



Guwahati Biotech Park

Technology Complex, IIT Guwahati

Guwahati- 781 039

Phone: + 91-361-2690228, Fax : 0361- 2690227

GBP/8.1.3/2018-19/ 3565

Date: 04.05.2018

NOTICE INVITING QUOTATION FOR SUPPLY OF LAPTOP

Guwahati Biotech Park invites sealed quotations from reputed Companies / supply agencies for supply of Laptop. Details may be collected from the Administrative Department of Guwahati Biotech Park or may be downloaded from the official website www.guwahatibiotechpark.com under Business/Tender section. Last date for submission of quotation is 10th May, 2018 at 2 pm.

Sd/-

Chief Executive Officer
Guwahati Biotech Park



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Guwahati Biotech Park invites sealed quotations from reputed Companies / supply agencies for supply of Laptop. Details of Specification is as follows;

Sl. No.	ITEM	Specification		Quantity
1	Laptop	Processor	Intel Core i3	1
		OS	Windows 8/ 8.1/ 10 professional (original) 64 Bit S	
		Display	15 inch	
		RAM	4 GB	
		HDD	1TB	
			DVD Writer	
		Connectivity	Wi Fi 802.11 B/G/N & Bluetooth 4.0 and LAN	
		Processor (CPU) Speed	3.1 GHz	

Terms and Conditions

1. Quotations will have to be submitted in a Sealed Envelope and should be addressed to The Chief Executive Officer, Guwahati Biotech Park, Technology Complex: IIT Guwahati, Guwahati -781039, Assam, India and reach the office of the Guwahati Biotech Park on or before 10th May, 2018 at 2 pm

2. Rates quoted should be on Door Delivery Guwahati Biotech Park Basis as per the format in **Annexure I.**
3. Quoted rates should be inclusive of all taxes.
4. No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.
5. The Laptop shall have to be operationalized without any extra cost and to the satisfaction of Guwahati Biotech Park.
6. After Sales Service as and when required.
7. Quoted rates must be valid for 45 days from the date of submission of the quotation.
8. Delivery Time: 1 week from the issue of Purchase Order.
9. Payment Terms: 100% payment shall be made within 2-3 weeks from the date of successful delivery and installation of the items.

Sd/-

Chief Executive Officer
Guwahati Biotech Park

PROFORMA FOR PRICE SCHEDULE**NOTICE INVITING QUOTATION FOR SUPPLY OF LAPTOP**

Sl. No.	Description item	Qty.	Period of warranty / guarantee of the item	Total price of the item(inclusive of GST, all charges, levies, handling and transportation charges, installing, commissioning etc (in Rs.)
1.	Laptop	1		

It is hereby certified that I/we have understood all the terms and conditions specified in the tender document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions. I/We hereby offer to carry out the job and supply the goods/items detailed above as per the tender terms and conditions.

(Signature and seal of Bidder)

Date:

GENERAL INFORMATION ABOUT THE BIDDER

To be filled & signed by the authorized signatory of the firm

1	Name of the Company	
2	Postal Address	
3	Telephone / FAX No.	
4	E-mail address & Website	
5	Type of Company :	
6	PAN No	
7	GST Registration	

(Signature and seal of Bidder)

Date: