



(Please mention "REF NO" in all documents)

**QUOTATION ENQUIRY**

Ref No.: VNIT/STR/MA/PKR/PPC/153

Date: 07.01.2019

To,

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

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

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

**Dear Sir / Madam,**

VNIT herewith invites the Quotation Enquiry in sealed cover / envelope from reputed firms for procurement of items mentioned in table below with understated Instructions, terms & conditions, as per the Schedule mentioned below:

**Schedule of Quotation Submission**

**Date of Issue** : Monday, 7<sup>th</sup> January 2019  
**Last Date/Time of Submission** : Monday, 14<sup>th</sup> January 2019 Time **3.00 P.M.**  
**Date/Time of Opening of Quotation** : Monday, 14<sup>th</sup> January 2019 Time **3.30 P.M.** at **Maths Department.**

**Item Particulars**

Sr.No.	Item with specification	Quantity
1.	<b>Laptop</b> ( for Research Purpose) Make : HP/Apple/Sony <b><u>Specification</u></b> Core i7 8 GB RAM 1TB HDD 14 inch LED Display Windows-10 operating system Mouse (Wireless)	1 No.

**INSTRUCTIONS, TERMS & CONDITIONS**

- 1) The price should be quoted on F.O.R. VNIT, Nagpur on delivery basis.
- 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 opening the quotation.
- 4) Vendor should submit copy of GST Registration Certificate, PAN No., Certificate of Firm's Registration, Authorization certificate from their principal/ Original Equipment Manufacturer (OEM) 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 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 bid / quotation and in Institute's prescribed format. VNIT Ref.no. & item name must be mentioned on envelope/cover containing bid/quotation. Vendor shall furnish price & other information in the prescribed Price Bid format. Each document submitted with quotation should

be duly attested & stamped by the vendor, failing which submitted quotation will be treated as Non-Responsive. Incorrect, Incomplete or Conditional Quotation(s) will not be accepted and will be treated as Non-Responsive.

- 9) If any document of tender /quotation enquiry, certificate etc. submitted by the vendor is observed to be incorrect /false/ forged/having ambiguity, intentionally or un-intentionally at any stage, the tender/quotation submitted by the vendor is liable to be treated Disqualified/Non-Responsive. Further the Institute reserves the right to initiate any action as deemed fit in such case against the vendor including the action of blacklisting of 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 brocher, 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/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) Quotations received after the last date of submission will not be considered.
- 19) 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.
- 20) Director VNIT Nagpur reserves the right to increase / decrease the quantity of goods at any stage.
- 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 "Laptop" for "Mathematics 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, V.N.I.T., Nagpur - 440010 on any working day.
- 24) The last date of submission is **Monday, 14<sup>th</sup> January 2019 by 3.00 pm.**

Yours truly,

Sd/-  
Joint Registrar (Stores)

**PRICE BID FORMAT  
(Quotation Enquiry)**

Ref No.: VNIT/STR/MA/PKR/PPC/153

Date: 07.01.2019

**ITEM: "Laptop"**

	Item	Rate/Unit	Quantity	Amount of GST @ 5 %	Total Amount Inclusive of GST (Rs.)
1.	<b>Laptop</b> ( for Research Purpose) (Specification as per Quotation enquiry)		01No.		
Educational Discount					
Total Amount Inclusive of GST (Rs.)					

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

- |    |   |   |                             |
|----|---|---|-----------------------------|
| 1. | Custom Duty as per actual if any  | : | Applicable /Not- Applicable |
| 2. | GST @ _____%  | : | _____                       |
| 3. | Freight/ Transportation   | : | _____                       |
| 4. | Insurance @ _____%  | : | _____                       |
| 5. | Packing & Forwarding  | : | _____                       |
| 6. | Others, (if any)  | : | _____                       |
| 7. | <b>Final Offer (Including Installation &amp; Charges "A" above) FOR VNIT Nagpur</b> | : | _____                       |

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

- |    |                                   |   |          |
|----|-----------------------------------|---|----------|
| 1. | Specification as per Requirements | : | Yes / No |
| 2. | Firms Registration Certificate    | : | Yes / No |
| 3. | Authorization Certificate         | : | Yes / No |
| 4. | Details of client lists           | : | _____    |
| 5. | GST Registration Certificate      | : | Yes / No |
| 6. | PAN / GST No.                     | : | _____    |
| 7. | Delivery period                   | : | _____    |
| 8. | Warranty / Guarantee              | : | _____    |
| 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.**