

**Mewat Development Agency, Nuh**

**Subject :- Purchase of Laptop.**

**Ref. No.** 1811


**Date** 8-1-19

Quotations are invited for the rates of items listed in the Annexure-1.

Subject to the terms and conditions mentioned in Annexure-II. Quotations must reach to Mewat Development Agency, Housing Board Colony, Tauru Road, Nuh-122107 by post or by hand or by E-mail address: [nuhquotations@gmail.com](mailto:nuhquotations@gmail.com) by 3:00 PM on or before 15/1/2019. The quotations must be sent in a sealed cover superscripted as "Quotation for Purchase of Laptop".

In case the quotationer does not implicitly follows all these instructions terms and conditions (as in Annexure-II) quotations will not be considered. The maximum period of delivery is 05 days from the date of placing the orders.

Quotations will be opened on the same day at 03:30 PM by the authorized committee in the presence of such quotationers who wish to present or as the case may be or duly authorized representative.

  
Accounts Officer  
Mewat Development Agency  
Nuh.

Mewat Development Agency, Nuh

Annexure-I

**Sub: Purchase of Laptop**

S.N.	Name of Item/Work & Description	Quantity	Rate to be quoted per items inclusive all taxes etc. and delivery/service at office
1.	Dell New Inspiron 5570-i5 (Laptop) Dell New Inspiron 3576-i5 (Laptop)	02	

Space to be used by the Quotationer the annexure-I is to be used by the quotationers for quoting the rates of the items both in figure and works. The same annexure is to be sent back to O/O Mewat Development Agency, Nuh after filling up the rates.

It is certified that instruction' item and condition of the Quotation Notice are acceptable and the rate of the items in Annexure-I quoted by me are correct.

1. Name of Quotationer \_\_\_\_\_
2. Name of Firm/Agency \_\_\_\_\_
3. Address of Firm/Agency \_\_\_\_\_
4. PAN No. \_\_\_\_\_
5. GSTIN No. \_\_\_\_\_
6. Aadhar No. \_\_\_\_\_
7. Name of the bank in which quotationer has account \_\_\_\_\_
8. Name of the branch of the Bank \_\_\_\_\_
9. Account No. of the Quotationer \_\_\_\_\_
10. IFSC Code of the branch \_\_\_\_\_

Signature of Quotationer  
with seal/stamp  
Mob No.

**Terms and conditions for inviting quotation for purchase of Laptop**

1. All quotations will be deemed to be for F.O.R (Freight on the Road) destination unless otherwise specified in the quotation and should include packing and forwarding charges and must not be, "ex-works" "ex-downs", "ex-mills", etc.
2. If quoting otherwise than F.O.R destination, insurance charges to destination may be please be separately stated.
3. Unless the goods offered of recognized popular standard makes and full specifications have been stated samples bearing stamp, seal and signature must in all case accompany all quotation for mentioned item quoted for.
4. In cases where full specifications are not incorporated in the enquiry or where alternative specifications are quoted for the suppliers own specifications should be stated in full for the articles quoted for any illustrative item available duly stamped and signed should also accompany.
5. In all cases the country of manufacture and unit of measurement must be prominently stated. The unit should usually be the one stated in the enquiry.
6. All containers will be deemed to be non-returnable, unless when specifically stated otherwise in the quotation.
7. The minimum period of delivery & completion of work from date of placing order should be specified.
8. All Quotations will be deemed valid for at least 15 days from and excluding the date of opening of quotations.
9. (i) The inspection of the goods be carried out by the consignee at destination and rejected goods will have to be removed by you within 03 days of destination and rejected from official, failing which the goods will lie at your risk.  
(ii) The rejected goods must be replaced by you within 07 days of the dispatch by the official of a registered notice intimating that the goods have been rejected failing which the Chief Executive Officer, MDA will be entitle to make risk purchase without any further reference to you.  
(iii) If you claim that the goods supplied by you are strictly according to the specification you may file an appeal with Chief Executive Officer, MDA within 05 days of the receipt of the registered notice from the Office where such an appeal has been field and Official will hold the goods in his custody till the final decision of the Chief Executive Officer, MDA.
10. The supply must be completed satisfactory within the stipulated period, failing which the Chief Executive Officer, MDA reserves the right to purchase or to allow purchase of goods at your risk, provided that where goods are not supplied according to the decided to muster pattern and on account of urgency of the demand the office decides to retain the interior goods you will be entitled to receive payment not at the contract but at the rate

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- ✓ fixed by the Chief Executive Officer, MDA with due regards to the quality of the material supplied.
11. Your quotation may be accepted in partly of fully.
  12. In case your rates are good for a certain period, posting of the acceptance on the last day will be acceptable to you.
  13. In case of controlled goods by the Government the quotation must be seen subject to the control rate and other conditions and you will be paid at the controlled rate or rate offered by you whichever is lower. The payment of the delivered items will be made to the quotationers by cheques/RTGS.
  14. In case of any dispute the decision of the Chief Executive Officer, MDA shall be final and binding on you.
  15. The contractor shall dispatch material "freight Paid" in all cases where their offer is F.O.R Destination.
  16. All above conditions will be enforced, unless written orders of Chief Executive Officer, MDA are obtained relaxation in any specification condition in any specification instances.
  17. The quotations with incomplete information and not strictly in accordance with the above conditions are liable to summery rejection without any reason.
  18. In case any spare parts used; the repairing vendor will provide the warranty for the spare part used as per the terms and conditions of the manufacturing company.
  19. Warranty card must be submitted.

  
Accounts Officer  
Mewat Development Agency  
Nuh.