



INTERNATIONAL INSTITUTE FOR RIVER AFFAIRS (IIRA)

South Asian Institute for Advanced Research & Development (SAIARD)
87/210, Raja S.C. Mullick Road, Ganguly Bagan, Ramgarh, Kolkata – 700047

REQUEST FOR QUOTATION (RFQ) Procurement of Laptops and Desktop Systems

RFQ No.	SAI/IIRA/Admin./26/System/Tender-1
Issue Date	16 June 2026
Last Date for Submission	20 June 2026, 6:00 PM
Bid Opening Date	21 June 2026
Submission Email	saiardiira@gmail.com

Invitation

IIRA–SAIARD invites sealed/e-mail quotations in Company letterhead from Authorized Vendors/Dealers for supply, installation and commissioning of laptops and desktop systems as per the specifications below.

Technical Specifications

Laptop Category-I (Quantity: 16)

Specification	Requirement	Quantity
Processor	Intel Core i5 or higher	16
RAM	16 GB (Expandable up to 32 GB)	
Operating System	Windows 11 Professional	
Display	15.6 inch LED UHD Screen	
Storage	512 GB SSD with HDD Slot	
Other Requirements	RJ45 Ethernet, 2×USB-A 3.0, 1×USB-C 3.0, HDMI, Wi-Fi 5+, Bluetooth 5+, Webcam, Mic, Speakers, BIOS Password, 36Wh battery, 8 hrs backup, 1-Year OEM Onsite Warranty	

Laptop Category-II (Quantity: 2)

Specification	Requirement	Quantity
Processor	Intel Core i7 or higher	2
RAM	16 GB (Expandable up to 32 GB)	
Operating System	Windows 11 Professional	
Display	15.6 inch LED UHD Screen	
Storage	512 GB SSD + 1 TB HDD	
Other Requirements	RJ45 Ethernet, USB ports, HDMI, Wi-Fi 5+, Bluetooth 5+, Webcam, Mic, Speakers, 1-Year OEM Onsite Warranty	



Desktop System (Quantity: 1)

Specification	Requirement	Quantity
Processor	Intel Core i7 or higher	1
RAM	32 GB (Expandable up to 128 GB)	
Operating System	Windows 11 Professional	
Display	UHD Compatible Display with 24 inch LED Screen	
Storage	1 TB SSD + 5 TB HDD	
Other Requirements	Keyboard, RJ45 Ethernet, GPU, USB 3.0, USB-C, HDMI, Wi-Fi 5+, Bluetooth 5+, 1-Year OEM Graphics Card, UPS & Onsite Warranty	

Additional

Extra Requirements	Quantity
Optical Mouse (Zebronics/HP/Logitech)	20
USB WebCam	01

Terms & Conditions

- Submit your quotation in your official letterhead along with the bank account details
- All items must be brand new and from reputed OEM brands.
- Prices shall be inclusive of all taxes, freight, installation and delivery charges.
- Minimum warranty: One (1) year OEM onsite warranty.
- Delivery location: IIRA–SAIARD, Kolkata office.
- Vendor must provide GST details and authorized dealership credentials, if applicable.
- IIRA–SAIARD reserves the right to accept or reject any quotation without assigning reasons.
- Only shortlisted vendors will be contacted.

By Order
SAIARD