

**Tender No.06 dated: 4<sup>st</sup> July, 2015**

**Subject Quotation for purchase of HP Laptops core i7 (Window 8 Prof.)**

On behalf of Indira Gandhi National Centre for the Arts, quotations are invited in sealed cover envelopes for purchase of Laptops core i7 , make HP (Window 8 Prof.) for this Centre as per the following configurations:-

S. No.	Particular	Qty.	Rate	Amount (Rs.)Inclusive of VAT/Taxes
1.	<b>Laptops Core i7 (make HP )</b> 8GB RAM / 1 TB HDD/ 2 GB Graphic card/ DVD Writer/ Camera / Wi Fi, / <b>15.6" screen (35.56cm) /</b> Antivirus (Valid for one year / <b>Window 8 professional</b> or higher configuration, etc. and with bag.  <b>Warranty: One years</b>	<b>02</b>		
2.	<b>Buy back</b> of old laptop make DELL year 2006	01		

The quotations alongwith EMD terms and conditions and General Undertaking duly signed should be placed in a sealed Envelop superscribed as “ Quotation for Laptop” the envelop should be addressed to the Section Officer (S&S) IGNC A , Basement -1, 11, Man Singh Road, New Delhi on the following terms & Conditions and should reach Section Officer (S&S) **by 20<sup>th</sup> July, 2015 till 2.00 PM** which will be opened by a Committee **at 3.30 PM** on the same day.

**Terms & Conditions:-**

1. Immediate Delivery of Computer within two weeks after the issue of supply orders.
2. Price to be quoted inclusive of Vat/ST etc.
3. The Competent Authority, IGNC A reserves the right to cancel the orders if the items are not supplied on the stipulated time period mentioned in the orders.
4. It is mandatory for the supplier to submit the guaranty/warranty card duly stamped by the manufacturing company/ firms extending the guaranty/Warranty of the particular items and operating system.
5. **The EMD of Rs.5,000/-**(Rupees Five thousand only)payable through A/C payee Demand Draft/Banker's cheque drawn by the firm in favour of IGNC A to be submitted alongwith quotation. Quotes received without EMD will not be considered.
6. IGNC A reserves the right to accept or reject any quotations without assigning any reason, on valid grounds.
7. Payment only after 100% successful delivery and satisfactory installation of all software and checked by the expert of IGNC A.
8. The contract shall have a ***Repeat Order Clause***, where in the buyer can order up to 100% quantity of the items under the present contract within twelve months from the date of successful completion of this contract, cost, terms & conditions remaining the same. IGNC A request confirm acceptance of this clause. It will be entirely the discretion of buyer to place the repeat order or not.

Yours faithfully,

I.P. Singh  
Consultant(S&S)

**(GENERAL UNDERTAKING)**

**TENDER NOTICE No- 06** date. 04-07-2015

<b>S.NO</b>	<b>DETAIL</b>	<b>TO BE FILLED IN DETAIL BY THE FIRM</b>
a.	<ul style="list-style-type: none"><li>Name of the firm</li></ul>	
b.	<ul style="list-style-type: none"><li>Address</li></ul>	
c.	<ul style="list-style-type: none"><li>Telephone No./Mobile No.</li></ul>	
d.	<ul style="list-style-type: none"><li>Type of firm</li></ul>	Propriety/Private/Private Ltd./MNC/Co-operative/Govt. Undertaking/manufacturer/supplier with valid copy of the registration.
e.	<ul style="list-style-type: none"><li>Name of the Proprietor/Partners</li></ul>	
f.	<ul style="list-style-type: none"><li>Annual turn over</li><li>(Audited balance sheets should be attached</li></ul>	(i) 2012-2013. (ii) 2013-2014 (iii) 2014-2015

- The firm desirous of order should have adequate satisfactory experience of having supplied the Hardware/Software items to other Central Govt/Govt Organizations/ Autonomous bodies,Pvt organizations etc (Yes/No).
- Number of Experience \_\_\_\_\_ (Please submit at least three of jobs executed during each of the last three financial years.
- Has the firm ever been debarred/black listed by any organization? If 'yes' the details thereof.
- Details of award/Certificate of Merit etc. received from any organization. (Please attach copy of certificate)
- Earnest money details of bank draft:
  - DD/Bank draft No.-----Date\_\_\_\_\_.
  - Name of drawee\_\_\_\_\_
  - Name of the bank\_\_\_\_\_
- PAN NO.\_\_\_\_\_
- TIN NO.\_\_\_\_\_
- (As per specification given in the tender)
- The terms & conditions of the tender are acceptable to me/us
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Authorized Signatory  
(With full name and designation)Seal