

**Kerala Climate Resilient Agri Value Chain Modernisation Project,
Trans Tower, 3rd Floor, Vazhuthacaud, Thiruvananthapuram, Kerala, India,
PIN: 695014, Email ID: keraprocurement@gmail.com**

Notice Inviting Request for Quotations

Kerala Climate Resilient Agri Value Chain Modernisation Project (KERA) invites Request for Quotations (RFQ) for Supply & Installation of Laptops (Ref. No. KERA/01/RFQ/2025) through Physical bid submission from eligible authorized firms having relevant experience.

Stipulated Dates & Time:

S.No.	Activity	Due Date
1	RFQ issuance	31.01.2025
2.	Quotation Submission Date	06.02.2025. at 1 PM
3.	Technical Opening	06.02.2025. at 1.30 PM
4.	Financial Bid Opening	06.02.2025. at 2.30 PM

Joint Project Director

REQUEST FOR QUOTATIONS

E-Procurement Notice

(Two-Envelope with e-Procurement Bidding Process)

Purchaser: Kerala Climate Resilient Agri Value Chain Modernisation Project
(KERA)

Contract Title: Supply & Installation of Laptops

RFQ No.: KERA/01/RFQ/2025

Date: 31-01-2025

Applicable Procurement Guidelines/ Regulations Date: Procurement Regulations for IPF Borrowers” fifth edition September 2023

1. The Government of India (hereinafter called “Borrower”) has applied for financing from the International Bank for Reconstruction and Development (IBRD) (the “Bank”) in the form of a “loan” (hereinafter called “loan” toward the cost of Kerala Climate Resilient Agri-Value Chain Modernisation Project (KERA). The Project Director, Kerala Climate Resilient Agri-Value Chain Modernisation Project (KERA), an implementing agency of the Client, intends to apply a portion of the proceeds of this loan to eligible payments under the contract for which this Request for Quotation is issued. KERA invites quotations from eligible bidders for the following goods –

Sl. No .	Brief Description of the Goods	Specifications	Quantity & Unit	Delivery Period	Place of Delivery	Installation Required
.1.	Intel i5 11 th Generation or Higher Or	Please refer Technical Specifications	40 Nos.	By 10 th Feb. 25	Kerala Climate Resilient Agri-Value Chain Modernisation	Yes

	AMD Ryzen-7 6000 Series or Higher				Project (KERA), Trans Tower, 3rd Floor, Vazhuthacaud, Thiruvananthapuram, Kerala, India, PIN 695014 Telephone: +91 9496171960/ +91 7558975762	
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2. The Bidders need to submit Quotations for all the items together as mentioned in the Price Bill of Quantity (BoQ).
3. This document includes the terms & conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order (s); and relevant forms to be filled in by the bidders. The Implementing Agency has not issued a separate RFQ document for this purchase.
4. Physical Quotations, both Technical Part and Financial Part in separate envelopes, shall be submitted to KERA Office on stipulated date & time. The 'Technical Part' of the Quotations will be opened offline on stipulated date & time, this can also be viewed by the bidders in person.
5. Following the evaluation of the Technical Parts of the Quotations, Financial bid opening would be done at stipulated date & time on the same day
6. Other details can be seen in the RFQ document. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser may visit the office of the Purchaser at the address given below -

Name of the Office: Kerala Climate Resilient Agri-Value Chain Modernisation Project (KERA)

Name of the Officer and Title: Procurement Officer

Office Address: Trans Tower, 3rd Floor, Vazhuthacaud, Thiruvananthapuram, Kerala, India, PIN 695014

E-mail: keraprocurement@gmail.com

Date: 31 -01-2025

Terms and Conditions

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework.

2. **Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will be responded through email.

3. **Documents:** The Quotation shall comprise two Parts, namely the Technical Part and the Financial Part. Both Parts shall be submitted simultaneously.

4. **The Technical Part of Quotation shall comprise the following:**
 - (a) Letter of Quotation – Technical Part;
 - (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
 - (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
 - (d) Evidence in accordance with Clause 8 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
 - (e) Performance Statement of supplies of similar goods made during the last 3 years, in the prescribed Format;
 - (f) Complete address and contact details of the Bidder having the following information:

Name of the Firm:

Address for Communication:

Telephone No. (s):

Mobile No.:

Electronic Mail Identification (E-mail ID):

- (g) The Technical Part of Quotation shall not include any financial information related to the Quotation price. Where material financial information related to the Quotation price is contained in the Technical Part of Quotation, the Quotation shall be declared non-responsive.

5. The Financial Part of Quotation shall comprise the following:

- (a) Letter of Quotation - Financial Part.
- (b) Price Schedule in the Format of Quotation given wherein the rates shall be entered.

6. Quotation Prices

- a) The contract shall be for the full quantity for all the items together, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before electronic submission.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

7. **Conformity of Goods:** the Bidder shall furnish as part of the Technical Part of Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant, for example catalogue, warranty/ guarantee, etc. of the manufacturer.

8. Qualification of the Bidder:

The bidder shall submit the documentary evidences that they meet the following qualification/ eligibility criteria –

(a) The Bidder should have supplied goods of similar type (& capacity) up to at least 25% of the quantity required in this RFQ, in any one of the last 3 financial years. Details of supplies made during the last 3 years shall be submitted in the specified Proforma.

(b) The average annual financial turnover of the bidder in any 3 of the last 5 years i.e. 2019-20 to 2023-24, should be at least ₹50 Lakh. (Provisional Turnover shall not be considered.)

(c) The bidder must be either the Manufacturer or authorized Distributor/ Dealer of the Manufacturer.

9. Validity of Quotation: Quotation shall remain valid for a period **not less than 30 days** from the deadline date specified for submission.

10. Signing of Quotations: The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.

11. Quotation Submission: The Letter of Quotation – Technical Part, and Letter of Quotation – Financial Part shall be filled, signed Submitted to KERA office by submission deadline.

12. Opening and Evaluation of Technical Parts of Quotations: The ‘Technical Parts’ of the Quotations will be opened offline on the specified date and time. This can also be viewed by the bidders in person. The Financial Parts of the Quotations shall remain unopened in the envelopes, until the subsequent

13. opening, following the evaluation of the Technical Parts of the Quotations.

- (a) The Purchaser shall examine the technical part of the quotation to determine whether the quotation (a) has been properly signed (Clause 10); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee, etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).
- (b) Only Quotations that are both substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify for opening of the Financial Parts of their Quotation.
- (c) The Purchaser shall notify in writing those Bidders who have failed to meet the Qualification Criteria or whose Quotations were considered non-responsive to the requirements in the RFQ document, advising them that their Technical Parts of the Quotations failed to meet the requirements of the RFQ document; and that their Financial Part of the Quotation shall not be opened.
- (d) Simultaneously, the Purchaser shall notify in writing those Bidders whose Technical Parts of Quotations have been evaluated as substantially responsive and meeting the Qualification Criteria that their Quotations have been evaluated as substantially responsive to the RFQ document and that their Financial Parts of Quotations will be opened physically as on stipulated time & date.

14. Opening and Evaluation of Financial Parts of Quotations: The 'Financial Parts' of the Quotations will be opened offline on the stipulated time & date. This can also be viewed by the bidders in person.

- (a) The Purchaser shall examine and confirm that Letter of Quotation – Financial Part and Price Schedules are in accordance with the requirements specified in the RFQ document. If any of these documents or information is missing, the offer shall be rejected.
- (b) The Quotations would be evaluated for all the items together.

- (c) The evaluation shall be based on the total price of Goods and Related services at the project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.

15. Award of Contract: The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- (a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- (b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period.
- (c) The ordered quantity may vary up to $\pm 20\%$ of the quantity (rounded off to the next whole number) mentioned in this RFQ.
- (d) After the receipt of the Performance Security, a Supply Order shall be issued to the successful bidder, by the Purchaser.
- (e) 90% Payment shall be made within 30 days after delivery & installation of the goods and the balance 10% Payment shall be made after the completion of the contract period with all contractual obligations including the warranty. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/ amount of these taxes specified in the supply order, whichever is lower.
- (f) Within 2 days of receiving the award of contract, the successful bidder shall furnish a Performance Security for an amount equal to 3% of the total contract value. The Performance Security shall be in shape of Banker's Cheque/ Demand Draft/ Bank Guarantee, issued by a Nationalized Bank/ Scheduled Commercial Bank, in favour of KERA, payable at Trivendrum. In case of Bank Guarantee, it must be in the format provided in this RFQ. The Performance Bank Guarantee must be valid at

least up to 60 days after the completion of the contract period with all contractual obligations including the warranty.

Quotation Forms

Letter of Quotation–Technical Part

The Bidder must prepare the Letter of Quotation on its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: KERA/01/RFQ/2025

Our Reference: No..... Dated.....

To

Joint Project Director,
Kerala Climate Resilient Agri-Value Chain Modernisation Project (KERA), Trans Tower, 3rd
Floor, Vazhuthacaud, Thiruvananthapuram, Kerala, India, PIN 695014

Subject: Supply & Installation of Laptops

Sir,

1. We, the undersigned, hereby submit our Quotation in two parts, namely:

- (a) Technical Part; and
- (b) Financial Part

2. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services [*insert a brief description of the Goods and Related Services*];
- (c) **Quotation Validity Period:** Our Quotation shall be valid for a period of 30 days from the deadline fixed for the Quotation submission;
- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank.
- (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices.

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of [*insert legal capacity of person signing the Letter of Quotation*]

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

Letter of Quotation–Financial Part

The Bidder must prepare the Letter of Quotation on its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: KERA/01/RFQ/2025

Our Reference: No..... Dated.....

To

Joint Project Director

Kerala Climate Resilient Agri-Value Chain Modernisation Project (KERA), Trans Tower, 3rd Floor, Vazhuthacaud, Thiruvananthapuram, Kerala, India, PIN 695014

Subject: Supply & Installation of Laptops

Sir,

1. We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part, we make the following additional declarations:
 - (a) Our Quotation shall be valid for a period of 30 days from the deadline fixed for the Quotation submission;
 - (b) The total price of our Quotation, including any unconditional discounts offered is:
Total price of the Quotation **[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures];**
 - (c) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

FORMAT OF QUOTATION

Sl. No.	Description of Goods	Specifications/ Particulars	Qty.	Unit	Quoted Unit Rate at destination in Rs.	GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
1.	Intel i5 11th Generation or Higher Or AMD Ryzen-7 6000 Series or Higher	Please refer Technical Specifications	40	No.				
TOTAL including all taxes and duties								

Note: Evaluation shall be done for *all the items together*.

** Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/ amount of these taxes specified in the supply order, whichever is lower.*

We agree to supply the above goods in accordance with the technical specifications within the period specified in the Request for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Bidder

PROFORMA FOR PERFORMANCE STATEMENT

Proforma for Performance Statement (for a period of last 5 years i.e. 2019-20 to 2023-24)

RFQ No. KERA/01/RFQ/2025

Date of opening _____

Time _____ Hours

Name of the Bidder _____

Order placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered Goods/ equipment	Value of order	Date of completion of delivery		In case of Equipment, state if the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)
				As per contract	Actual	
1	2	3	4	5	6	7

Signature and seal of the Bidder

Purchaser's Requirement

LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

Line Item No.	Description of Goods and Related Services	Quantity	Physical Unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period [to be provided by the Bidder]
1	2	3	4	5	6	7
1.	Intel i5 11 th Generation or Higher Or AMD Ryzen-7 6000 Series or Higher	40	No.	Kerala Climate Resilient Agri-Value Chain Modernisation Project (KERA), Trans Tower, 3rd Floor, Vazhuthacaud, Thiruvananthapuram, Kerala, India, PIN 695014	by 10 Feb. 2025	

Note: Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

Technical Specifications

Criteria	Specifications
Processor	Intel i5 11 th Generation or Higher Or AMD Ryzen-7 6000 Series or Higher
Operating System	64 Bit, Windows 11 Enterprise,
Storage	Minimum 512 GB SSD (Nvme)
RAM	Minimum 16 GB DDR4, with support of suitable slots to expand memory upto 16GB or Higher
Chipsets	Compatible chipsets as per processor make
Display Resolution	1366 * 768 HD Display
Display Size	14" or less
Display Type	LED
Bluetooth	Enabled 5.0 or Higher
Wireless Device	Wireless 802.11 or Higher
Interface	RJ-45, Minimum 2 USB 3.0 Type A & 1 USB 3.0 Type C, Audio combo port, DC Adaptor Jack, HDMI Port
Audio	Built-in stereo speakers with high-definition audio support. Built-in Microphone
Security	Bios Password / FTPM 2.0 etc, Antivirus
Hardware Interface	USB and HDMI
Ethernet Controllers	Gigabit Ethernet
Keyboard	Keyboard with Touchpad
Accessories	Laptop Bag
Camera for Video Conferencing	HD 720P Cam
Certification	BIS, BEE, EPR, RoHS or any other relevant India approved certificates
Warranty	5 years onsite.

Performance Security - Bank Guarantee

[Guarantor letterhead or SWIFT identifier code]

Performance Guarantee No.....*[insert guarantee reference number]*

Date.....*[insert date of issue of the guarantee]*

To

Joint Project Director
Kerala Climate Resilient Agri Value Chain Modernisation Project,
Trans Tower, 3rd Floor, Vazhuthacaud, Thiruvananthapuram, Kerala, India,
PIN: 695014, Email ID: keraprocurement@gmail.com

WHEREAS _____ *[name and address of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. _____ dated _____ to execute the work of **Supply & Installation of Laptops** (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of Rs. _____ *[amount of guarantee]* _____ *[in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ *[amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until (i.e.) 60 days after the date of issue of the Certificate of Completion, and any demand for payment under it must be received by us at this office on or before that date.

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

**Quotation submission date extension for Supply & Installation of Laptops, Ref. No.
KERA/01/RFQ/2025**

Quotation submission date is being extended as sufficient number of quotations have not been received. Extended quotation submission deadline is 07/02/2025 at 1.PM.

Joint Project Director

KERA