

Computer Centre
PEC UNIVERSITY OF TECHNOLOGY
Chandigarh 160012, INDIA

To

Subject: Quotation for supply of Desktop Computers.

Dear Sir,

You are requested to quote your prices for supply of items mentioned below. The quotation should be sent to the undersigned in a sealed envelope. Your quotation should reach to the undersigned on or before **19/01/2017 (3:00 PM)** on the terms and conditions mentioned below

The quotations will be opened on the same date i.e. on **19/01/2017 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 (5 th Generation), 110 motherboard, 4 GB RAM, 500 GB HDD, Windows 10 Pro, & 18.5" TFT	04 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 immediately 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.

PEC University of Technology, Chandigarh