



(Please Mention "REF NO" in all documents)

**QUOTATION ENQUIRY**

Ref No.: VNIT/STR/MA/2018-19/PM/10

Date: 17.04.2018

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCE OF THIS LETTER MUST BE MENTIONED ON THE ENVELOPE CONTAINING YOUR QUOTATION

**Sub** – Quotation Enquiry for Procurement of Item **Laptop** for Mathematics Dept.

**Dear Sir / Madam,**

You are invited to submit your most competitive quotation for the supply of following items / goods as per the schedule of submission, terms and conditions mentioned below;

**Schedule of Quotation Submission**

**Date of Issue** : Tuesday, 17<sup>th</sup> April 2018  
**Last Date/Time of Submission** : Friday, 27<sup>th</sup> April, 2018 Time **3.00 P.M.**  
**Date/Time of Opening of Quotation** : Friday, 27<sup>th</sup> April, 2018 Time **3.30 P.M.** at Mathematics Dept.

Sr.No	Item Specification	Qty
1)	<b>LAPTOP</b> <ul style="list-style-type: none"><li>1.8 GHz dual-core Intel Core i5, Turbo Boost up to 2.9 GHz with 3MB shared L3 cache</li><li>8 GB of 1600 MHz LPDDR3 onboard memory</li><li>256GB PCIe-based SSD</li><li>13.3 inch (diagonal), Intel HD Graphics 6000</li><li>Mac OS high Sierra</li><li>10 hours battery life, 1.35kg laptop</li><li>Turbo boost up to 2.9 GHz</li><li>720p face time camera</li></ul>	1 No.

**Instructions, Terms & Conditions**

- 1) The price should be quoted F.O.R. VNIT, Nagpur on delivery basis.
- 2) The vendor shall submit the quotation enquiry in the Institute's prescribed format [Annexure – I] and price must be quoted item-wise separately, else the quotation will be treated as non-responsive.
- 3) Quotation shall remain valid for 90 days from the date of opening the quotation.
- 4) Vendor should submit copy of **GST Registration Certificate, PAN No., Certificate of Firm's Registration** etc. with your offer failing which the quotation will not be entertained.
- 5) **Taxes** : GST or any other taxes as per Govt. norms shall be applicable from time to time. The % of Tax must be indicated separately in the quotation.
- 6) **Items for Research Purpose: Concessional GST @ 5% will be applicable for purchase of goods viz Scientific & Technical instruments and other required for the Research purposes only.** This is in accordance of Govt. of India, Ministry of Finance Notification 45/2017-Central Tax (Rate) dated 14<sup>th</sup> November, 2017 and 47/2017-(Integrated Tax (Rate) dated 14<sup>th</sup> November, 2017, and VNIT Circular Ref.-VNIT/Acct/2017-18-GST/5390 dated 27<sup>th</sup> November, 2017. The description of goods is given in Govt of India notification dated 14<sup>th</sup> November, 2017 mentioned above. A certificate in this respect will be issued to the vender by the Institute.

- 7) **For Import Item** – Govt. of India Ministry of Science & Technology, DSIR, New Delhi vide letter No TU/V/RG-CDE(190)/2016 dated 19/09/2016 has issued Certificate of Registration to VNIT, Nagpur for purposes of availing customs duty exemption in terms of Govt. Notification 51/96-Customs dated 23<sup>rd</sup> July, 1996 and Central Excise duty exemption in terms of Govt. Notification No 10/97-Central Excise dated 1<sup>st</sup> March, 1997 as amended from time to time and this registration is valid up to 31.08.2021. This document will be provided by the Institute.
- 8) Each Vendor shall submit only one quotation. All the information shall be furnished by the vendors in the prescribed format of quotation enquiry. Each document submitted with quotation should be duly attested & stamped by the vendor, failing which submitted quotation will be treated as non-responsive. Incomplete or Conditional Quotation(s) will not be accepted.
- 9) Any certificate / document above submitted by the vendor are found to be incorrect /false/ forged/ fake, intentionally / un-intentionally at any stage, will lead to disqualification of vendor. Institute shall be free to take any action by blacklisting the Vendor / Firm.
- 10) The vendor shall take full responsibility in case of any damage, loss or injury to any person / building or to any part thereof, and shall repair / and make good the loss, at his own cost.
- 11) Information brochure, product catalogue, if any must be accompanied with the quotation clearly indicating model quoted for.
- 12) Vendors should offer special educational discount to the Institute on quoted rates.
- 13) In case of price quoted in foreign currency, its conversion rate to INR on the date of opening the quotation/tender shall be considered.
- 14) **Guarantee or Warranty:** Normal comprehensive **Warranty / Guarantee of 3 years** shall be applicable to the supplied goods. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at VNIT by the vendor.
- 15) **Delivery Period:** Vendor will be required to give Delivery of the Goods within **four (4) Weeks** from the receipt of P.O. Goods shall be supplied / delivered by the Vendor at the installation site in concerned department of VNIT Nagpur at free of cost on working days. Vendor shall deliver the material strictly as per the delivery schedule given in P.O., failing which **Liquidated Damages Clause** will be applicable.
- 16) **Liquidated Damages Clause:**
- (a) The Director, V.N.I.T. Nagpur reserves the right to recover from the vendor, liquidated damages a sum equivalent to 1/2 percent of the price of the undelivered stores at the stipulated rate for each week or part thereof, during which the delivery of such stores, may be delayed subject to, a maximum limit in the case of an order exceeding Rs. One Lakh in value, up to **10** percent and in the case of an order not exceeding Rs. One Lakh in value up to **5** percent of the stipulated price, of the stores so undelivered.
  - (b) To purchase elsewhere, on vendor's accounts, at his risk, the stores etc. undelivered, or other of a similar description, where others exactly employing with the particulars, are in the opinion of the Director, Visvesvaraya National Institute of Technology, Nagpur are not readily procurable, without cancelling the contract, in respect of consignment not yet due for delivery.
  - (c) To cancel the contract.

In the event of action being taken under (b) or (c) above, the vendor shall be liable to make good for any loss, which the Institute may sustain, by reason of higher price of stores, so purchased or the otherwise, howsoever :

The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Director, Visvesvaraya National Institute of Technology, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of stores.

- 17) **Payment:** Institute will release the full & final payment on delivery of items and its successful installation/ demonstration at concerned department / laboratories of VNIT Nagpur. The vendor will be required to submit the bills in triplicate along with delivery memo. Payment will be made through Crossed Cheque

/ ECS / NEFT / RTGS. For electronic payment mode vendor's bank details on Firm / Company letter head will be required.

- 18) **Installation and Training:** Installation and training to be conducted at the site (VNIT).
- 19) Quotations received after the last date of submission will not be considered.
- 20) Any amendment or corrigendum regarding this enquiry will be issued on the Institute website ([www.stores.vnit.ac.in](http://www.stores.vnit.ac.in)) only.
- 21) Director, VNIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
- 22) **It will be presumed that the vendor has read carefully all the above mentioned instructions, terms & conditions and abide by same.**
- 23) The Quotation in sealed envelope super-scribed with "**Quotation Enquiry for procurement of "Item Name" for "Department Name"**" and to be sent to Dy. Registrar (Stores), VIsvesvaraya National Institute of Technology, South Ambazari Road, Nagpur 440 010, Maharashtra (India). The quotation can also be submitted in person in the "**Quotation/Tender Box**" at the Stores Section, Old Library Building, 1<sup>st</sup> Floor, VNIT, Nagpur - 440010 on any working day.
- 24) The last date of submission is **Friday, 27<sup>th</sup> April 2018, by 3.00 pm**

Yours truly,

Sd/-

**Dy. Registrar (Stores)**

**ANNEXURE – I**

**FORMAT OF QUOTATION ENQUIRY**

Ref No.: VNIT/STR/MA/2018-19/PM

Date: 17.04.2018

**ITEM: "Laptop"**

Sr. No	Item	Qty	Basic Rate P.U. (Rs.)	GST @5% Amount P.U. (Rs.)	Total Amount P.U. (Rs.)
1	Laptop (Detail specification as above)	1No.			
	Basic Amount				
	Educational Discount				
	Total Cost F.O.R. V.N.I.T. Nagpur				

**[A] DUTIES & TAXES (if applicable):**

1. Custom Duty if any : \_\_\_\_\_
2. GST @ \_\_\_\_\_% : \_\_\_\_\_
3. Freight/ Transportation : \_\_\_\_\_
4. Insurance @ \_\_\_\_\_% : \_\_\_\_\_
5. Packing & Forwarding : \_\_\_\_\_
6. Others, (if any) : \_\_\_\_\_
7. **Final Offer (Including Installation Charges & Taxes) FOR VNIT Nagpur** : \_\_\_\_\_

**[B] Others Details (Enclosed)**

1. Specification as per Requirements : Yes / No
2. Warranty/Guarantee : \_\_\_\_\_Years
3. Delivery period : \_\_\_\_\_
4. Firms Registration Certificate : \_\_\_\_\_
5. Authorization Certificate : \_\_\_\_\_
6. Details of client lists : \_\_\_\_\_
7. GST Registration Certificate : \_\_\_\_\_
8. PAN / GST No. : \_\_\_\_\_
9. Others, (if any) : \_\_\_\_\_

**Note: Price/Commercial Bid & other details should be furnished as per Institute's prescribed format if failed, the Price / Commercial Bid is treated as unresponsive and will be disqualified.**

The Firm/Company agrees to supply the above items for **final offer price (Rs. \_\_\_\_\_/- [In Words Rs.....])** inclusive of duties & taxes at [A] above within the period specified in the Invitation for Quotations. We also confirm that the normal commercial warrantee /guarantee of 36 months shall apply to the offered goods.