No. 1108 / CED Dated: 25/03/2023

**QUOTATION CALL NOTICE**

Sealed quotations are invited from Manufacturer/registered Firms/Agencies/Suppliers having valid PAN/GSTIN/Registration documents for supply of “Supply and installation of Laptop” to Civil Engineering Department, OUTR Bhubaneswar as specified below.

**Item**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Name of component** | **Quantity** |
|  | LAPTOP : Make: HP/DELL  Specification: Processor: - Core i5 12 th Gen;  RAM: - 16 GB DDR4 ; SSD: - 512GB;  Display: 14’’ FHD TOUCH SCREEN, X360 ;  OS: - Windows 11 ; MS Office: - 2021  Antivirus: - 3 years’  license Warranty: - 3 Years onsite & BAG Pack | 01 No. |

Terms and Conditions.

1.The cost of the above-mentioned items should be quoted mentioning make, model number and detailed technical specification.

2.The rate Quoted should be inclusive of all packing & delivery for Civil Engineering Department, OUTR, Bhubaneswar.

3.The Firms/Agencies/Suppliers should superscribe the quotation “**Quotation for Supply and installation of Laptop for Civil Engineering Deptt**” in bold letters on covered envelopes.

4.The rate Quoted must be firm and the offers made must remain valid for **45** days.

5.Delivery of materials should be done in Civil Engineering department within period of two weeks from the date of issue of order.

6.It will be responsibility of the party to provide necessary spares consumable which may be required during the installation at his own cost.

7.The intenders are required to submit the offer along with PAN/GSTIN/Registration certificates.

8.The firm must have not been black listed during last three financial years.

The last date of submission of quotation is 10/04/2023 up to 4.00 PM addressing to **the Register, Odisha University of Technology and Research, Techno Campus, Kalinga Nagar, Ghatikia, Bhubaneswar-751029** by Speed post/Registered post only. No hand delivery is accepted. The authority will not be responsible for any postal delay.

The undersigned has the right to accept or reject any or all of the quotations without assigning any reason thereof.

**Sd/-**

**HOD**

**Civil Engineering**