

## FORMAT FOR CALLING QUOTATION

To,

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

**Sub: - Quotation for Purchase of Cloud Server Hosting- 10 GB for 8 months**

Dear Sir,

01. You are requested to quote the rates for the items shown in the Appendix 'A' separately attached to this letter. The rates must be quoted only on the attached paper as per our specifications.
02. Following shall be taken note of while quoting the rates:-
  - a) The rates will be F.O.R. (**Deptt. of Pharmaceutical Sciences and Technology,**) MRSPTU, Bathinda.
  - b) Delivery period should be mentioned clearly.
  - c) Warranty/Guarantee/All contractual obligations should be mentioned clearly.
  - d) Payment will be made after successful inspection of the item.
  - e) For research items, the relevant exemption certificate DSIR will be issued to the successful firm to charge GST @ 5% only, if applicable, otherwise GST will be charged at applicable rates.
  - f) Quotation received later than due date are liable to be ignored/rejected.
  - g) Quotation must be submitted on **LETTER HEAD** of the firm in the name of **REGISTRAR, MRSPTU, BATHINDA** with all particular duly signed with stamp in sealed envelope, any other format will not be acceptable.
  - h) The envelope must bear the word:-  
**"QUOTATION FOR" Purchase of (Item Name)**  
**Enquiry No. \_\_\_\_ As above dated \_\_\_\_\_**  
**Due on \_\_\_\_\_**  
**Address: As mentioned as point no. 04**  
**IMPORTANT: -**In the absence of information as required under 2(h) 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.
  - i) Please mention any other charges/conditions (if any).
  - j) Loose, tempered or incomplete quotation will not be considered.
  - k) Any other information as per requirement of indentor/department as Annexure I.
  - l) The quality of the items to be quoted should be best available in the market.
03. General Terms & Conditions are attached alongwith.
04. The quotations should reach the **office of the Head of Deptt. of Pharmaceutical Sciences and Technology, Maharaja Ranjit Singh Punjab Technical University, Bathinda c/o Prof. Ashish Baldi by 9.08.2021 up to 5.00PM** by hand or post and same shall be opened at **10.00AM** on 10.08.2021. Your representative may be present during the opening of the quotations.

Indentor

\_\_\_\_\_

Head of Department

\_\_\_\_\_

## **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.

**QUOTATION**

To

The Registrar,  
MRSPTU, Bathinda

| <b>Name of Item:</b> |   |             |             |                            |                           |                      |                                    |
|----------------------|---|-------------|-------------|----------------------------|---------------------------|----------------------|------------------------------------|
| <b>Sr. No.</b>       | <b>Description/Specifications of item</b> | <b>Unit</b> | <b>Qty.</b> | <b>Basic Rate (in Rs.)</b> | <b>Discount, (if any)</b> | <b>GST (in %age)</b> | <b>Total Amount Including GST)</b> |
|                      |   |             |             |                            |                           |                      |                                    |
|                      |   |             |             |                            |                           |                      |                                    |

**Name of Bidder**\_\_\_\_\_

**Signature with stamp**\_\_\_\_\_

**Annexure I**

**TERMS AND CONDITIONS**

*for quotation of*

**“CLOUD SERVER HOSTING -10GB FOR 8 MONTHS”**

The required quote should fulfill following conditions:

1. The cloud server provided by the quote should have complete security
2. Quoted size of cloud server should be 10 GB or more.
3. The company/firm/ quote should have office in Bathinda from last more than 2 years to provide best service to department.
4. The company/firm/ quote should work on Software/Web/App development and cloud hosting. Please attach proof of at least one such work done in past 3 years.
5. PI reserves the last right for selection of **company/firm/quote** on the basis of best benefit of the project.

**Prof. (Dr.) Ashish Baldi,**  
PI, NMPB