



(Please quote "REF CODE NO" for reference in all documents)

**QUOTATION ENQUIRY**

Ref No.: VNIT/STR/2017-18/AM/RKI/109

Date: 01/02/2018

To,

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

**Sub – Quotation Enquiry for procurement of "All in one Desktop computer & Printer" for Applied Mechanics Department**

Dear Sir / Madam,

VNIT herewith invites the quotations in sealed cover / envelope from reputed firms for supply of items mentioned in table below with understated instructions terms & conditions. as per the Schedule mentioned below:

**Schedule of Quotation Submission**

Date of Issue : Thursday 01<sup>st</sup> February 2018  
Last Date/Time of Submission : Monday, 12<sup>th</sup> February 2018 Time 3.00 P.M.  
Department/Date/Time of Opening of Quotation : At Applied Mechanics Department,  
Monday, 12<sup>th</sup> February 2018 Time 4.00 P.M.

**Item particulars**

S.N.	Specifications	Quantity
1.	<b><u>All in one Desktop Computer :</u></b> <b>Make : Hp/Dell/Lenovo</b> Operating System : Windows 10 Pro 64 Bit or better Processor : Intel® Core™ i7-7700 T with Intel HD Graphics 630 (2.9 GHz, up to 3.8 GHz with Intel Turbo Boost, 8 MB cache, 4 cores), or better Chipset : Intel H170 or better Form factor : All in one Memory : 16 GB DDR4-2133 SD RAM or higher Internal Drive : 1 TB 3.5" SATA (7200 rpm) or higher Additional Storage : 3-in-1 media card reader Display : 23.8" diagonal widescreen FHD IPS WLED-backlit display (1920 x 1080) or higher Graphics : Integrated : Intel® HD Graphics 10, Discrete : NVIDIA® GeForce® 930MX (2 GB DDR5 dedicated) or better Energy efficiency : ENERGY STAR certified Operating humidity range : 10 to 95% RH or better  Key board, mouse, webcam, 1 power connector, 1 RJ-45, 1 USB 3.0, 2 USB 2.0, 1 HDMI out, 1 microphone/ headphone jack, 1 USB 3.0 (charging), 1 USB 3.0 ( fast charging), LAN Integrated 10/100/1000 GbE network connection, WLAN 802.11b/g/n/ac M.2, Bluetooth.	1 No.
2.	<b><u>Multifunction Monochrome Laser Printer</u></b> <b>Print</b> Printing Method : Monochrome Laser Printing Print Speed (A3): 20 ppm or better Print Resolution : 600 x 600dpi or better	1 No.

Signature of Vender  
(Authorised Signatory)

Stamp

Date

	<p>Duplex Printing : Automatic Paper Size for Auto Duplex Print : A3,A4,Letter, Legal, Indian Legal, Foolscap etc.</p> <p><b>Copy</b> Copy Speed (A3): 20 ppm or better Copy Resolution : 600 x 600 dpi or better Reduce/ Enlargement : 25-400% in 1% increments</p> <p><b>Scan</b> Scan Type : Flat bed scanner, colour Scan Resolution (Optical) : 600x 600dpi or better Scan Size : Platen Glass A3 or better</p> <p><b>Paper Tray</b> Reverse Automatic Document Feeder, Paper Input : Two Standard Cassettes (250 Sheet per cassette), Paper Size : Standard Cassette – A3, A4, Legal, Letter, Executive etc. Multi-Purpose Tray : A3, A4, B5,A5,Legal, Letter, Executive etc</p> <p><b>Connectivity</b> Standard Interface : Wired- High- Speed USB 2.0 or better Network Printing : LAN/ wireless network connectivity Compatible with : Windows 32/ 64- bit and other</p>	
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**Instructions, Terms & Conditions:**

- 1) The price should be quoted on F.O.R. VNIT, Nagpur.
- 2) Earliest delivery date to be mentioned for each item
- 3) The quoted amount will be firm and final. Quotation should be valid for 90 days from the date of 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 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 2<sup>3rd</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.

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- 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 vendors 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) Vendors should offer special educational discount to the Institute on quoted rates.
- 12) In case of price quoted in foreign currency, its conversion rate to INR on the date of opening the quotation/tender shall be considered.
- 13) **Guarantee/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.
- 14) **Delivery of Goods –**
- Vendor shall deliver/supply the goods within 4 (Four) weeks period.
  - Goods shall be supplied / delivered by the bidder at the installation site in concerned laboratory/ department of VNIT, Nagpur at free of cost on working days. Vendor shall strictly be adhered to above, failing which **Liquidated Damages Clause** will be applicable.
  - Goods should be securely, safely and adequately packed and dispatched at the risk of supplier. Purchase order Ref. No. & Date must be mentioned/should be kept in all packing's.
  - Bidder shall deliver the goods in concerned laboratory/department perfectly before 4.00 pm on any working day/s. Delivery of goods will not be accepted on Saturdays, Sundays and Institute Holiday.
- 15) **Liquidated Damages Clause:**
- Penalty may be imposed in case of delayed delivery as per norms stated in Purchase order [PO].
  - If the Supplier fails to deliver the goods within the delivery period as mentioned in PO, a sum equivalent to 0.5% of the contract/PO value, for each week or part thereof till actual delivery, will be deducted from the contract/PO value, **as Liquidated Damages**. A maximum deduction is up to **10%** of the contract/PO value in case of an order exceeding Rs. One Lakh in value and **5%** of the contract/PO value in the case of an order not exceeding Rs. One Lakh in value, of the goods so undelivered.
  - 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.
  - If the Supplier fails to deliver the material/goods within the stipulated delivery period, then Amount of EMD given by the Vendor shall be forfeited. In case of Supplier [registered with MSME/NSIC/SSI etc.] not required to submit the EMD, the Institute reserves the right to initiate action including reporting to principal Govt. authorities.
  - 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 items/goods, 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.
- 16) 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.

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- 17) Quotations received after the last date of submission will not be considered.
- 18) Any amendment or corrigendum regarding this will be issued on the Institute website only
- 19) 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, VNIT, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of items/materials.
- 20) 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.
- 21) **It will be presumed that the vendor has read carefully all the above mentioned instructions, terms & conditions and abide by same.**
- 22) The Quotation in sealed envelope super-scribed with "**Quotation Enquiry for procurement of "All in one Desktop Computer & Multifunction Monochrome Laser Printer."**" for "**Applied Mechanics Department**" 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.
- 23) The last date of submission is **5<sup>th</sup> February 2018 by 3.00 pm.**

**Yours truly**

**Sd/-  
Dy Registrar (Stores)**

**"FORMAT OF QUOTATION ENQUIRY"**

LTE No.: VNIT/STR/QUOT/2017-18/AM/RKI/

Dated:

**ITEM: "All in one Desktop Computer & Multifunction Monochrome Laser Printer"**

Sr. No	Item with Specifications	Qty	Basic Rate P.U. (Rs.)	GST % & Amount P.U. (Rs.)	Total Amount P.U. (Rs.)
1	<b>All in one Desktop Computer &amp; Multifunction Monochrome Laser Printer</b> <b>(Details specification as above)</b>				
				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 No. : \_\_\_\_\_
9. Others, (if any) : \_\_\_\_\_

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.

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(Authorised Signatory)**

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