

PEC UNIVERSITY OF TECHNOLOGY

Centre of Management and Humanities

Chandigarh 160012, INDIA

To

Memo. No. PEC/CMH/17/

Dated :

Subject: Quotation for supply of Desktop Computers & Printers .

Dear Sir/Madam,

The quotations are invited for the purchase of following items. The quotation should be sent to the undersigned in a sealed envelope. Your quotation should reach to the undersigned on or before **28/03/2017 (3:00 PM)** on the terms and conditions mentioned below

The quotations will be opened on the same date i.e. on **28/03/2017 at 3:30 PM** in the presence of the representative of the quoting firm, who so ever is present there. The quotation should furnish following information:

Sr. No.	Description of articles	Quantity required	Amount
1.	Desktop Computer: Specifications: I5 (latest generation or better), 110 Motherboard or better, minimum 4 GB RAM, minimum 500 GB HDD, Windows 10 Pro, & 18.5" TFT	03 Nos.	
2.	Printer Print Speed: Black (normal, letter): Up to 26 ppm; Black (normal, A4): Up to 25 ppm Print Resolution: Up to 600 x 600 dpi Standard Connectivity: Hi-Speed USB 2.0 port, 10/100 Ethernet networking Recommended Monthly Page Volume: 250 to 2,000 Duplex Print Options: Automatic (standard)	03 Nos.	
Taxes			
Total (in Rs.)			

Terms and Conditions:

Postal Instruction: - Tender/ Quotations addressed to the undersigned may be sent on letter head Pad of the firm as per schedule notified in quotation in sealed envelope superscribing the items of the offer and the date of opening. Offer/ Quotations received through electronic mail or fax will not be considered.

Validity: - Minimum validity of the quotation must be three months from the date of opening of the quotation / tenders.

EMD: - EMD in the form of DD/FDR/Banker Cheque/Bank Guarantee amounting Rs. 5000/- must be attached with, in favour of Director, PEC University of Technology, Chandigarh. The EMD should remain valid for a period of 45 days beyond the final bid validity period. The above condition is applicable to all and no relaxation will be given.

Destination: - As the firm is required to give equipment at PEC University of Technology, Chandigarh with minimum one year is guarantee/ warrantee, so the rates must be quoted as F.O.R destination i.e. PEC, Chandigarh and the rates must include the charges for packing, Forwarding, Insurance, Fright, Commissioning, Demonstration etc., if any.

NIT/NIQ Opening: - representative of the firm may be present at the time of opening of the Quotations, if it wishes.

Payment: - 100% payment shall be made after receipt of material in good condition and successful commissioning / installation / operating manual (Hard Copy) at PEC, Chandigarh. The process for release of payment will be initiated only after the receipt of a certificate / Report about successful demonstration /installation / installation from the department concern.

Right of acceptance / Rejection: - Right of acceptance and rejection of any tender / quotation in part of full without assigning any reason are reserved with the Institution authorities. The number of items to be purchased could be increased or decreased depending of the requirement of end user.

In case of any / dispute the jurisdiction of Chandigarh Courts shall apply.

Note: - The quotations / tenders not complying with any of the above said minimum requirements / terms conditions will be considered as rejected.

Head
Centre of Management and Humanities
PEC University of Technology, Chandigarh