



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chithranjali Hills, Thiruvallom, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No.C-DIT/06/DIG-LAP/2025-26/T640

Date: 05.06.2025

TENDER NOTICE

PROVIDING i5 LAPTOPS ON MONTHLY RENTAL BASIS (17 Nos)

Sealed tenders are invited for Providing **i3 Laptops (17 Nos) on daily rental basis**. The envelopes containing the tender should bear the superscription "***Tender for providing i5 Laptops on monthly rental basis***" and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand along with a duly signed copy of this tender notification or confirmation of the terms and conditions. Last date for receipt of tender offers is **10.06.2025, 3.00 PM**. Late tenders will not be accepted. The tenders will be opened at **3.10 PM on the same day in** C-DIT office in the presence of the tenderers or their authorized representatives who choose to be present at that time. Details of the requirements and the conditions governing the supply can be downloaded from our website www.cdit.org

Thiruvananthapuram

05.06.2025

Sd/-

REGISTRAR



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chithranjali Hills, Thiruvallom, Thiruvananthapuram-27

Phone: 0471-2380910, 912

No.C-DIT/06/DIG-LAP/2025-26/T640

Date: 05.06.2025

PROVIDING i5 LAPTOPS ON MONTHLY RENTAL BASIS

TENDER TERMS

I) GENERAL TERMS AND CONDITIONS

1. This Tender is invited, “For providing i5 Laptops (17 Nos) on daily rental basis”.
2. C-DIT reserves the right to cancel any or all tenders at any time if so required, without assigning any reason whatsoever

II) ELIGIBILITY CRITERIA OF BIDDER

1. Bidder should be a registered company or registered business firm as per Indian Law, doing similar business.
2. The bidder should have a registered office in Kerala (Documentary Evidence should be attached).
3. Bidder must have a currently valid PAN and GST registration Documentary Evidence should be attached).
4. An undertaking to the effect that the bidder has not been blacklisted by any of the department/organizations/PSUs/institutions of the Govt. of India/State Govt

III) REQUIREMENT SPECIFICATIONS

Sl.No:	Item with description	Quantity	Specifications
1	Laptop computer	17 Nos:	Intel Core i5 processor/10 th Generation or above/16 GB RAM DDR4/256 GB SSD/1TB HDD /OS Windows 10, Battery backup minimum 2 hours Minimum 3no USB 3port, 2no USB 2port Display size 14 inch

DELIVERY LOCATION

Sl. No	Qty	Address	Contact person
1	5	Sub Registrar Office, Kuttippuram, Malappuram, Kerala 679571	Ram Kumar R -9020392475 Pradeep.P-9789855541
2	4	Sub Registrar Office Malappuram, Down Hill P.O, Malappuram, Kerala 676505	Reshma K Rajendran- 9526456883
3	3	Sub Registrar office, East Ottapalam, Palakkad-679101	Sofiya.C.M-9539118480
4	5	Sub Registrar office Kondotty, Palakkad - Kozhikode Hwy, Kondotty, Malappuram - 673638	Asish B. T.- 9995897177

IV) OTHER TERMS AND CONDITIONS

1. The bidder will be responsible for effecting the supply to the entire satisfaction of the undersigned or his authorized representatives.
2. The bidder should be responsible to supply the laptops at the respective delivery locations as listed above.
3. C-DIT Reserves the right to split the quantity of items to be supplied among one or more bidders, at the sole discretion.
4. **Delivery within 3 days on receipt of the work order as per the locations mentioned in this tender document.**
5. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or a part of the tender and the bidder shall be bound to supply the accepted item at the rates quoted.
6. **In case, the supplied Laptop is not functioning properly/ defective, the bidder shall be responsible to replace the same with a new one immediately.**
7. **The technical specifications mentioned in this document are the minimum suggestive specifications. The vendors who did not meet these minimum suggestive technical specifications are liable to be rejected.**
8. No advance payment will be made against supplies.
9. **The rate quoted by the bidder shall be inclusive of all charges.** Rates quoted by the bidder shall be valid for a period of one month from the date of opening of the tender.

10. **The Bidder should quote rate for the unit shown in the list including GST and tenders which do not indicate this essential information will not be considered.**
11. **No separate bid form is provided. The bidders shall submit the rental charges on your Letter head in "FORM A" in a sealed envelope.** The tenders which do not indicate price information will not be considered.
12. The rate quoted for the items shall be firm and no enhancement will be allowed under any circumstances.
13. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever.
14. **Agreement:** The successful bidder has to enter an agreement with C-DIT in Rs. 200 worth non judicial stamp paper immediately on getting confirmed work order.
15. **Authority:** The authority for the acceptance of the tenders' rests exclusively with the C-DIT. C-DIT does not undertake to accept the lowest or a particular tender or to assign any reason whatsoever for the rejection of any tender.
16. **The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the tenderer shall be bound to provide the service at the rates quoted. C-DIT reserve the right to split the orders among one or more bidders, at the sole discretion.**
17. If at any stage it is found that there is some discrepancy in the tender offer or the bidder has furnished wrong and/or misleading information/ statement(s), their tender offer will be liable to be ignored or rejected.
18. **Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the relevant Act and Rules. Unsettled disputes will be referred to courts and the courts in Thiruvananthapuram will have exclusive first jurisdiction over the subject matter.**
19. **Payment terms: 100% Payment against the supply and submission of actual invoice on monthly basis.**
20. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall be published in the

site www.cdit.org. Prospective bidders are advised to regularly visit the website: www.cdit.org to keep track of corrigendum, if any.

21. In Case of doubt:

If the bidder has a doubt on technical specifications or on terms & conditions stipulated above, please contact **Sri. Amal. A (DIGITIZATION), in Mobile No: 9797039382.**

22. The last date for submission of tender 10.06.2025, 3.00 PM.

The tender will be opened on the same date at 03.10 PM

Sd/
REGISTRAR, C-DIT
Dated 05.06.2025

FORM – A (COMMERCIAL BID)
PROVIDING i5 LAPTOPS ON MONTHLY RENTAL BASIS

Quote No.

Date

Sl.No	Item with description	Quantity Rate	Unit Rate with Tax	TOTAL With Tax
1	Supply of i5 Laptop computer on Monthly rental basis	17 Nos		
	TOTAL			

** All the rates quoted should be inclusive of GST*

DECLARATION

I /We have gone through the tender notification and the terms and conditions are acceptable to me /us. I also understand that if any discrepancy/wrong word or misleading information is found at any stage, the tender offer will be ignored/rejected.

Name of the Bidder/Firm/Agency:

Address:

Phone No:

e-mail id:

Signature

Date:

Office Seal