



QUOTATION NOTICE

Kerala Institute of Local Administration (KILA) invites sealed quotations from eligible service providers for the supply of laptops on a rental basis as per the technical specifications outlined below.

Technical Specifications

- **Processor:** Intel Core i5 or equivalent
- **RAM:** 8GB or higher
- **Storage:** 256GB SSD
- **Operating System:** Windows 10 or above
- **Battery Backup:** Minimum 2 hours
- **Accessories:** Power adapter included

Quantity Required

As per the requirement.

Rate Offered

The rate must be quoted for one laptop on both a monthly and daily basis inclusive of all applicable taxes.

Terms and Conditions

1. **Quotation Submission:** Quotations should be submitted in a sealed envelope, clearly marked "Quotation for Laptop Rental Services," and addressed to:
Director General, KILA, Mulamkunnathukavu P O, Thrissur - 680581.
2. **Submission Deadline:** Quotations must be received by **10.04.2025.**
3. **Validity:** The quotation must be valid for a period of **365 days** from the date of submission.
4. **Agreement:** The agreement will be a **one-year running contract.**
5. **Evaluation:** Quotations will be evaluated based on **technical compliance of the laptop, optional features, and the total price quoted.**
6. **Delivery:** Laptops must be operational within **3 days** of order confirmation.
7. **Payment Terms:** Payment will be made within **15 days** of invoice submission for the rental period.

Contact Person

For further details or clarifications, please contact the **System Administrator** of this institute.

* This is a computer generated document. Hence no signature is required.