

DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS
PANJAB UNIVERSITY, CHANDIGARH - 160014.
Website: <http://dcsa.puchd.ac.in>

Dr. R K Singla,
Chairperson

Phone 2534075, 2534061

Email : chairpersondcsa@pu.ac.in

No. _____/DCSA

Dated : _____/2017

=====

Subject : Quotation for procurement of Desktops (tentative Qty. 10)

Dear Sir/Madam,

Kindly quote your rates for the purchase of Desktops as per specification given as under to be purchased by the Department of Computer Science & Applications, P.U. Chandigarh:

Specification of the Desktop HP Make:

Processor: 6th Generation Intel® Core™ i7-6700 [3.4GHz, 8MB Cache] or higher

Memory: 8GB DDR4-2133 DIMM RAM Expandable to 32 GB

Hard drive: 1TB 7200 RPM SATA Hard Drive

Graphics: Integrated Graphics

Sound card: Integrated Sound

Networking: Integrated Gigabit (10/100/1000 NIC) LAN

Optical drive: Super Multi DVD Writer

Keyboard and mouse: USB

Port: HDMI, USB 2.0, 3.0

Monitor: 17" LED Monitor

Operating system: Windows 7 Pro or Above (OEM version)

Warranty: 3year

Procedure for Submission of Quotation

- a) The quotation is a "**Two Bid**" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format. (**Proforma-A**) Technical Bid should be submitted in a separate sealed envelope clearly indicating that it is a "**TECHNICAL BID**".
- b) The financial bid is needed in a separate sealed envelope clearly indicating that it is a "**FINANCIAL BID**". It should contain only commercial part in the prescribed format. (**Proforma-B**) In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- c) Both the covers (**Technical bid and Financial bid envelopes**) be placed in a sealed envelope, marked with the bidder's name and clearly mentioning "Quotation for Desktops for DCSA"
- d) The quotation complete in all respects, as prescribed above, should be sent through registered/speed post/by hand to the office of the Chairperson, Department of Computer Science & Applications, Panjab University, Chandigarh in a sealed cover latest by **February 16, 2017 (upto 5.00 p.m.)**.

Please Note: No advance payment will be made, bill will be processed after successful installation, No C or D form will be issued.

Yours faithfully,

(R K Singla)

Encls: as above

PROFORMA-A

TECHNICAL BID PROFORMA for the supply of Desktops

Sr. No.	Description	
1.	Name of Company/firm/Organization	
2.	Address: <i>a) Location (Full Particulars)</i> <i>b) Head Office:</i> <i>c) Branch Office (If any)</i>	
3.	<i>a) Phone No:</i> <i>b) Mobile No:</i> <i>c) Fax No.</i> <i>d) e-mail (Address)</i>	
4.	<i>a) PAN Number:</i> <i>b) TIN</i> <i>c) Sales Tax Number: }</i> <u>Please attach photo copy</u> <i>d) VAT Number:</i>	
5.	Whether the configuration of the Desktop/s is same as asked in the Notice for Inviting Quotation. (Please quote change, if any.)	
6.	a) <u>Technical Compliance</u> Desktop HP Make: Processor: 6th Generation Intel® Core™ i7-6700 [3.4GHz, 8MB Cache] or higher Memory: 8GB DDR4-2133 DIMM RAM Expandable to 32 GB Hard drive: 1TB 7200 RPM SATA Hard Drive Graphics: Integrated Graphics Sound card: Integrated Sound Networking: Integrated Gigabit (10/100/1000 NIC) LAN Optical drive: Super Multi DVD Writer Keyboard and mouse: USB Port: HDMI, USB 2.0, 3.0 Monitor: 17" LED Monitor Operating system: Windows 7 Pro or Above (OEM version) Warranty : 3 year	Complied/Not Complied

Authority Signature
With Stamp

PROFORMA-B

PANJAB UNIVERSITY, CHANDIGARH

**PROFORMA FOR SUBMITTING FINANCIAL BID FOR SUPPLY OF
DESKTOPS**

Sr. No.	Description		
1.	Name of the Company/firm/Organization		
2.	a) Phone Number:- b) Fax No:- c) Mobile No:- d) e-mail (Address):-		
3.	<u>Quoted Price (should be written both in words & figures: [strictly for configuration of the systems mentioned in the NIQ]</u>	<i>Figures Per Desktop</i>	<i>Words Per Desktop</i>
		Rs.	
4.	Whether terms & conditions and taxes to be charged is extra or inclusive. Please write percentage of tax to be charged clearly.		

Authority Signature
With Stamp