



# INSTITUTE OF NANO SCIENCE AND TECHNOLOGY, MOHALI

(An autonomous Research Institute of Department of Science and Technology,  
Government of India)

Habitat Centre, Sec-64, Phase X, Mohali – 160062, PUNJAB

Phone No: 0172 – 2210073/74/75, Fax No: 0172 – 2210074

Website: [www.inst.ac.in](http://www.inst.ac.in)

INST/12(182)/2016-PUR

16th December 2016

To

## NOTICE INVITING QUOTATION

Dear Sir,

Sealed Quotations are invited on behalf of Director, INST Mohali for the purchase of Laptop with Bag so as to reach latest by 30<sup>th</sup> December 2016 on or before 2.00 pm. The Quotations will be opened on the same day at 3.00 Pm in the presence of tenderers, if any. Technical Specification of Laptop with Bag are as follows:-

S.No	Specifications of Laptop
1	Screen - 13.3"
2	128GB
3	1.6GHz Dual Core Intel i5
4	8GB on board memory
5	Laptop Bag
Reputed companies like Apple, Dell, Hp, Lenovo etc can send their quotations	

**Before quoting, please read the instructions carefully mentioned overleaf.**

### Note:

1. Please attach the copies of previous supply order to any Government Institutes/ autonomous bodies/ PSU, if any, with the quotation and provide the contact person and his contact Nos.

Yours faithfully

-sd-  
Head of Office



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### **INSTRUCTIONS**

- Inquiry if any may be sent by Courier/Speed Post, INST will not be liable for any kind of Postal delay.
- The Quotation Should be addressed to the Director INST, Mohali invariably giving on the envelop Reference No. With date and due date with time.
- The Quantity mentioned in this inquiry shall be deemed to be only approximate and will not in any manner be binding on the Institute.
- The quotation should be enclosed in a sealed envelope.
- The rates offered should be FOR Mohali in case of firms situated outside Chandigarh and free delivery at the Institute premises in case of local firms.
- VAT/CST: The Institute is not exempted from the payment of Sales Tax/Service Tax/VAT. The rate (i.e., percentage of Sales Tax should be clearly indicated included or excluded) wherever chargeable.
- In case of Ex-godown terms the amount of packaging forwarding freight etc. Should clearly be indicated by percentage or lump sum amount. Current rate of Sales Tax/VAT must be mentioned. The institute is exempted from Customs and Excise Duty.
- The delivery period should be specifically stated. EX-Stock and earlier delivery may be preferred.
- The firms are requested to give detailed description and specifications together with the detailed drawings, printed leaflets and literature of the Article quoted. The name of the manufacturers and country of manufacture should also invariably be stated. In the absence of these particulars the quotation is liable for rejection.
- Quotation should have minimum validity of 60 days from the date of opening.
- The rates quoted should be for each item separately otherwise your quotation is liable to be ignored.
- Late or delayed quotation will not be accepted.
- Director has the right to reject to the quotations and to split up the requirements or change any or all the above conditions without assigning any reason.