

**UNIVERSITY OF PUNE**  
**DEPARTMENT OF GEOLOGY**

Ref. No./Quot/2012/472

Date: 08-09-2012 Enquiry/Quot/Geol/2012-13/ / 08-09-2012

Quotations are invited for the supply of following goods/carrying out the work, so as to reach this office on or before

**DUE DATE**

27/09/2012

Sr. No.	Description of Material/Item/Work	Qty.	Rate Per Unit	Amount (Rs.)	Remarks
1.	<b>Desktop Computers (Branded): HP/ Dell/ Lenovo</b> Intel Core i5 CPU 2 <sup>nd</sup> Generation -2310 Processor (2.9GHz) 4 GB DDR3 RAM Memory, 500GB Hard Drive, USB Optical Mouse USB Business Keyboard and DVD RW, Win 7 Professional OS Integrated Intel HD Graphics 2000, 21.5"W Monitor with LED,	20 Nos.			
2	<b>UPS (Branded) Champion/ APC/ Microtek/ Emerson/ Powercom</b> 6KVA online Backup of 2 hours for 20 desktops	01 Nos.			

- Note: 1. Quotation validity at least 90 days from the due date.  
2. Payment 30 days after satisfactory installation.  
3. Please send your quotation along with authorized dealers/ manufacturer certificate by only surface mail.

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1. Octroi Exemption Certificate will be issued for the goods supplied from the places outside Pune Municipal Corporation limits.
  2. Excise duty/Exemption certificate/Sale Tax Form will be issued if applicable.
  3. Please mention STR No. \_\_\_\_\_ CST No. \_\_\_\_\_.
  4. Please give the quotation on letterhead as mentioned above without any charges and additions.

**Note:** For other terms and conditions see overleaf.



Head,  
Department of Geology,  
University of Pune, PUNE-7.

## TERMS AND CONDITIONS

1. Mention quotation No. on the envelope.
2. Quote rate per unit and date of validity. Date of validity should be minimum of 45 days from the last date of submitting quotation.
3. Submit sample/Catalogue of material with quotation if necessary.
4. **Quotation must be sent along with the covering letter on your letterhead quoting your VAT Registration number and as per description given without making any changes / addition.**
5. Conditional quotation will not be accepted.
6. Delivery within ----- days from the date of order at Department of Geology, University of Pune, PUNE-7.
7. Work to be completed within ----- days from the date of order of the University of Pune, PUNE-7.
8. Quotation will be rejected in case of even a single correction or overwriting. Only clear and uncorrected quotation will be accepted.
9. Payment as per actual measurements wherever applicable.
10. Payment will be made by cross cheque only and after satisfactory delivery and installation.
11. Income tax will be deducted as per prevailing rules.
12. Water charges 2% will be recovered if used.
13. In case of works and service contracts Security Deposit will have to be deposited by the contractor in following manner:
  - a) 2.5% before commencing the work.
  - b) 2.5% will be deducted from the R. A. Bill.
14. Electricity charges will be recovered as per rules if used.
15. The University of Pune will issue Octroi Exemption Certificate, if applicable.
16. Excise duty exemption Certificate / Sales Tax form will be issued, if applicable.
17. Rates quoted should be Inclusive of all taxes with Tax details e.g. Excise duty, Custom duty, VAT, Packing forwarding etc., TOT@ % SC , & ST @ % @ % @ %.
18. The above terms and conditions are acceptable.

Signature of the Supplier/Contractor  
(With stamp)