



Ref. No. MRSPTU/Purchase/18-19/.....45.....

Dt.....4/1/19.....

(Regd.)

To

As per list attached.

Sub: - Quotations for Purchase of Laptop.

Dear Sir,

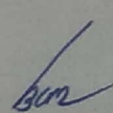
01. You are requested to quote the rates for the items shown in the Appendix 'A' separately attached to this letter.

02. Following shall be taken note of while quoting the rates:-

- a) The rates will be F.O.R. MRSPTU, Bathinda.
- b) The University is registered with the department of Scientific & Industrial Research (DSIR) for purposes of availing customs duty exemption in terms of Govt. notification No. 51/96-customs dated 23/07/1996 and central excise duty exemption in terms of Govt. notification No. 10/97-central excise dated 01/03/1997 and 45/2017 dated 14/11/2017 regarding GST as amended from time to time. The relevant exemption certificate will be issued to the successful bidder only if the excise duty/customs duty/GST are exclusively mentioned in the commercial bid of e-Tender/NIQ.
- c) Quotation received later than due date are liable to be ignored/rejected.
- d) Quotation must be submitted on letter head of the firm with all particular, any other format will not be acceptable.
- e) The quality of the items to be quoted should be best available in the market.
- f) The envelope must bear the word:-
"QUOTATION FOR Purchase of Laptop.
Enquiry No. As above dated _____
Due on 18-01-2019

IMPORTANT: -In the absence of information as required under 2(f) above, if an envelope is received & opened inadvertently, the university will not be responsible and the quotation may not be considered even if quoting lowest rates.

03. The quotations duly completed should be in the name of Registrar and should reach the office of the Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda by 18-01-2019 up to 03:30 PM and same shall be opened at 04:00 PM on same date. Your representative may be present during the opening of the quotations.


Finance Officer,
MRSPTU, Bathinda.

Copy to:

1. Incharge, Computer Centre, to upload a copy on university & college websites.
2. PA to VC.
3. Master File.

P.T.O.

TERMS & CONDITIONS

1. VICE CHANCELLOR RIGHTS:

Vice Chancellor, MRSPTU, Bathinda reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities also rests with him. MRSPTU also not bind itself to accept the lowest price. In case of any dispute, the decision of Vice Chancellor, MRSPTU, Bathinda will be final & binding.

2. VALIDITY OF QUOTATIONS:-

Quotations will be considered valid for 03 months from the date of quotation.

3. CORRESPONDANCE:

No correspondence regarding acceptance/rejection of a quotation will be entertained.

4. SAMPLE/BRAND/MAKE/WEIGHT:-

Sample where asked for, will invariably be made available and sent along with the quotations. However, Brand/Make/Weight etc. must be mentioned clearly in the quotations. Technical literature/pamphlet should also be enclosed.

5. REJECTION:-

Quotation not conforming to the set procedure as above will be rejected.

6. DISCOUNT/REBATES:-

A Special discount/rebate wherever admissible keeping in view that the supplies are being made for education purpose in respect of Public Institution of national importance may please be indicated.

7. DELIVERY PERIOD:-

Minimum Period for delivery/job completion should be mentioned clearly.

8. GUARANTEE/WARRANTY:-

Guarantee/Warranty should be mentioned clearly.

MRSPTU shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures.




Ref No. MRSPTU/Purchase/18-19/.....

Dt.....

APPENDIX- A

Specifications for Laptop			
Sr. No.	Description of item	Qty.	Rate to be quoted
01.	LAPTOP: Processor: Intel Core i7 8 th Gen Ram: Minimum 8GB DDR4 Hard Disk: Minimum 512 GB Operating System: Windows 10 Screen: 33.78 cm (13.3 inch) 1920x1080 Pixel Full HD LED Backlit IPS Touch Display.	01 No.	


Finance Officer,
MRSPTU, Bathinda