel. No. (O)	
	Mob. No.	
	E mail	
1.3	Nature of Firm (Note:- 1. Tick whichever is applicable. 2. Attach certified documentary proof)	Proprietary
		Partnership
		Company (Private Limited)
		Company (Public Limited)
1.4	Details of proprietor/ partners/ Directors.	
1.5	Name of the responsible contact person:	
	Tel No. (O)	
	Mobile No.	
1.6	Permanent Account Number	
1.7	GST registration Number	

**Signature of the Bidder**

## **FORM II**

### **FORM OF BID**

Note: Bidders are required to furnish this form in the letter head, filling all the blank spaces.

To

Date:

The Managing Director,  
Rubber Park India (P) Ltd.,  
2A, "Kautileeyam"  
Valayanchirangara P.O  
Ernakulam,  
Pin: 683 556

Dear Sir,

**Sub: Quotation for the "Supply of Laptop at Rubber Park, Irapuram, Ernakulam District"**

**Ref: Quotation No. RP/E/QT-02/R1/2024-25, dated 23.07.2024**

I/We have read and examined the notice inviting Quotation and the terms and conditions, Specifications referred to in the Quotation Documents, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to supply and deliver goods and services including installation and commissioning as detailed in the schedule, in conformity with the specifications and the terms and conditions as mentioned in or referred to in the said Quotation documents for the sum as quoted in the Priced part or such other sums as may be ascertained in accordance with the schedule attached herewith and made part of this bid and the said conditions.

My/Our acceptance to all the conditions of the Quotation document in this bid form shall persist over any other terms and conditions, deviations, if any, given in my/our bid.

I/We undertake, if my/our bid is accepted, to commence and complete delivery of all the goods and services including supply and installations and commissioning as specified in the Quotation document, from the date of receipt of your Purchase Order/Letter of Award.

If my/our bid is accepted, I/We will obtain the security deposit as per the terms and conditions for the due performance of the contract.



I/We agree to abide by this bid for the period of 15 days from the date fixed for bid opening and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period. However, if required, validity of Quotation period shall be extended by the bidder, on the request of the Quotation inviting authority, without any additional financial commitments.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your Letter of Intent shall constitute a binding contract between me/us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this.....<sup>th</sup>day of.....2024

(Signature)  
For and on behalf of .....

**FORM III**

**ACCEPTANCE LETTER**

**Note:** Bidders are required to furnish this form in the letter head filling all the blank spaces.

To

The Managing Director,  
Rubber Park India (P) Ltd.,  
2A, "Kautileeyam"  
Valayanchirangara P.O  
Ernakulam,  
Pin: 683 556

Dear sir,

I/We hereby unconditionally accept the Quotation terms and conditions in its entirety for Quotation No. **RP/E/QT-02/R1/2024-25**, dated **23.07.2024** for the "**Supply of Laptop at Rubber Park, Irapuram, Ernakulam District.**"

Date:

**SIGNATURE OF THE BIDDER  
WITH RUBBER STAMP**

**FORM IV**

**DECLARATION FORM**

**Note:** Bidders are required to furnish this form in the letter head filling all the blank spaces.

To

The Managing Director,  
Rubber Park India (P) Ltd.,  
2A, “Kautileeyam”  
Valayanchirangara P.O  
Ernakulam,  
Pin: 683 556

**DECLARATION**

I/We hereby declare that I/We read and understood that Terms & Conditions of contract, Schedule of Requirements etc for the Quotation No. **RP/E/QT-02/R1/2024-25, dated 23.07.2024** for the “**Supply of Laptop at Rubber Park, Irapuram, Ernakulam District.**” and hereby agree to abide by them. In token of I/We also understand that otherwise this Quotation is liable to be rejected.

I/We hereby confirm that only the relevant entries asked for, have been made within the Quotation documents issued to us. I/We also confirm that in the event of any entry in this Quotation document, other than the relevant entry, shall make this Quotation invalid.

I/We hereby confirm that I/We am/are authorised to sign on behalf of the bidder.

Date:

**SIGNATURE OF THE  
BIDDER WITH RUBBER STAMP**

**FORM V  
PRICE BID FORM**

To

**The Managing Director,**  
Rubber Park India (P) Ltd,  
2A, Kautileeyam,  
Valayanchirangara P O,  
**Perumbavoor, Ernakulam – 683 556.**

Sir,

I/We, the undersigned, offer to carry out the supply of the items in accordance with the specification, terms & conditions detailed in the Quotation No. **RP/E/QT-02/R1/2024-25, dated 23.07.2024** for the “**Supply of Laptop at Rubber Park, Irapuram, Ernakulam District.**” The amount quoted is inclusive of the cost of all accessories, tools & tackles etc., and all the taxes are clearly spelt excluding GST.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Make &amp; Model</b>	<b>Qty</b>	<b>Unit Price (Exc. GST)</b>	<b>Total Cost (Exc. GST)</b>
1	Supply of Laptop as per the technical specification.		01 Set		
	<b>Total Amount (Rs. in Words)</b>				

I/We have read and understood all the terms & conditions attached to this quotation notice and agree to abide by it.

**Date:**

**Signature:**

Office Seal

**Name:**

**Designation:**

List of Encl:- 1. Signed Quotation notice.  
2. Technical Specification Compliance.

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**For Office Use (To be entered by the person opening the Quotation)**

1. Scorings:
2. Overwriting:
3. Corrections:

Date:

Witness: 1. Name:

Signature:

Signature of the person  
opening the Quotation:

\*\*\* End of the document \*\*\*