

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Varanasi
Gandhi Bhawan, BHU Campus, Varanasi
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F. No: IG/RCV/Computer/2019

Dated: 28/03/2019

To,

Sub: Inviting Quotation for Purchase of Computers, UPS and printers at IGNOU Regional Centre, Varanasi.

Sir/Madam,

Quotations are invited from authorized vendors/distributors/suppliers for purchase of Computers, UPS and printers at IGNOU Regional Centre, Varanasi. A detailed specification and tentative no. of items/units each for Computer, UPS and Printer are attached herewith.

Sl. No.	Items & Description	Specification	Tentative Quantity #
1.	All in one Desktop	For details specification refer to Annexure-01	04
2.	Printer		02
3.	UPS		04

Quantity may vary as per actual requirement.

GENERAL TERMS & CONDITIONS:

1. The Rate is to be quoted keeping in mind the specification and tentative quantity of the items.
2. The preferred brand for which quotation are invited as per specification detailed in Annexure-01 are as under.

All in one Desktop	Printers	UPS
HP	HP	HP
DELL	Canon	DELL
Lenovo	Epson	Acer
Acer	Samsung	Luminous
ASUS	Other (.....)	Other (.....)
Other (.....)		

3. The quantity to be purchased is at the sole discretion of this office. The office reserves the right to increase or decrease the quantity to be purchased.
4. The vendor/suppliers must be **authorized vendor/suppliers** of the computer/printer/UPS for which quotation is submitted.
5. The firm must have Valid GST Registration number.
6. The rate quoted should be **inclusive of all the charges** (including Transportation to office premises (BHU Campus)).

7. **The rate quoted is to remain valid for one year.**
8. The vendor/suppliers must have to display the specification to the office to its satisfaction before delivering the same. This will be at the own expense of the vendor/suppliers.
9. Any deviation from the specification shall liable to the cancellation of order even after delivery.
10. Please note that only genuine product/brand is to be quoted. No assembled product is to be quoted.
11. The onsite warranty on all the three items (Computer/printer/UPS) must be at least one year from the date of delivery.
12. The payment shall be made by A/c payee cheque/ECS only, after the satisfactory delivery and demonstration of computer/printer/UPS in good condition.
13. **No advance payment shall be made.**
14. In case of any firm has quoted L-1 price for some item whereas other has quoted L- 1 for other item then the firm quoting L- I price for major item (i.e. All in one Desktop) then Second may be negotiated to lower the price for rest of the items to the level of L- I in case of other items quoted by different firms.
15. The firm / agency / vendor preferably should be situated in Varanasi only.
16. The firm/ agency/ vendor having experience of supplying Computer/printer/UPS to the offices of Central Govt./State Govt. and or/University may be given preference, as per discretion of the office. Copy of Purchase Order may be enclosed as proof of experience.
17. The date and time of opening of Quotations shall be communicated through email/telephone.
18. In case of non-compliance to the specification, the EMD may be forfeited.
19. **HOW TO SUBMIT QUOTATION:**
 - (i) The interested firm / agency / vendor may go through this quotation inviting letter and submit the **sealed quotation** in the enclosed Performa duly signed and stamped by the Authorized Signatory. Self attested copy of the Work Award Letter/Purchase Order received (if any) from Central Govt./State Govt. and or/University may be attached as proof of experience.
 - (ii) **EMD:** The quotation must be accompanied by **EMD of Rs. 5,000/- (Rupees Five Thousand Only)** through DD drawn in **favour of IGNOU, Payable at Varanasi**. It will be refundable after completion of supply/purchase order.
 - (iii) The envelope must be subscribed as **“Quotation for Computer/Printer/UPS”** on the top of the envelope and may be submitted by speed post/by hand to this office on or before the last date of submission.
20. The office reserves the right to accept/reject any or all the quotations, at any stage.
21. In case of any dispute, decision of this office shall be final and binding.
22. **The last date for submission of quotation is 22nd April, 2019 (upto 3.00 PM).**

(Regional Director)
IGNOU, Regional Centre,
Varanasi

Encl: (i) Quotation Proforma (ii) Annexure-01

(To be sealed)

Date:

To,
The Regional Director
IGNOU, Regional Centre,
Gandhi Bhawan, BHU Campus,
Varanasi- 221005

Subject: Submission of Quotation for providing Computer/Printer/UPS at IGNOU Regional Centre, Varanasi.

A. Rate to be quoted as per following details:

Sl. No.	Items/Brand	Specification	Model No.	Rate (Rs.)	Remarks
A	All in one Desktop	For details specification refer to Annexure-01			
1.	HP				
2	DELL				
3.	Lenovo				
4	Acer				
5	ASUS				
6	Other (.....)				
B	Printers				
1	HP				
2	Canon				
3	Epson				
4	Samsung				
5	Other (.....)				
C	UPS				
1	HP				
2	DELL				
3	Acer				
4	Luminous				
5	Other (.....)				

B. Additional warranty (maintenance) after one year (for future reference only).

Sl. No.	Items & Description	Annual Warranty (maintenance) Charges per items (Rs.)
1.	All in one Desktop	
2.	Printer	
3.	UPS	

Note : (i) Ensure that the rate quoted for the Brand/Model must be the same as per specification mentioned in Annexure-01 and (ii) Attach Pamphlet/Browser issued by the agency for the Brand for which rate has been quoted.

C. Details of Experience of Supplying Computer/printer/UPS to Central Govt./State Govt. and or/University may be (attach copy of work award letter/purchase order)

D. Details of EMD: Amount Rs. 5,000/- vide DD No. Dated
Name of Bank

E. Attach signed copy of tender document and Annexure-01 as a token of acceptance of term end condition and understanding of specification of Computer/Printer/UPS.

UNDERTAKING

1. I have read and understood the terms & conditions mentioned in the quotation inviting letter/notice.

2. I am ready to supply the Computer/Printer/UPS on the rates quoted above.

Signature

Name of Authorized Person

Name of the Firm

GSTN No. of the Firm

Address of the Firm

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Encl :

1. EMD of Rs.5,000/- DD No.date.....
2. Experience Certificate.
3. Pamphlet/Browser/Leaflet
4. Signed copy of Quotation letter and Annexure-01