



International Centre for Free and Open Source Software

Swatantra,
South Pavilion, Sports Hub, Karyavattom,
Trivandrum - 695 581
Kerala, India.
Phone No: +91 471 2700013
Email: info@icfoss.in

NOTICE INVITING TENDER

For the supply of Laptop
Tender No: **ICFOSS/95/2020-TC2(IT) Part(4)** dated 05/03/2026

Name of the material	Laptop-5 Nos
Delivery time	Within 4 weeks
Availability of Tender documents	Can be downloaded from the website http://icfoss.in up to 13/03/2026 , 03:00 PM
Date of Publishing	06/03/2026
Last date & time of submission of bids	13/03/2026 at 04:00PM
Date & time of opening of bids	13/03/2026, 04:30PM
EMD (Earnest Money Deposit) Amount	1 % (rounded to the nearest rupees) of the total Quoted amount or Rs.1,500/- whichever is maximum.
Tender Fee	Rs. 400/-



All communications shall be addressed to the Secretary & Registrar, ICFOSS, Swatantra, South Pavilion, Sports Hub, Karyavattom, Trivandrum - 695 581 Kerala, India.

The bid documents and other details may be downloaded from the website <http://icfoss.in/tenders>. All bid documents along with EMD and Tender fee are to be submitted as **hard copy** and in the designated covers/envelops on the below address. The EMD amount and non-refundable Tender fee of Rs. 400.00/- shall be remitted only as Demand Draft separately in favour of “**ICFOSS**” and payable at Thiruvananthapuram. Bidder should ensure that Tender fees and EMD are remitted as separate transactions/DDs, such that EMD should be a separate DD and Tender Fee shall be separate DD. Combined remittance for Tender fee and EMD shall be treated as invalid transaction. Only manual submission shall be entertained. Late submissions will not be considered

Secretary & Registrar
Swatantra,
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Karyavattom, Trivandrum - 695 581
Kerala, India.
Phone No: +91 471 2700013
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A handwritten signature in blue ink, appearing to read 'Bijumma'.

Procurement Officer
ICFOSS

Place: Trivandrum
Date: **05/03/2026**

Note: - If the date of opening of bids happens to be a holiday; the actual date for the same will be the next working day. No separate intimation in this regard will be issued.



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TENDER DOCUMENT

Tender No: **ICFOSS/95/2020-TC2(IT) Part(4)** dated 05/03/2026
(e-Procurement)

Item required

Sl No	Item	Qty
1	Laptop PC Intel® Core™ i5-14450HX; 14 th Gen Core i5 processor; "Windows 11 SL Home + Microsoft® Office Home & Student 2024"; "15.6" FHD , 144 Hz, IPS, micro-edge, anti-glare, 300 nits"; NVIDIA® GeForce RTX™ 3050 6 GB GDDR6 dedicated; 24 GB DDR5-5600 MHz RAM; 512GB PCIe® NVMe™ SSD; "Wide Vision 720p HD camera with integrated dual array digital microphones"; Type-C® (DisplayPort™ 1.4), 1 RJ-45, multi-format SD media card reader; Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.2 combo (Supporting Gigabit data rate); One Year Onsite Warranty]	5



Terms & Conditions

- **Eligibility Criteria:**

Should be a Firm/Company Incorporated in India.

- **Submission of bids**

The Tender should be submitted with the following documents. The documents shall include the following:

1. **Company registration details**
2. **Copy of Permanent Account Number (PAN)**
3. **Copy of GST Registration Documents**
4. **Signed Tender document with Tender form.**
5. **Financial bid in format given in Annexure I (BOQ Template)**
6. **Detailed specification of the item quoted**
7. **Previous work orders supplied to any Government departments if any**

- **Earnest Money Deposit (EMD)**

The Tender should submit an EMD amount of 1 % (rounded to the nearest rupees) of the total Quoted amount or Rs.1,500/- whichever is maximum. The EMD amount should only be remitted as Bank Drafts in favour of “**ICFOSS**” payable at Thiruvananthapuram and shall be enclosed with the bid.

Forfeiture of EMD

EMD of a tenderer shall be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD shall be forfeited.

Refund of EMD

EMD furnished by all unsuccessful tenderers shall be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract. EMD of the successful tenderer shall be returned, without any interest whatsoever, after receipt of performance security from it as called for in the contract.

- **Tender Fee**

The Tender should submit an non-refundable Tender Fee of Rs.400/- . The Tender Fee should only be remitted as Bank Drafts in name of “ICFOSS” payable at Thiruvananthapuram and shall be enclosed with the bid.

- Item offered must be standard, proven product and already available in the market.
- Items offered must follow the required technical specifications
- Tender Documents shall be available only on the Internet and shall not be available for sales elsewhere.
- No price rise except Govt. levies will be allowed once order has been placed during the validity of the claim.
- Materials must be properly packed against any damage and insured except where hand delivery is proposed.
- Delivery / installation (If applicable) at the store should strictly be completed within the stipulated period of delivery
- Supplier will have to pay penalty on non-delivery after expiry of delivery date @ 1% of quoted price per week subject to maximum of 10%.
- Stores should be supplied to the “The Director, ICFOSS, Swatantra, South Pavilion, Sports Hub, Karyavattom, Trivandrum - 695 581 Kerala, India”.
- Technical literature/ hand book /data sheets must be sent along with the materials as and when supplied.
- If any equipment or part thereof is lost or rendered defective during transit, the supplier shall immediately arrange for the supply of the equipment or part thereof as the case may be.
- Purchaser reserves the right to cancel the order without any liability in case the materials are not supplied within the stipulated period or non - fulfillment of contractual obligations.
- **Payment:** The payment shall be made against completion of the entire supplies. The complete payment shall only be made against successful checking of the items supplied. In case of any defects the L1 bidder shall replace the item prior to the payment
- **Quoted rate:** The quoted rates shall be **inclusive** of all taxes and also the bidder shall include charges like duties, freight, handling, loading, unloading, insurance premium along with the quoted rate.



Note: ICFOSS holds the DSIR certificate which makes ICFOSS eligible for tax exemptions, Seller is responsible for cross checking the category codes and HSN numbers and apply appropriate exemptions

The Taxes may include (excise duty, sales tax, service tax, entry tax etc), duties, levies, freight, handling, loading, unloading, insurance premiums etc complete and shall remain firm throughout the contract period. No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies.

- **Special Conditions:** The supplier is requested to submit all the items mentioned during the technical evaluation of the bid. There should not be any change in the make/specs in the final supplied items from the items submitted during the evaluation unless the technical evaluation committee recommends for the same.

I / We hereby declare that I/We have read and understood the above instructions for the guidance of tenders.

Place :

Date :

Name, Signature and seal of Tenderer

Please submit the hardcopy of this document duly signed by the authorized signatory to the following address:

**Secretary & Registrar
ICFOSS
Swatantra,
South Pavilion, Sports Hub,
Karyavattom,
Trivandrum - 695 581
Kerala, India.**



TENDER FORM

To,
Secretary & Registrar
Swatantra,
South Pavilion, Sports Hub,
Karyavattom,
Trivandrum - 695 581
Kerala, India.

Dear Sir,

Sub: Bid form

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. I/We undersigned, offer to supply all hardware & software and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted to complete delivery & commissioning of all Items specified in the contract within 4 weeks calculated from the date of issue of your purchase order/LOI.
3. We understand that you are not bound to accept the lowest or any bid, you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.
6. The tender document for the works mentioned above have been obtained by me from the URL: <http://icfoss.in/tenders>, the official website of ICFOSS and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
7. My /our GST & PAN Numbers are as follows.
8. GST Registration Number.



9. PAN Number.
10. Date DD/MM/YYYY/...../.....
11. Signature of the bidder
12. Designation
13. Witness 1.
14. Signature
15. Witness 2.
16. Signature

ANNEXURE I (BOQ TEMPLATE)

Date:

Tender Inviting Authority: ICFOSS					
Name of Work: Supply of Laptop- 5Nos					
Contract No: <u>ICFOSS/95/2020-TC2(IT)</u> Part(4) dated 05/03/2026					
Bidder Name :					
<u>PRICE SCHEDULE</u> <u>(This BOQ template must not be modified/replaced by the bidder and the same should be submitted after filling)</u>					
Sl No.	Items	Quantity	Units	BASIC RATE Per Kit (inclusive of all Taxes)	TOTAL AMOUNT (inclusive of all Taxes)
1	Laptop	5	no		
Grand Total (Inclusive of all Taxes)					
Quoted Rate in Words					

Authorized Signature
(With Signature and Seal)

*Envelope should be marked with the heading 'For the supply of Laptop '