



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR  
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No. 806-16/MA-10018/HOD/Dept/PS

10/03/2017

**NOTICE INVITING QUOTATION**

Sealed tenders are invited from the manufacturers/authorized dealers for the purchase of following items. Please send your offer superscribing on cover of the envelope: (i) Name of the item, (ii) Reference no. of this letter; and (iii) Last date & time of receipt of tenders. Offers should reach on or before the last date and time.

Sl. No.	Description	Qty
1.	Microsoft Surface pro 4 (Core I 5, 8GB RAM, 256 GB ROM with pen, Smart keyboard > Authorized dealer should only quote > 3 year business warranty	9

**Bid Schedule :**

a). Last date of receipt of tender:	<b>04.04.2017 up to 03:00 PM</b>
b). Opening of tenders on:	<b>04.04.2017 at 03:30 PM</b>
c). EMD (In shape of DD/FDR/BG in favour of the 'Registrar, IIT Ropar', payable at Ropar):	<b>₹20,000.00</b>
d). Place of submission of tenders:	<b>Office of the Registrar, Room No. 104</b>
e). Place of opening of bids :	<b>Conference Room.</b>

**NB:**

- (i) Please take note of the instructions overleaf before submitting your offer.
- (ii) Tenders received late shall not be considered.
- (iii) Tenders will be opened as per the above schedule in the presence of bidders, if any.

**Registrar**

## **INSTRUCTIONS**

### **1) FOR IIT Ropar**

Rates offered should be on FOR IIT Ropar basis. Comparison will be made on Net price (including everything i.e. installation/freight/taxes etc.)

### **2) Payment**

Within 30 days from the date of successful installation.

### **3) Warranty**

Period of warranty should be clearly mentioned and also the parts covered under it. Warranty will be calculated from the date of successful installation.

### **4) Customs Duty or Excise Duty**

IIT Ropar is exempted from the payment of Customs Duty/Excise Duty. CDEC/EDEC with DSIR certificate will be provided along with the purchase order (If applicable).

### **5) Validity of offer**

The offer submitted should have the validity of atleast 90 days from the date of opening of bids.

### **6) Service Facility**

Supplier should mention about the service set up in India and how capable they are to provide after sales service.

### **7) Brochure/Templates**

The suppliers must support the quoted specifications with the help of original printed manuals of the equipments and must highlight the specification details in the original manual

### **8) Liquidated Damages**

In case the firm fails to execute the supply as per the purchase order in whole or in part as per the terms and conditions of PO, IIT Ropar can impose the penalty @1% per week of the undelivered stores, subject to a maximum of 10%. It will also be open to the institute to procure the required item(s) from any other source at the risk and expense of the firm.

**Note: The Director, IIT Ropar reserves the right to accept/reject any or all quotations without assigning any reasons thereof.**