



राष्ट्रीय अंगूर अनुसंधान केन्द्र (भारतीय कृषि अनुसंधान परिषद)



डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे – 412307, भारत

NATIONAL RESEARCH CENTRE FOR GRAPES

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

P.B. NO. 3, MANJRI FARM POST, SOLAPUR ROAD, PUNE - 412 307, INDIA

Tel: +91-20-26956000 (EPABX), Fax: +91-20-26956099

E-Mail: dirnrcg@icar.org.in Website: <http://nrcgrapes.nic.in>

F. No. NRCG / 5(34) / 2012 – Stores

Date: 06.10.2012

To,

Sub: - Purchase of Laptop & Printer

Dear Sir,

We have a requirement of the Pesticides and Insecticides, tender/ quotation/ job work for which will be opened at _____ hrs on **05.11.2012** (date) and you are invited to submit your most competitive quotation for the same. All the relevant details are given below:

Description of the goods required and the required quantity:

- As enclosed in annexure – 1.
1. Guiding specification and other technical details :
As enclosed in annexure – 2.
2. Terms of delivery :
Delivery at site, viz. **National Research Centre for Grapes, Pune.**
3. Delivery period for goods :
Within **7 days** from the date of issue the supply order.

Price structure:

- a. The quotation shall quote for the complete requirement of goods and for the full quantity as shown against a serial number in the List of Requirements in Annexure – 1. Unless otherwise specified in Annexure – 1, the quotation are, however, free not to quote against all the serial numbers mentioned in the List of Requirements (in case there are more than one serial number in the List of Requirements.).
- b. All duties, taxes and levies payable by the supplier included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately.
4. Receipts of goods & Terms of payment :
 - a. Payment term for supply of goods,
Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt accordingly. The supplier will its invoice along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment.

The paying authority will release the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

- b. The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design

The quotation / offer shall remain valid for acceptance for a period **not less than 180 days** after the specified date of opening of the offers.

- I. The quotations shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the quotation enquiry No. and the words **“DO NOT OPEN BEFORE 05.11.2012*** (* The time and date of opening of the tenders). This envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier must ensure that the quotation, duly sealed as above, reaches the purchaser at least one hour before the time and date of opening of quotation. The supplier may, all its choice, send the quotation by registered Post or by speed post. Alternatively, the supplier may also hand deliver the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.
- II. The quotation, which are received late by the purchaser will be ignored. Further, the purchaser does not accept any liability and responsibility for the quotation in case the same are not properly sealed & marked and / or sent as above.
- III. The quotation, which are received on time (as per Para 3 above), will be opened at purchaser’s office at _____ hours on _____ (date). The purchaser will open the quotation in the presence of the duly authorized representatives, who choose to attend the quotation opening.
- IV. The purchaser will evaluate and compare the quotations which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specifications etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.
- V. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected quotation.
- VI. Please submit your quotation accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as Annexure – 3. You are also required to return this original quotation enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this quotation enquiry for your record.

Enclosure: Annexure 1, 2 & 3.

.....
(Signature of the Purchaser)

Address: National Research Centre for Grapes, Pune.

Tel: +91-20-26956000 (EPABX), Fax: +91-20-26956099

Annexure – 1
LIST OF REQUIRMENTS

Sr. No.	Description	Qty.
1.	<p>Laptop:-</p> <ul style="list-style-type: none"> • Intel® Core™ i7-2520M Processor 2.50GHz with Turbo Boost up to 3.20 GHz • Operating System: Windows 7 Professional • RAM memory: 6 GB DDR3, Expandable Memory: up to 16 GB • Screen Size 16.4 inches wide (WXGA: 1366 x 768) • Hard Disc: 750 GB Serial ATA, 5400 rpm • TFT colour display (VAIO Display Plus, LED backlight) • Battery: Lithium –ion battery • Wireless LAN • Performance Switch : Dynamic Hybrid Graphics System for STAMINA mode and SPEED mode • Lightweight and full – flat design: magnesium top cover & body, aluminium palm rest • Backlit keyboard • Antivirus with 3 year Warranty • External Mouse • Laptop Bag • Other Accessories (Audio and Speakers: Monaural Microphone, Intel High Definition Audio, Stereo Speakers, Dolby Home Theater Technology) • USB Port: 2 x USB 3.0, Mic in: Yes, RJ 45 LAN: Yes, DHMI Port Yes, VGA Port: Yes, Multi Card Slot: Yes 	01
2.	HP LaserJet P1505 Mono Printer	01

Special Instructions (if any): -

**SPECIFICATIONS & OTHER TECHNICAL DETAILS
OF THE ITEMS AND SERVICES (SHOWN IN ANNEXURE – 1)**

Format of Price Quotation

Sr. No.	Description of Goods & Allied Services	Specifications	Accounting Unit	Quantity	Quoted Unit Price in Rupees		Total Amount in Rupees
					In Figures	In Words	

Grand Total Cost: Rs. _____