

QUOTATION ENQUIRY

No:-IIT Mandi/ PUR-25/2011/4044-50

Date: 17.11.2011

Quotations are invited in sealed envelope for the purchase of Windows – 7 Professional as per below mentioned specifications: -

Sl. No.	Particulars	Quantity
1.	Win Strtr 7 SNGL OLP NL Acdmc Legalisation Get Genuine + Win Pro7 SNGL Upgrd OLP NL Acdmc	60 nos.

The last date & Time of receipt of quotation is **1st December 2011 at 12.00noon.**

Quotations will be opened on **1st December at 12.30 PM** at the Administrative block.

Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The quotations should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be for comparing the quality and rates of the item. The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable for rejection.

1. The quotations should be submitted on **printed pad preferably with sales tax and PAN** number of the firm.
2. The quotations shall be submitted at the Administrative Block in a sealed envelope duly marked "Quotation against enquiry no. ____ dated ____ due on ____" on the corner of the envelope.
3. Quotation received after closing date/time will not be considered.
4. The rates quoted **should include transportation costs upto Mandi** clearly mentioning the **percentage/rate of Sales Tax / VAT or all other Taxes and Duties** and the rates quoted should be valid for at-least 45 days from the date of opening of the quotation.
5. The rates must be quoted both in **figures and words** and over writing should be avoided. However all cuttings/corrections must be duly authenticated.
6. While sending rates the firm shall give an undertaking to the effect that the terms/conditions mentioned in the enquiry letter against which the rates are being given are acceptable to the firm. In case the firm does not give this undertaking their rates will not be considered.
7. **Period required for Delivery** should be mentioned.
8. **If the supplier/firm is authorized dealer/sole distributor, the certificate to this effect should be attached with quotation.**

9. The whole supply as per order shall have to be completed within the time mentioned in the order failing which the Department shall have the right to accept or reject any quantity of goods ordered.
10. Normally, payment will be made on receipt of material and check with regard to quality and quantity of the material supplied and on submission of pre-receipted bill by the firm.
11. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.
12. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

O.S.D