



मलवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर
MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

All communications to be addressed to the Registrar, Malaviya National Institute of Technology Jaipur and not in the name of any officer

REQUEST FOR QUOTATION

By Hand

To:

| |
|-----------------------------------|
| Name & Address of firm |
| |

Enquiry No.:F5(17)ST/MNIT/2018

Dear Sir,

The Malaviya National Institute of Technology Jaipur invites quotation (under single bid system) for the procurement of the following items.'

| Sr. No. | Description of Material | Quantity | Rate | GST | Other Charges | Total Amount |
|---------|--|------------|------|-----|---------------|--------------|
| 01 | Eset Endpoint Anti Virus (Three Year License) | 500 (User) | | | | |

Terms and conditions including instructions to bidders and conditions of contract are attached.

Yours Sincerely,

(R.K. Manjhiwal)
Deputy Registrar (S&P)

Terms and Conditions Tender

1. The quotation must be in the form furnished by MNIT Jaipur and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
2. Quotation will be opened on due date at 3.00 pm at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
3. The Director, MNIT Jaipur reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Manufacturer's name and country of origin of materials offered must be clearly specified.
5. Please quote whether your organisation is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D Certificate, please attach it to the quotation. Mention your registration details.
6. Complete details and ISI specification if any must accompany the quotation. Make/brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
7. If required, the samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labeled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted.
8. All drawings sketches and samples, if any, sent along with this enquiry must be returned along with quotations duly signed.
9. All supplies are subject to inspection and approval before acceptance. Manufacturer/ supplier warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.
10. The Government of India reserves the right to modify the quantity specified in this enquiry.
11. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Prices quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
12. The rate of GST, other statutory payments etc. should be clearly indicated wherever chargeable. This office is not eligible to issue "C" or "D" Form. However, the concessional rate of GST is applicable to this Institute for Research related purchase. Exemption Certificate issued to Institution will be provided to avail GST exemption. Delivery period required for supplying the material should be invariably specified in the quotation.
13. In case your quotation is accepted and order is placed on you, the supply against the order should be made within the period stipulated in the order. The Director, MNIT Jaipur reserves the right to recover any loss sustained due to delayed delivery by way of penalty.
14. You shall indicate in the quotation the bank detail of firm, GST Number and permanent Income tax Number.
15. Failure to supply the material within the stipulated period shall entitle Director, MNIT Jaipur for the imposition of penalty without assigning any reasons @1% (One percent) of the total value of the item covered in order as penalty per day subject to a maximum of 10% (Ten percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
16. If the deliveries are not maintained and due to that account MNIT Jaipur is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
17. 14. All disputes arising out of this contract shall be referred to the sole arbitration of the Director, MNIT Jaipur and his award shall be final and binding on the parties to the disputes. The venue of arbitration shall be MNIT JAIPUR, JLN Marg, Jaipur – 302 017.
18. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Jaipur only.
19. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material at our site in good condition.
20. The quotation should be duly signed by an authorized person of the firm. The name and status of the signatory should be clearly to indicated, UNSIGNED QUOTATIONS WILL BE LIABLE FOR REJECTION.


Deputy Registrar (S&P)