



**REQUEST FOR QUOTATION**

**Ref. No.:** DBRANLU/P&S/21/010/RFQ/01

**Date:** 01/09/2021

**Subject:** Request For Quotation to supply the Laptops.

Dr. B.R. Ambedkar National Law University, Sonipat, Haryana is a State University established under Act 15 of 2012. The quotations are invited from the interested company/firm/agency/distributors/dealers/supplier/Manufacturer to supply the Laptops at Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonipat, Haryana 131021.

**Item Description:**

**Laptop Specifications**

1. Commercial Laptop Dell/HP
2. Intel 11<sup>th</sup> Gen. Core i5 minimum 2.4GHz
3. Memory: 256 GB SSD + 1TB SATA
4. Ram: Minimum 8 GB DDR4 minimum 2666 MHz
5. Display: 15.6' (1920 X 1080) FHD
6. Keyboard: English International Backlit with numeric keyboard
7. Battery included with minimum 5 Hrs. average Battery Life
8. USB Ports: Minimum 3 Nos.
9. HDMI Port: 1 No.
10. LAN Port: 1 No.
11. Wireless, WiFi, Hotspot and Bluetooth
12. Color: Black
13. Warranty: 3 Years Onsite Warranty and 3 Years Accidental Damage
14. Window 10 Home life time subscription
15. MS Office Home life time subscription
16. Antivirus: 3 Years subscriptions
17. Operating System Recovery System included

| <b>S. No.</b> | <b>Particulars</b> | <b>Required Qty.</b> |
|---------------|--------------------|----------------------|
| 1             | Laptop             | 5 Nos.               |

**Terms & Conditions:**

1. The interested company/firm/agency/distributors/dealers/supplier/Manufacturer may send their documents and the same must reach in all respect to the office of the Assistant Registrar, General Branch, Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonipat, Haryana 131021 by post/courier/by hand or via mail to general [general@dbranlu.ac.in](mailto:general@dbranlu.ac.in) and the financial bid in a password protected file latest by 2.00 PM on or before 09.09.2021.



- Note: In Case of bid submitted via mail, if financial bid submitted without password protection, the bid is liable to be rejected. The password of the financial bid file must be shared with the Committee members at the time of evaluation of financial bid, only when asked for. The subject of the mail shall be “QUOTATION IN RESPONSE TO LAPTOP”.
2. The same shall be opened on 09.09.2021 at 3.00 PM. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.
  3. In Case of bid submitted via post/courier/by hand, the envelope shall be sealed and shall have the superscription “QUOTATION IN RESPONSE TO LAPTOP”.
  4. The quotations must be accompanied with PAN, GST and product specifications.
  5. The GST and other taxes of the above items should be mentioned clearly in the quotations against the item.
  6. The price must include all packing, forwarding, freight, insurance charges, loading, unloading, delivery charges, Excise duty/custom duty, Installation, commissioning, demonstration and training at our site etc.
  7. Materials should be supplied within Fifteen Days from date of placement of purchase order in complete and good condition at Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonipat, Haryana 131021.
  8. If the supplier fails to supply the materials within the stipulated period shall entitle the buyer to take all or any one of the following actions, whichever required:
    - 8.1. To Cancel the order and purchase the item/equipment from the other source on the total risk of the supplier.
    - 8.2. To recover liquidated damages for delay in delivery from the supplier at the rate 1% (one percent) of the total cost of the material per day till the supply/work remains incomplete, provide that the total amount of the compensation shall not exceed 10% (ten percent) of the total cost of the material.
  9. The authority reserves the right to reject any or all quotations without assigning any reason thereof.
  10. Payment shall be released on receipt of the valid original bills in duplicate, completed in all respects.
  11. Quantities mentioned in the Quotation format are tentative only it may be increased or decreased but Payment will be made on actual measurement basis.
  12. L1 will be selected on the basis of the quoted lowest total amount in quotation format and the other suppliers will have to agree by the L1 price.
  13. Supplier may please quote their unconditional rates strictly in the quotation format.
  14. The price quoted in the quotation format shall remain valid for a period of at least one month from the last date to receive the quotation/tender.



## **DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONIPAT**

(Established by the Haryana State Legislature Act No. 15 of 2012)

---

15. There is no provision of advance payment in the rules of the University. Thus, payment will be made against work/delivery of the material. As a general policy, the University tries to make payment within one month of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee.
16. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee.
17. The Quotation/Tender received after due date and time or incomplete shall be rejected out- rightly.
18. The dispute, if any, shall be subject to the jurisdiction of Courts at Sonipat. Any other jurisdiction mentioned in the quotations or invoices of the company/firm/agency/distributors/dealers/supplier/Manufacturer etc. shall be invalid and shall have no legal sanctity.



# DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONIPAT

(Established by the Haryana State Legislature Act No. 15 of 2012)

## Financial Quotation Format

The financial proposal shall be considered only on the basis of the quoted lowest total amount.

| Sr. No.                           | Item Description | Quantity | Brand & Model | BASIC RATE PER UNIT without GST In Figures in Rs. P | GST in Percentage | TOTAL AMOUNT without GST In Figures in Rs. P | TOTAL GST Amount in Figures in Rs. P | TOTAL AMOUNT with GST In Figures in Rs. P |
|-----------------------------------|------------------|----------|---------------|---|-------------------|--|--------------------------------------|---|
| 1                                 | Laptop           | 5 Nos.   |               |   |                   |  |                                      |   |
| <b>Total in Figures</b>           |                  |          |               | ----  | ----              |  |                                      |   |
| <b>Total Quoted Rate in Words</b> |                  |          |               |   |                   |  |                                      |   |

Sd/-  
Assistant Registrar  
General Branch  
DBRANLU, Sonipat