



FORE School Of Management, New Delhi

Ref No.: FSM/Admin/RFQ/Desktop/2019-20/07

Subject: Request for Quotation for Purchase of Mini Desktop/ Micro Form Factor Desktops

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

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

Sr. No.	Quantity: 60 nos.
1	<p data-bbox="310 632 873 667">Make: DELL/HP (Commercial Model)</p> <p data-bbox="310 701 521 737">Specification:</p> <p data-bbox="310 770 824 806">Mini Desktop/ Micro Form Factor Desktops</p> <p data-bbox="310 806 899 842">Processor: Intel Core I5 9th Generation processor</p> <p data-bbox="310 842 509 877">RAM: 8GB DDR4</p> <p data-bbox="310 877 743 913">Hard Disk: 1TB SATA HDD 7.2 K RPM</p> <p data-bbox="310 913 509 949">Writer: No ODD</p> <p data-bbox="310 949 451 984">No Monitor</p> <p data-bbox="310 984 423 1020">K/B: USB</p> <p data-bbox="310 1020 656 1056">Mouse: Optical Scroll Mouse</p> <p data-bbox="310 1056 948 1092">Operating System: DOS (supports Windows 10/Linux)</p> <p data-bbox="310 1092 732 1127">Warranty: 3 Years Onsite Warranty</p> <p data-bbox="310 1161 477 1197">Ports & Slots:</p> <p data-bbox="310 1197 1419 1262">1. Power Button 2. Universal Audio Jack 3. Line-out 4. USB 3.0 5. RJ-45 6. Display Port (VGA - Compulsory) 7. HDMI Port</p>

1. Scope of Work

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

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 Mini Desktop/ Micro Form Factor Desktops**” 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 27th November 2019. Quotations received after the stipulated time of the Due date or incomplete in any respect are liable to be rejected.





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

Mr. Shailendra Kumar

Administrative Officer

FORE School of Management

B-18, Qutab Institutional Area, New Delhi – 110016

Phone No.: +91-11-41242421, Email: shailendra@fsm.ac.in

- d. **Submission Questions and Clarifications:** You may contact

Mr. Shailendra Kumar

Administrative Officer

Phone No.: +91-11-41242421, Email: shailendra@fsm.ac.in

- e. **Technical 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.**

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 Desktop or premium partner / authorized reseller of the Desktop 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.



FORE School Of Management, New Delhi

- 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 Desktops and accessories 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:

Administrative Officer

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

