

**INFORMATION TECHNOLOGY DEPARTMENT  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI**

No. \_\_\_\_\_

Dated: \_\_\_\_\_

M/s \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Sub: Quotations for Budgetary offers of IT items**

**Dear Sir,**

Please quote your lowest rate for supplying of following items on rate contract basis for the period of one year in sealed cover duly subscribed with quotation no. and date. Your sealed quotation must reach this office by 3:00 P.M. on due date i.e. 29/12/15. Quotation received shall be opened at 3:30 P.M. on same date in the presence of suppliers or their authorize representative who may desire to attend in room of Director (IT) at Room No. 7008, 7<sup>th</sup> Floor NDMC, Palika Kendra, New Delhi – 110001.

It shall be responsibility of quotationer to ensure that their quotation reaches in time. As quotation received after the due date and time will not be entertained.

Serial No.	Item Name	Quantity
1.	RAM (DDR-I) 1 GB	5
2.	RAM (DDR-II) 2 GB	5
3.	RAM (DDR-III) 2 GB	10
4.	VGA CABLE 1.5 MTR	50
5.	INTERNAL HARD DISK 500 GB (SATA)	5
6.	UPS BATTERY	50
7.	KEYBOARD(HP/ LENEVO)	100
8.	MOUSE (HP/ LENEVO)	100
9.	RJ 45 CONNECTOR (D-LINK/ AMP)	500
10.	NETWORKING WIRE	10 BOX

## Terms and Conditions:

- a) **Rates:** Rates shall be written in figure as well as in words (English).
- b) **Validity:** The rates should hold goods for three months from the date of opening of quotations the validity quoted less than three months will not be taken in to consideration.
- c) **No Hidden cost.**
- d) **Applicable Taxes:** The price quoted by quotationer should be inclusive of all taxes.

**Quotationer may contact for any query or technical clarification to Jt. Director (IT), Room No. 7013, 7<sup>th</sup> Floor, IT Department, NDMC, Palika Kendra.**

Quotationer is requested to read the specification and other terms and conditions carefully and make offer very clear and specific in all respect. The quotation with any condition would be rejected out rightly. Any ambiguity noticed in the quotation will rendered not eligible and will therefore be ignored without making any further reference even if the firm may emerge the lowest quotationer.

## **Purchaser Right to vary Quantities at the time of Award**

NDMC reserves the right to vary the quantity, NDMC also reserve the right to order additional quantities at a price not more than the price accepted after this order for a period of four years from the date of order placement.

## **Transportation**

The Bidder/ Supplier shall be required to meet all transport and storage expenses until delivery, installation/ implementation and during currency of the contract at NDMC sites in Delhi.

## **Payment Terms**

- 100% Payment may be released after successful delivery of material.

  
(Neeraj Bharti)