

MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
(UG & PG – Degree Programme)

412 – C, K.M.MunshiMarg, BahiratPatilChowk, Shivajinagar, Pune – 16.

☎ - 25676640 Email: msihmcttpo@gmail.com , web site: msihmctrs.in



REF: MSIHMCTRS/BHMCT/2019/602 (A)

Date: 05/09/2019

To,
As mentioned behind

Sub: Inviting Quotation for Desktop Computer.

Dear Sir/Madam,

We would like to invite quotations for Desktop Computer as per the specifications detailed overleaf.

You are requested to send the quotation as per the terms and conditions for the same on or before 13th September 2019 till 05:00 pm by hand or by post.

Approximate Cost for Desktop Computer Rs. 37000/- Including GST.

for
mlajankar
Principal
(UG & PG – HMCT)
MSIHMCT, Pune.

Terms & Conditions:

1. The institute has the right to reject the quotation received after due date as specified above.
2. Payment will be after 30 days of Delivery.
3. Free delivery at customer premises and installment in the designated area.
4. GST and other taxes as applicable should be mentioned separately.
5. The order must be completed and delivered within 14 days from the date the PO is issued.
6. The quantity and quality must match with the requirement.
7. The Quotation must have a validity of 6 months.
8. **Kindly mark Degree Office and reference number on top of the Quotation Envelope.**
9. Quotations will be required in Two Envelope System as required one envelope will contain Technical Specification (Technical bid) & the other will Contain Commercial Quote.
10. The technical Specification Envelope must have the following documents:
 - Registration of the GST and Number
 - Registration of Business & Number.
 - Taxes paid up to March 2019.
 - Specification Sheet / leaflet if any to be provided.

P.T.O.

- Quality Certificate & Service assurance certificate to be provided.
- If the supplier is not a manufacturer then all above for the manufacturer and / or Authorization Certificate

11. Quotation form should be duly filled in, signed and stamped by authorized person, and should be accompanied by necessary documents attached in Envelope no 1 (Technical Bid) and Envelope No.2 (Commercial Bid)

(To be printed on the letter head of the firm) (If applicable)

FORMAT 1

No.

Date:-

AUTHORISATION LETTER

To

The Principal

Maharashtra State Institute of Hotel Management and Catering Technology and Research Society, Pune,

Sub: Authorisation for submission of Quotation for _____.

Ref: Your quotation No. _____ Due on _____

Dear Sir

With reference to above, this is to inform you that. We, _____ are an established manufacturer of _____, having factory at _____ since 19__ / 20__.

We do hereby authorise M/S _____ to quote and negotiate for item/s mentioned in Quotation enquiry number _____ Due on _____

We further undertake that the products supplied by M/S _____ will be fully supported by us during and after the warranty period and all service calls will be attended by us / our authorised service provider promptly.

The list of Authorised service providers in India/ Maharashtra is attached herewith.

Thanking you.

For _____

Authorised Signatory

Date Name --

Place -

Designation --

P.T.O.

Item Description of Desktop Computer:

- Processor :- Intel 8th Generation Core i3-8100
- RAM :- 4GB, DDR4, 2400MHz; up to 32GB (additional memory sold separately)
- Hard Disk :- 1TB 3.5inch 7200 rpm SATA Hard Drive
- Graphics :- Intel UHD Graphics 630 with shared graphics memory
- Operating System :- Windows 10 Pro
- 19.5" Led screen
- Wired keyboard + Mouse
- No Dvd Writer
- 3 Yr Onsite Warranty

for *Srinivasanikar*
Principal
(UG & PG - HMCT)
MSIHMCT, Pune.

P.T.O.