



No.WII/Purchase Cell/20-21/235

Dated: 4-1-21

To,

Sub: Quotations for Purchase of Laptop for WII - Projects– regarding.

Sir,

The Wildlife Institute of India, Dehradun wishes to procure laptops for WII-Projects. The details of equipment, quantity, specifications and terms & conditions are given below:

S. No.	Description	Qty
1.	Laptop <u>Specifications:-</u> <ul style="list-style-type: none">• Processor Description: Intel Core i7• Display Size: 15.6 inch• RAM: 16 GB• HDD and SSD inbuilt.	02 nos.

Terms & Conditions:

1. The specifications of the quoted Equipment should be strictly as per technical specifications mentioned above.
2. The equipment being quoted should be of Original Equipment Manufacturer (OEM) of reputed company and no non-standard equipment will be accepted by the Institute. The bidder should be an Authorized Distributors of OEM or their authorized dealer in India. An authorization certificate/letter from the OEM or Authorized Distributor to this effect should be attached with the offer; failing which their offer will not be considered by the Institute.
3. The supplier should indicate brand/make and full details of the equipment and submit complete technical specifications, without leaving any scope for ambiguity and must also attach technical information literature, leaflets, catalogues, brochures etc. The supplier must ensure that the quotation submitted is in accordance with the requirements/specifications of WII.
4. Offer should be valid for a period of one month from the date of submission of quotations.

5. **Warranty:** You are required to give a warranty for a minimum period of **one year** from the date of satisfactory supply of the equipment. If during warranty period, the equipment supplied fails to give satisfactory performance and found defective, you will rectify the defect within a reasonable time; failing which the equipment should be replaced with new one(s) without any extra cost.
6. **Prices:** You should quote your rates on a fixed price on FOR, Wildlife Institute of India, Chandrabani, Dehradun basis. Agency would be required for its delivery to the Institute. The taxes/GST, if any should be clearly mentioned. The prices should be quoted only in Indian Rupees.
7. The Institution is registered with the Department of Scientific & Industrial Research, New Delhi. Under Central Tax (Rate) / Integrated Tax (Rate) Exemption Certificate in terms of Notification No. 45/2017-Central Tax (Rate)/ No. 47/2017 — Integrated Tax (Rate), Dated 14.11.2017 issued by Ministry of Finance, Department of Revenue of Government of India, the GST is leviable on the goods thereon at concessional rate, calculated at the rate of 5%. Also, it is certified that the exemption from Central Tax (rate) / Integrated Tax (Rate) claimed under this Notification is required for research only and the goods shall be used for such purpose only by the institution and the institution is not engaged in any Commercial activity.
8. You may submit your rates/offer for the equipment in the following format only. You may use separate sheets, if required.


Sl. No.	Equipment Description and Specifications	Brand/ Make	Model No.	Unit Price (In Rs.)	GST@%	Total Amount	Remarks, if any.

Note: Rates should be quoted only in accordance with the above mentioned table; failing which their offer is liable for rejection.

9. The bidder is required to clearly mention that they agree to all the terms and conditions of this quotation and it should be given on their printed letterhead indicating Sales Tax Registration, FAX, Email, Telephone numbers, etc.
10. Offers of those firms will only be considered by the Institute, whose bids are meeting all the technical specifications/parameters given for the above required equipments. If any of the given specifications/parameters does not meet the required specifications as mentioned above, their offer will not be considered and shall be summarily rejected by the Institute.

11. **Comparison of Rates:** Comparison of Rates shall be made after adding the taxes etc. and given in above Table.
12. **Payment:** 100% payment shall be released on receipt of equipments in good condition subject to production of 3% amount in the form of Bank Guarantee/FDR pledged in favor of Director, Wildlife Institute of India, Dehradun. The FDR shall be released after completion of a warranty/guarantee period of one year
13. **Delivery:** Agency would be require to supply the equipments within a period of four weeks from the date of issue of supply order, if placed with your firm.
14. **Penalty:** Penalty @ 0.5% per week will be charged for late supply subject to a maximum of 5% on the amount of equipments which have been supplied late.
15. The above quantity of the equipments are approximate, the same may be reduced or increased at the time of issuing supply order(s), depending upon the requirement of the Institute.
16. The Institute reserves the right to accept or reject any of the quotation straightway without assigning any reasons.
17. **Last Date of Submission of Quotations:** Quotations in all respect in a sealed cover super scribing **Quotations for "Purchase of Laptop"** should reach the Purchase Officer, Wildlife Institute of India, Chandrabani, Dehradun-248001, Uttarakhand on or before 25-1-21 upto 1700 hrs. Quotations received late will not be accepted by the Institute.

Yours faithfully,


(A.K. Dubey)
Purchase Officer