



REQUEST FOR QUOTATIONS

FOR

PROCUREMENT OF LAPTOPS

Dated: **25 June 2019**

Invest India

Room No. 225, , 1st Floor Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi 110012

Disclaimer

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INTRODUCTION

Invest India is seeking to procure iMac Desktops which would be allocated to Invest India employees.

FINANCIAL QUOTE SUBMISSION & EVALUATION

With given device configuration

FINANCIAL QUOTE FORMAT

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(On Bidder's Letter Head)

| Specification Sheet |                                                                    |
|---------------------|--------------------------------------------------------------------|
| Features            | iMac Desktop                                                       |
| Processor           | 3.0 GHz 6-core 8 <sup>th</sup> -generation Intel Core i5 processor |
| Screen              | 21.5"                                                              |
| RAM                 | 8GB                                                                |
| Hard Disk           | 1 TB                                                               |
| Operating System    | Mac OS                                                             |
| Warranty            | 3 Years                                                            |
| ADP                 | 3 Years                                                            |
| Graphics            | Radeon pro 4 GB Graphics                                           |
| Total Cost          | INR XXX,XXX                                                        |

Signature

Name & Title of Signatory

Name of the Firm:

Address:

E-mail

Telephone

Fax

(Name and seal of the Applicant/Member in Charge)

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Break-up of costs for each of the items of work listed in the Specification Sheet (Device, Warranty, ADP) are to be submitted on a separate sheet of paper. Such break-up of individual costs will, however, **not** be considered for financial evaluation.

The bidder shall quote the bid price exclusive of any taxes. Taxes as applicable will be paid on actuals. The price will be same for 1 device or multiple devices.

SUBMISSION PROCESS

The original quotations shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who signed the quotations must initial such corrections. The signed Financial Quotations shall be marked "ORIGINAL".

The Financial Quotations shall be submitted to following in a sealed envelope titled – "Financial Quotation by <company name>"

Vikas Sachdev
Invest India
110, Vigyan Bhavan Annexe,
001, Maulana Azad Rd,
New Delhi, Delhi 110001

Last date to submit quotations – **10th July, 2019 by 11:00 AM**

For any query you can write us on vikas.sachdev@investindia.org.in

AWARD OF CONTRACT

Sealed Financial Quotations will be opened on 10th July, 2019 at 12:00 PM. Representative from bidder is mandatory to be present for opening of Financial Quotations.

The bidder with lowest quotations price of the device specification will be empanelled to provide iMac Desktop at the quotation price to Invest India for FY 2019-20.

End of Document.