

## INVITATION FOR QUOTATION

FIN/25-26/II/PR/028

13.02.2026

To,

### Sub: Invitation for Quotations for supply of Laptops under MeitY Project

Dear Sir,

1. You are invited to submit your most competitive quotation for the following items. The detailed technical specifications given at Annexure A & B which is attached herewith.

Sr. No	Brief Description	Quantity	Delivery Period (In days)	Place of Delivery	Installation Requirement (if any)
1	As per attached Annexure – A	20 Nos.	21	RCCIIT	Not Required
2	As per attached Annexure – B	20 Nos.	21	RCCIIT	Not Required

2. RCCIIT, Kolkata has received Grants-in-Aid for the project entitled "AI Capacity Building Program for Schools: Empowering Students with Future Skills", from the Ministry of Electronics and Information Technology (HED Division), Government of India. Under this Project eligible payments under the contract for which this invitation for quotations is issued.
3. Quotation,
  - 3.1 The contract shall be for the full quantity as described above.
  - 3.2 Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
  - 3.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.
  - 3.4 Applicable taxes shall be quoted separately.

Contd.....P/2

- 3.5 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 3.6 The Prices should be quoted in Indian Rupees only.
4. Each bidder shall submit only one quotation.
5. Quotation shall remain valid for a period not less than **30** days from the date of opening of quotations.
6. Evaluation of Quotations,  
The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which
- 6.1 are properly signed; and
- 6.2 confirm to the terms and conditions, and specifications.
7. 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.
- 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
8. Payment shall be made in Indian Rupees as follows: -  
**Delivery and Satisfactory Acceptance – 100% of Total Ordered Value**
9. All supplied items are under warranty as mentioned in the Annexure from the date of successful acceptance of items.
10. The Quotations would be evaluated for all items together.
11. You are requested to provide your offer latest by 1.00 P.M. on 27.02.2026.
12. Detailed specifications of the items are attached herewith as Annexure A & B. You are requested to submit the necessary compliance status of Technical Specifications along with Price Bid.

13. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
14. Sealed quotation to be submitted/ delivered at the address, Finance Officer, RCC Institute of Information Technology, Canal South Road, Beliaghata, Kolkata - 700015
17. We look forward to receiving your quotation and thank you for your interest in this project.

(Authorized Signatory)

Name & Designation

Encl: Technical Specification as per Annexure A & B  
Price Bid Proforma

**PRICE BID (PROFORMA)**

(In letterhead of the supplier with seal and signature)

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_

Sl. No.	Description of goods/items (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	GST Rate in % age	GST Amount (Rs.) (B)	Total Amount with GST (Rs.) (A+B)
1.	LAPTOP (Specification as per Annex-A)	20	Pc					
2.	LAPTOP (Specification as per Annex-B)	20	Pc					
<b>Gross Total</b>								

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. \_\_\_\_\_ (Amount in figures) (Rupees \_\_\_\_\_ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the warranty/ guarantee as mentioned in Annexure shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier with rubber stamp

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

**RCC Institute of Information Technology**  
**Technical Specification for Laptop under MeitY II Project**

**Annexure-A**

**With 8 GB RAM**

Features	Minimum Requirement	Compliance/ Deviation
MAKE/MODEL	Should be specified.	
PROCESSOR	Intel 13th Gen core i5 1334U /AMD Ryzen5 7430U or better	
CHIPSET	Compatible with Processor	
RAM	Minimum 1 x 8 GB DDR4 3200 Mhz with 2 Physical DIMM slots with up to 64 GB memory upgradability or better	
DISPLAY	15.6" FHD display 60 Hz nits with 1920x1080 pixel resolution or more, Antiglare,16:9 aspect ratio With Metal Outer body with metal "reinforced 180 Degree hinges. Ultra Slim Design	
AUDIO	Two built-in stereo speakers with high definition audio support. Built-in Dual microphones.	
Graphics	IntelIries XE Graphics / Radeon Graphics□	
BLUETOOTH	Enabled 5.2 or higher	
WEBCAM	HD Webcam 1280 x 720 resolution, 720p HD audio/video recording	
ETHERNET	1 Nos Gigabit Ethernet port	
WIRELESS DEVICE	Wireless 802.11 AX + BT 5.2 or higher	
KEYBOARD & TOUCH PAD DEVICE	Spill resitant Keyboard with touch pad with Multi gesture support	
INTERFACES	<b>Ethernet:</b> RJ-45, <b>CARD READER:</b> Micro SD Card reader <b>USB:</b> 3 x USB 3.2 Gen 1 port, 5 Gbps (Type A) 1 x USB 3.2 Gen 2, 10 Gbps (Type C Full Functional Data, Display, Power), 1 x USB 3.2 Gen 2 Type C (Charging) <b>AUDIO</b> :1 x 2-in-1 Audio Combo jack (Headphone + Microphone) <b>HDMI:</b> 1 x HDMI™ 2.0 output port	
SSD	512GB SSD	
ACCESSORIES	3 pin 6 Amp Indian Plug with 65W Power Adapter Fast Charging or better	
CARRY CASE	OEM Backpack	
WEIGHT	Not exceeding 1.80 Kgs including battery	
Battery Backup	Minimum 3 cell or higher battery with minium 10 hours backup or better	
CERTIFICATIONS/ Compliance	CB,CE,FCC,RoHs, Window, ISO 9001, ISO14001, ISO27001, ISO20000-1, SA 8000, ISO 50000, Minimum 10 Years presence in India . Service request would be placed directly with the OEM for the duration of warranty. OEM Toll free service phone no, Email ID and chat option must be required along with the bid offering .	
OPERATING SYSTEM (OS)	Linux (must support Windows 11 with Dual Boot)	
WARRANTY	1 years onsite warranty for Laptop (1year on battery and adapter) (OEM supplied laptop model warranty must be visible in the OEM website in respect to each product serial number).	

**RCC Institute of Information Technology**  
**Technical Specification for Laptop under MeitY II Project**

**Annexure-B**

**With 16 GB RAM**

Features	Minimum Requirement	Compliance/ Deviation
MAKE/MODEL	Should be specified.	
PROCESSOR	Intel 13th Gen core i5 1334U /AMD Ryzen5 7430U or better	
CHIPSET	Compatible with Processor	
RAM	Minimum 1x 16 GB DDR4 3200 Mhz with 2 Physical DIMM slots with up to 64 GB memory upgradability or better	
DISPLAY	15.6" FHD display 60 Hz nits with 1920x1080 pixel resolution or more, Antiglare,16:9 aspect ratio With Metal Outer body with metal "reinforced 180 Degree hinges. Ultra Slim Design	
AUDIO	Two built-in stereo speakers with high definition audio support. Built-in Dual microphones.	
Graphics	IntelIries XE Graphics / Radeon Graphics□	
BLUETOOTH	Enabled 5.2 or higher	
WEBCAM	HD Webcam 1280 x 720 resolution, 720p HD audio/video recording	
ETHERNET	1 Nos Gigabit Ethernet port	
WIRELESS DEVICE	Wireless 802.11 AX + BT 5.2 or higher	
KEYBOARD & TOUCH PAD DEVICE	Spill resitant Keyboard with touch pad with Multi gesture support	
INTERFACES	<b>Ethernet:</b> RJ-45, <b>CARD READER:</b> Micro SD Card reader <b>USB:</b> 3 x USB 3.2 Gen 1 port, 5 Gbps (Type A) 1 x USB 3.2 Gen 2, 10 Gbps (Type C Full Functional Data, Display, Power), 1 x USB 3.2 Gen 2 Type C (Charging) <b>AUDIO :</b> 1 x 2-in-1 Audio Combo jack (Headphone + Microphone) <b>HDMI:</b> 1 x HDMI™ 2.0 output port	
SSD	512GB SSD	
ACCESSORIE S	3 pin 6 Amp Indian Plug with 65W Power Adapter Fast Charging or better	
CARRY CASE	OEM Backpack	
WEIGHT	Not exceeding 1.80 Kgs including battery	
Battery Backup	Minimum 3 cell or higher battery with minium 10 hours backup or better	
CERTIFICATI ONS/Compliance	CB,CE,FCC,RoHs, Window, ISO 9001, ISO14001, ISO27001, ISO20000-1, SA 8000, ISO 50000, Minimum 10 Years presence in India . Service request would be placed directly with the OEM for the duration of warranty. OEM Toll free service phone no, Email ID and chat option must be required along with the bid offering .	
OPERATING SYSTEM (OS)	Linux (must support Windows 11 with Dual Boot)	

WARRANTY	1 years onsite warranty for Laptop (1year on battery and adapter) (OEM supplied laptop model warranty must be visible in the OEM website in respect to each product serial number).	
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