



(Please quote "REF CODE NO" for reference in all documents)

**QUOTATION ENQUIRY**

Ref No.: IIITN/STORE/QUOT/2018-19/

Date : 28.01.2019

M/s \_\_\_\_\_

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

**Sub: Quotation for the supply of Windows 10 Home OS at IIIT Nagpur**

Dear Sir,

On behalf of Director, IIIT Nagpur, quotations are invited in sealed cover for supply of the under mentioned articles. The price should be quoted on F.O.R. I.I.I.T. Nagpur delivery basis. The Earliest delivery date should be mentioned for each article. The quotation should be valid for 90 days from the date of submission. Specific mention regarding the country of manufacture / origin should be specified against each article wherever applicable. **The bidder must quote GST No etc. on their quotation, and also attach the above certificate along with Firm's Registration Certificate without which the quotation will not be entertained.**

Director have power to increase or decrease the number of quantity .

Quotations should be reach to I/c Registrar, Indian Institute of Information Technology , BSNL RTTC, Near TV Tower, Beside Balaji Temple, Seminary Hill, Nagpur -440006 on or before **11.02.2019 upto 3.00 P.M.** GST or any other taxes (if applicable) should be included in the price quoted, but it must be shown separately indicating % being levied. In absence of specific mention regarding taxes applicable, it will be presumed that the rates quoted by the firm are inclusive of all taxes on **F.O.R. Nagpur basis.**

If the certificate submitted by the vendor / bidder or any misleading information whether intentional or unintentional are found to be false/incorrect/forged/fake, will lead to disqualification of the tender. The Institute shall be free to take any action by blacklisting the firm/company.

Each and every documents submitted with the quotation should be duly signed & stamped failing which, submitted quotation will be treated as non responsive.

100% payment by Crossed Cheque / NEFT will be made against submission of bills in triplicate. The payment will be made after delivery and successful installation / demonstration of the goods/materials at IIIT Nagpur. The quotations will be opened at Indian Institute of Information Technology , BSNL RTTC, Near TV Tower, Beside Balaji Temple, Seminary Hill, Nagpur -440006 on or before **11.02.2019 upto 3.30 P.M.**

**INCOMPLETE OR CONDITIONAL QUOTATIONS WILL BE REJECTED.**

Sr. No.	Item Name and Particulars	Qty
1	Windows 10 Home OS	10 Nos.

The bidders are requested to offer special educational discount to this institute on quoted rates. Any amendment or corrigendum regarding this will be issued on institute website [www.iiitn.ac.in](http://www.iiitn.ac.in) only.

Yours faithfully

  
I/c Registrar,  
28/1/19

Copy To:- 1] I/c Dean (IIITN)

## "Format of Quotation Enquiry"

Ref No.: IIITN/STORE/QUOT/2018-19/

**Item :- Quotation for the supply for Windows 10 Home OS at IIIT Nagpur**

aq qq	ITEM / Specifications	Quantity	Basic Rate P.U. (Rs.)	GST % & Amo unt P.U (Rs.)	Amount in Rs.P.U (Rs.)
1	Windows 10 Home OS	10			
	Bidder should be quoted Special Educational Discounted price for the Institute.				
	Total Cost with Educational Discount				

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

1. Custom Duty : \_\_\_\_\_
2. Freight/ Transportation : \_\_\_\_\_
3. Insurance : \_\_\_\_\_
4. GST : \_\_\_\_\_
5. Packing & Forwarding : \_\_\_\_\_
6. Others, (if any)p : \_\_\_\_\_
7. **Final Offer (Including Installation Charges & Taxes) FOR IIIT Nagpur** : \_\_\_\_\_

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

1. Specification as per Requirements : Yes/No
2. Warranty/Guarantee : \_\_\_\_\_ Years
3. Delivery period : \_\_\_\_\_
4. Authorization Letter : \_\_\_\_\_
5. Details of client lists : \_\_\_\_\_
6. GST Registration certificate : \_\_\_\_\_
7. Certificate Copy : \_\_\_\_\_
8. PAN /GST No : \_\_\_\_\_
9. Others, (if any) : \_\_\_\_\_

**Note :- Price/Commercial bid & other details should be furnished as per institute prescribed format if failed, the price/commercial Bid is treated as unresponsive and disqualified.**

Finally, We agree to supply the above items for total (Rs \_\_\_\_\_ Amount in figures)  
(Rs \_\_\_\_\_ Amount in words) included all 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.

Signature of Supplier  
(Authorized Signatory)

Stamp:

Date: