



FORE School Of Management, New Delhi

Ref No.: FSM/CC/RFQ/Laptop/2019-20/04

Subject: Request for Quotation for Purchase of Laptops

FORE School of Management (FSM), one of the premier Business Schools in India, intends to procure the Laptops.

You are requested to submit your proposal/ quotation for supply of the following:

Sr. No.	Quantity: 22
1	Make: DELL/HP/Lenovo (Commercial Model) Specification: DOS / 8th Generation Intel® Core™ i5 processor/ 8GB RAM / 1TB HDD 7200RPM / DVDRW / 14" Screen / Webcam HD / Wi-Fi / Bluetooth / Free 3-3-3 years onsite warranty, Bag Pack

1. Scope of Work

- Successful bidder is fully responsible for the delivery of Laptops.

2. Bid Submission

- Eligible vendor to submit Technical/Commercial and Price bids separately in sealed cover duly superscribed and both the offer place in one single sealed envelope.
- Submission Deadlines:** Interested bidders send to their offer in a closed envelop mentioning "Quotation for Laptops" on the cover, by courier or drop it in the box kept with security guard of FORE School of Management latest by 11:00 A.M. on or before 8th August 2019.

- Submission Delivery Address:** The delivery address to be used for all submissions is

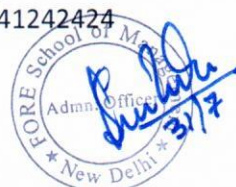
Uday Kumar
Manager (Systems)
FORE School of Management
B-18, Qutab Institutional Area, New Delhi – 110016
Phone No.: +91-11-41242445, Email: uday@fsm.ac.in

- Submission Questions and Clarifications:** You may contact

Uday Kumar
Call: +91-11-41242445 or Email to uday@fsm.ac.in

Electronic Submission: Electronic submission in response to this Request for Quotation will not be accepted. **All submission must be on paper.**

B-18, Qutub Institutional Area, New Delhi-110 016
Phone No. +91-011-41242424



Uday Kumar
31/07/2019

3. Terms & Conditions

a. Bidder Technical Eligibility:

- The bidder is registered as a company in India as per Companies Act, 1956 and should have been in operation for a period of at least 3 years as on date of RFQ. The Certificate of Incorporation issued by the Registrar of Companies is to be submitted. (Documentary proof should be attached).
- The bidder should be original equipment manufacturer (OEM) for Laptop or premium partner / authorized reseller of the Laptops in India. Bidder, be it OEM or premium partner /authorized reseller, to submit a letter of authorization.
- Submit a copy of PAN Card.

b. Bidder Selection:

- The bids will be evaluated for technical/commercial qualification.
- Among the technically qualified bids, the best price bid will be selected.

c. Purchase Order: The successful bidder shall be issued with Purchase Order. The Purchase Order is to be accepted by the bidder signing and returning an acknowledgement copy of it within 5 working days. Acceptance of Purchase Order shall effect a contract between the Parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this Purchase Order.

d. Payment Terms:

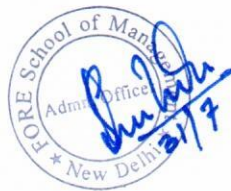
- Payment will be made after technical inspection by the purchaser to verify the technical compliance of the item supplied and installation checklist.
- 100% Payment shall be made on successful delivery, installation and system integration with networking components to achieve end-to-end connectivity.
- No payment will be made for goods rejected at the site on testing.
- For claiming this payment the following documents are to be submitted to the purchasing authority.
 - a. Invoice fully showing GST No. and Bank Details
 - b. Delivery Challan/ Bills in duplicate duly pre-receipted
 - c. PAN Card



Issued by:

Manager (Systems)

FORE School of Management
B-18, Qutab Institutional Area,
New Delhi – 110016



*Uday Kumar -
31/07/2019*