

Invitation For Bid

**Dr. SSB University Institute of Chemical Engineering & Technology
Sector-14, Panjab University, Chandigarh**

No. 25(0247)/15/EMR-II

Dated: 23 -12-2016

Dear Sir/Madam,

Sealed quotations are invited for purchase of Laptop under the CSIR Project No. 25(0247)/15/EMR-II granted to **Prof. Urvashi Gupta, Principal Investigator** of this Project.

Please quote your lowest rates in duplicate, clearly written or typed (cutting avoided) for the items given below, specifying make, quality, period of supply along with detailed information (see specification & terms and conditions) and should reach the undersigned on or **before 11th January, 2017**.

Technical Specifications:

1. **Make Dell/Lenovo/HP**
2. Core i5, 7th Gen.
3. 8 GB óRAM, HDD- 1 TB, 4GB-GDDR5,
4. 15.6 ó inch FHD Screen, Antiglare,
5. Backlit full size, Spill resistant keyboard
6. Window-10, Microsoft office 2016
7. Wireless Mouse and and Min 1 year Antivirus
8. Quantity: 1, Approx budget: Rs. 65000/-

Terms & Conditions:

- Kindly send the bid into two parts indicating **1. Technical Bid** and **2. Financial Bid**. The Technical and Financial bid should be sealed by the bidder in separate envelopes duly super-scribed and both these sealed envelopes are to be put in a **bigger cover (envelope)** which should also be sealed and duly super-scribed. The bid should be addressed to/in favour of:

**Prof. Urvashi Gupta,
Principal Investigator, CSIR Research Project,
Dr. SSBUI CET, Panjab University, Chandigarh-160014.**

It should reach in the office of this institute by 11th January, 2017 till 4.00 p.m.

Kindly mention on the outer cover **“Bid for Laptop” under CSIR Project of Prof. Urvashi Gupta.**

- The bids should be submitted along with an Earnest Money Deposit (EMD) of Rs. 1300/- in the form of an A/c payee Demand Draft. The EMD should be in favour of **The Registrar**, Panjab University, Chandigarh, payable at Chandigarh. The EMD should be in a separate envelope duly super-scribed and should be put in the bigger cover (envelope). If EMD is not found in the bigger cover (envelope, the bidder will be disqualified completely and the technical bid will also not be opened.
- The EMD would be returned to the bidder within 30 days of opening of the technical bid, in case it doesn't qualify technically.
- The bidder who qualifies technically, only its financial bid will be opened.
- All the **three envelopes containing (i) EMD (ii) Technical Bid (iii) Financial Bid should be put in a bigger cover (envelope).**
- The bidder who qualifies technically, the Earnest Money Deposit (EMD) by the bidder would be returned after 3 months of satisfactory installation and working of the equipment/instrument so supplied by the concerned bidder.

- The bidder should quote all the prices (rates) in Indian Rupees (INR) only.
- The items, if so ordered should be delivered F.O.R. this institute.
- The relevant catalogue and/or leaflet, if any, should be sent along with the Technical Bid. The make/model/type detail specifications, salient features, etc. should be clearly mentioned.
- The Government levies, viz- Sales tax/VAT, Excise Duty, etc., if any, so chargeable should be clearly mentioned in the bid.
- All commercial terms and conditions viz- validity, delivery period, freight charges (if any), warranty, etc. should be clearly mentioned in the financial bid.
- The bidder is required to quote for each item separately in terms of basic price and all other charges.
- The payment would be made by the University from CSIR Project as per its norms and procedures.
- Discount, if any, for academic institutions should also be mentioned.
- Incomplete bids shall not be accepted and would be rejected.

Thanking You.

Yours faithfully,

Prof. Urvashi Gupta
Principal Investigator, CSIR Research Project,
Dr. SSBUICT, Sector-14,
Panjab University, Chandigarh.