



ICAR-National Bureau of Plant Genetic Resources
(Indian Council of Agricultural Research)

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REGISTERED / SPEED POST

No. 4(240)/Purchase/2014/ 8367/19

Dated: 13 February, 2015

To,

Sub: Quotation for the purchase of Laptop-reg.

Dear Sir,

We are in need of the purchase of **Laptop**. You are, requested to send your most competitive rates in the format given in **Annexure-I** for **purchase of Laptop** to the undersigned latest by **11.03.2015 (2:30 PM)** duly marked as "quotations for the **purchase of Laptop**" on the cover, which should be wax sealed. The rates should be effective for a period of one year and be quoted in precisely for same unit as required and be addressed to the Director, NBPGR, New Delhi-110012.

For non-compliance of the terms, the quotations are liable to be ignored. The quotations may be sent by post or put in **QUOTATION BOX** kept in Bureau's office (Gate No. 2) for this purpose latest by **11.03.2015 (2:30 PM)** positively. The envelope in which the quotation is sent should clearly super scribe "Quotation for purchase of Laptop" relates i.e. the letter No. & date.

The following terms and conditions to be adhered while submitting the quotations:

1. The amount of bid security (Earnest Money) should be deposited as ₹ **1000/-** in the form of Account Payee Demand Draft from any of the Commercial Banks in favour of the Director, National Bureau of Plant Genetic Resources, New Delhi, payable at New Delhi.
2. Bid security should remain valid for a minimum period of **90 days** beyond the final bid validity period.
3. In case the Tenders are accepted by NBPGR but not adhered to by the concerned firm, the bid security will be forfeited.
4. No Sale Tax Form "C" or "D" will be issued from NBPGR.
5. Sale Tax/ other levies to be charged should be specifically indicated.
6. Incomplete bids are liable to be ignored.
7. The Director, NBPGR, New Delhi, reserves the right to disqualify/ cancel all or any of the tenders without assigning any reason thereof.
8. The decision of the Director, NBPGR, New Delhi, shall be binding for all firms on all issues relating to tender/quotation.
9. The quotation must be submitted in the attached Proforma (**Annexure-I**).
10. If, the tender opening day falls on holiday due to any reason (including force majeure), the tenderers shall be allowed to submit the tender up to same time on immediate next working day.
11. Provide the following information also:-
 1. IFSC Code
 2. Account No.
 3. Name of Bank and its Branch PAN & TIN No.

Encl:- Annexure -I

Yours Sincerely

(Signature)
13/2/15

(Dinesh Prasad)

Assistant Admn. Officer (P)

Copy to:-

1. Chairman, Tender Opening Committee, NBPGR, New Delhi
2. OIC, AKMU, NBPGR, New Delhi with request to put on the website of the Bureau and CPP Portal.

Annexure -I

Sr. No.	Specification for purchase of Laptop		Qty.	Amount
1.	Processor	AMD Dual Core	01	
	Memory	2GB		
	Hard Drive	400 GB		
	Graphics Card	Intel		
	RAM	2 GB		
	Battery	7 to 8 hours		
	Weight	700 to 1000 grams		
	Screen size	11-12 inches		
	Operating System	Windows 8		
	Warranty	1 to 3 years		
	Software	Microsoft Office, antivirus		

1/2/12