



# DBATU FORUM OF INNOVATION, INCUBATION & ENTERPRISE

## INVITATION FOR QUOTATION

Ref No. : DBATU/DFIIE/Desktop /2024/ **62**

Date: 21/02/2024

Quotation For: Desktop

Due On: 29/02/2024

Date of Opening: 01/03/2024

Time: 4.00 PM

To,

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### Sub: QUOTATION FOR THE SUPPLY OF STORE

Dear Sir/Madam,

Your quotation for the items listed overleaf, may please be submitted to the under signed, so as to reach this Office not later than **29/02/2024**

While submitting your quotation, the following procedure may please be observed and other points borne in mind.

01. The maker's name must be specified.
02. The "Terms and Conditions" for supply and delivery of stores, should be clearly indicated in the quotation, stating whether rates are, inclusive of all taxes, Packing and forwarding charges Freight charges, etc. or not, however rates offered as including all taxes will be more welcome.
03. If packing and forwarding charges are to be charged separately, it should be so clearly stated in your quotation.
04. Please mention clearly whether consignment would be Ex-Godown, Ex-Shop, of F.O.R. dispatching stations. Preferably terms offered as "Delivery of consignment of stores, on F.O.R."
05. Envelope should be clearly marked with our reference No and date of this quotation. It should also be superscripted as per the format given above.
06. The quotation would be opened as per date and timing given above, if desired by you, you may depute an authorized representative with a letter of authority to be present at the time of opening of the quotation at this Office on the aforesaid day, date & time.
07. Your quotation must be valid for a minimum 30 (Thirty) working days from the date of its opening.
08. Quotation received after the date of opening may not be taken into consideration.
09. Items tendered should confirm to the specification shown in the attached list when and where, full or no specifications are indicated against items in the list. Kindly furnish your full specification in accordance with accepted standards against each item tendered. Where reference to catalogue is made, the relevant catalogues/ Pamphlets/ Literature should accompany the quotation.
10. Your quotation should be for all new items and not for second hand.



11. Please state whether items will be available Ex-Stock. If not the minimum period for delivery, or for supplying the items or stores.
12. It should be clearly stated whether **GST**, Insurance, Freight or packing and forwarding charges, or any other taxes and duties, etc. leviable.
13. It would be appreciated if illustrated catalogues/Literature etc is furnished with the quotation.
14. Expression to as "Complete with standard Equipment" complete with standard accessories "Equipment to" As good as should be avoided. If at all their use is unavoidable then it should be very specifically indicated as to what exactly they mean and what exactly would be supplied under them. Any ambiguity or vagueness should be avoided.
15. For convenience, kindly adopt while quoting the same serial Nos. as given in the list detailed below.

Thanking You.

Yours faithfully,



**Director**

DBATU Forum of Innovation, Incubation & Enterprise (DFIIE), Dr. BATU, Lonere

### List of Items

Sr. No.	Description / Specification	Make	Approx. Qty Req.	Rate per / Each / Unit	Remarks
1	<b>Desktop:</b> All-in-One Desktop 12th Gen Intel Core i5, 27inches, 8GB RAM, 256GB SSD, 1TB HDD, Wireless Keyboard & Mouse, Windows 11 with 1 Year Warranty	HP/ Dell / Lenovo	01		



## FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date: \_\_\_\_\_

To:

**The Director,**

DBATU Forum of Innovation, Incubation & Enterprise (DFIIE),  
IIEC, Dr. Babasaheb Ambedkar Technological University,  
Lonere, Maharashtra 402103

Sr. No.	Description of goods (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	Sales tax and other taxes payable	
						In %	In figures (B)
<b>Total Cost</b>							

Gross Total Cost (A+B): Rs. \_\_\_\_\_

We agree to supply the above goods in accordance with the technical specifications with **authorization certificate of OEM** for a total contract price of Rs. \_\_\_\_\_ (Amount in figures) (Rupees \_\_\_\_\_ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of \_\_\_\_\_ months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

- Encl: 1) Copy of Acknowledgement of IT Return for last year  
2) Copy of Business Entity Registration Certificate  
3) Copy of GST Registration  
4) Copy of PAN Card  
5) Copy of Acknowledgement of Latest GST Return

Signature of Supplier

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_