

No. PDKV/RIF/ Quot/ 27 /of 2025-26

Office of Director & PI, PDKV-RIF

Dr. PDKV, Akola

Date: 18/06/2025

To, _____

Dear Sir,

Subject: INVITATION FOR QUOTATION FOR SUPPLY OF DESKTOP COMPUTERS.

1. You are invited to submit your most competitive quotation for the following goods: -

| SN | Brief Description of the goods | Specifications* | Quantity** | Delivery Period | Place of Delivery | Installation requirement if any |
|----|--------------------------------|---|------------|---|---------------------------|---|
| 1. | Desktop Computer Make: HP | All-in-One 3th Gen Core i5 / 8GB / 512GB SSD / 24" FHD/ Wifi+BT / Wireless Keyboard+ Mouse / W11+MSO / White | 01 no | After awarding the contract & the period of validity of quotation | PDKV-RIF, Dr. PDKV, Akola | Yes, with installation and technical demonstrations |
| 2 | | All-in-One 12th Gen.Corei3 / 8GB / 512GB SSD / 24" FHD IPS/ Wifi+BT / Wireless Keyboard + Mouse/ W11+ MSO/ Starry White | 02 nos. | | | |

** Quantity of work may be varies.

* Where ISI certification marked goods are available in market, procurement should generally be limited to services with those or equivalent marketing only.

2. Bid Price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be by made by crossing out, initialing, dating and re writing.
- All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- Sales tax in connection with the sale shall be shown separately.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The prices shall be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

4. Validity of Quotation

Quotation shall remain valid for a period not less than 30 days after deadline date specified for submission.

5. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- Are properly signed; and
- Conform to the terms and conditions, and specifications.

The quotations would be evaluated for each item separately for each item.

Sales tax in connection with sale of services shall not be taken into account in evaluation.

6. Award of contract

The purchaser will award the contract to be bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation prices.

- 6.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process the reject all quotations at any time prior to the award of contract.
- 6.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
7. Part supply of any order will not be accepted and payment will be released only on receipt of complete satisfactory supply of ordered services.
8. The necessary catalogue, leaf lets, operational manual or any other printed material related to material should be provided.
9. Normal commercial warranty/ guarantee shall be applicable to the supplied services.
10. The term and conditions and time required for supply of the equipment should be mentioned clearly. Technical Comparison Sheet according to the specifications mentioned should be enclosed along with the bid.
11. The rates/prices should be FOR, Dr. PDKV, Akola (MS) India. All leakages-breakage and losses in transit including shortages, if any will be borne by the firm/supplier. Offer should clearly mention the locations for which rates are quoted.
12. **The firm should provide proof of GST registration no. / Tin no. / PAN no.**
13. In case, any holiday is declared by the Government on the day of opening, the bids will be opened on the next working day at the same time. The Director, PDKV-RIF reserves the right to accept or reject any or all the bids.
14. If an authorized stockiest/dealer wants to enter into bidding on behalf of the manufacturer/principal, he should submit an authorization certificate/letter from the manufacturers.
15. In case a firm has been sub authorized by an authorized dealer of a principal, an undertaking/authorization from principal/manufacturer permitting such sub authorization on its behalf shall have to be mandatorily submitted, else such a sub authorization will not be entertained and bid will be rejected.
16. If a bid submitting firm has been authorized by more than one principal firm to participate on their behalf, then the firm has to submit separate bids for each of the principal. Any deviation in this clause shall not be entertained.
17. The bids of firm (s) which have either been black-listed by Dr. PDKV, Akola or any other Govt. organization will not be accepted. In this regard, the firm has to give an undertaking on the enclosed format.
18. You are requested to provide your offer latest by **16.00 hours on or before 26/ 06 /2025 in the name of Director & PI, PDKV-RIF, Dr. PDKV, Akola - 444 104**. The bids will be opened on the last day of submission at the same time. All suppliers/firms are requested to be present in the chamber of undersigned.
19. Envelope should be super scribed as "Quotation for supply of **DESKTOP COMPUTERS**".
20. We look forward to receiving your quotations and thank you for your interest in this project.



Director & Principal Investigator,
PDKV Research & Incubation Foundation
CAET, Dr. PDKV, Akola

FORMAT OF QUOTATION FOR SUPPLIER

(On Letter Head)

| Sr. No. | Description of Goods | Specifications | Qty. | Unit | Quoted Unit Rate in Rs. | Total Amount, Rs. | |
|-----------------------------|------------------------------|---|------|------|-------------------------|---------------------|--|
| 1. | Desktop Computer Make: HP | All-in-One 3th Gen Core i5 / 8GB / 512GB SSD / 24" FHD/ Wifi+BT / Wireless Keyboard+ Mouse / W11+MSO / White | 01 | no | | | |
| 2. | | All-in-One 12th Gen.Corei3 / 8GB / 512GB SSD / 24" FHD IPS/ Wifi+BT / Wireless Keyboard + Mouse/ W11+ MSO/ Starry White | 02 | nos | | | |
| Total Taxable Amount | | | | | | | |
| GST | | | | | | | |
| In figures | | | | | | Gross Total, | |
| Rs. | | | | | | | |
| In words | | | | | | | |

Gross Total Cost: Rs.

We agree to supply the above services in accordance with the technical specifications for a total contract price of Rs. (Amount in figure) Rs. (Amount in words) within the period specified in the Invitation for Quotation.

We also confirm that the normal commercial warrantee/ guarantee of Months shall apply to the offered services.

We hereby certify that we have neither black-listed by Dr. PDKV, Akola nor any other Govt. organization.

We hereby certify that we have no "Conflict of Interest" with PDKV-RIF, Dr. PDKV, Akola office or staff.

Signature of Supplier

*** Supplier should also mention the discount offered.**