

SPECIFICATIONS FOR THE QUOTE FOR IT EQUIPMENT

I. Requirements for Purchase of Laptops:

1. Minimum Specifications (Vendors can also quote better specifications):

Component	Description
Brands	Lenovo/HP/Dell or Equivalent brand Available in Market
Processor	11th Generation Intel Core i7 processor or higher
Display Size	15"(inches) - 15.6"(inches)
Graphics	NVIDIA/ Intel/ Radeon
Memory	16 GB
Storage/Hard Drive	512GB Solid State Drive
Wireless	Intel® Wi-Fi 6 2x2 (Gig+) and Bluetooth 5.1 or more
Operating System	Windows 10 Pro (Licensed) Ms Office Pro 2021(Licensed)
Warranty	Standard warranty with local support

2. Total Number of Machines/Laptops required: 7

II. Requirements for Purchase of Printers:

1. All in One printer (Print, Scan and Copy)

2. Minimum Specifications (Vendors can also quote better specifications)

Component	Description
Brand	HP, Epson or Equivalent Brand Available in Market
Function	Print, Scan, Copy and Fax
Print	B&W
Processor Speed	600 MHz
Print Speed	Up to 30 PPM
Duty Cycle	Up to 5,000 pages (Monthly)
Copy reduce / enlarge settings	25 to 400%
Copy speed (black, normal)	Up to 30 CPM
Copy resolution	600 x 600 dpi
Memory, standard	256 MB
Connectivity	Hi-Speed USB (compatible with USB 2.0 specifications); Ethernet 10/100 Base-TX; 802.11a/b/g/n (2.4/5 GHz) Wi-Fi radio + BLE

3. **Total Number of Machines required: 2**

III. Requirements for Purchase of Printers (Colour):

1. **Multifunction Colour LaserJet Printer**
2. **Minimum Specifications (Vendors can also quote better specifications)**

Component	Description
Brand	Canon/HP/Epson or Equivalent Brand Available in Market
Function	Print, Scan, Copy
Print	B&W and Colour
Processor Speed	400 MHz
Print Speed	Colour: Upto 20ppm Black and White: Up to 30 PPM
Print Quality/Resolution	Color 600 x 600 dpi 4 bits
Copy resolution	600 x 600 dpi
Memory, standard	256 MB
Connectivity	Hi-Speed USB (compatible with USB 2.0 specifications); Ethernet 10/100 Base-TX; 802.11a/b/g/n (2.4/5 GHz) Wi-Fi radio + BLE

3. **Total Number of Machines required: 01**

General Conditions:

- Successful vendor will be required to complete the given tasks order within 3-5 working days.
- All rates should be inclusive of taxes.
- Quotation rates must be valid for a period of 15 days
- Mark the envelop with “QUOTATION” on top.
- Quotation should be addressed to “Procurement Officer”.
- Sealed Quotations must be submitted on the Company Letter Head that includes the following minimum information:
 - I. Vendor Name
 - II. Address, Telephone and Fax Number
 - III. Date of Quotation
 - VI. Vendor Stamp and signed
 - VII. Profile of the company.
- Quotation should be as per the specification mentioned above.
- National Tax Number should be mentioned on the Quotation
- Sales Tax Registration Number should be mentioned on the quotations.
- Vendors may apply for all the items or any one of them.