

**KSCSTE - MALABAR BOTANICAL GARDEN AND INSTITUTE FOR PLANT SCIENCES**  
**P.B. No. 1, KOZHIKODE – 673 014**

**INLAND ENQUIRY**

<b>MBGIPS</b>	Post Box No.1 G.A. College Post Kozhikode - 673 014 Kerala	Tel: 0495 - 2430 939 E-mail: malabarbot.garden@gmail.com www.mbgs.in
To  List attached	Enquiry Ref: <b>MBGIPS / 59 / 2015</b>  Date : 06-01-2018  <b>Due on : 31-01-2018</b>	

Please send your lowest quotation for the supply and installation of the following item strictly adhering to the terms and conditions printed overleaf for the use of office.

Sl. No.	Description	Quantity	Schedule of Delivery
1	<b>DESKTOP COMPUTER</b> Branded PC Inter Core i3 Processor 7 <sup>th</sup> Generation 4 GB RAM 1 TB HDD 18.5” LED Monitor Keyboard, Mouse, DVD Writer Windows 10 Professional Edition (Original) UPS 1 KVA Built in Battery	1 No.	Immediate
2	<b>LASER PRINTER - DUPLEX</b> <b>Multi function</b> Print / Copy / Scan Upto 30 PPM 32 MB Memory, High Speed USB 2.0 266 MHz Processor, 250 pgs Paper tray 2400 x 600 dpi	1 No.	Immediate

- Note: 1. Terms and conditions are given overleaf.  
2. Quotations agreeing to the ‘special condition’ mentioned overleaf only shall be considered for processing.

Yours faithfully,

Sd/-  
**Director**

## Terms and Conditions

1. Quotation should be superscribed as “**Quotation for the Desktop Computer & Laser Printer**”, due on 31-01-2018.
2. You are requested to submit your lowest quotation/proforma invoice with leaflet for the supply and installation of the items, so as to reach The Director, MBGIPS, P.B. No.1, Kozhikode - 673 014, Kerala, on or before 31-01-2018, 5.00 pm. Quotation will be opened on the next working day. However, placing of final orders will depend upon the close scrutiny of offers by a duly constituted Purchase Committee in due course.
3. The rates quoted should be inclusive of all Taxes-Sales Tax, Additional Sales, Entry Tax, Insurance, Freight, Packing and Forwarding charges etc. should be shown separately. The maximum period required for Delivery of the items should be mentioned. Items will have to be delivered at MBGIPS Office, G.A. College (P.O), Kozhikode – 673 014.
4. If you have Government Rates/DGS and D Rates, you may also quote such rates with the supporting Government Orders.
5. If you have **ISI / ISO / BIS** for products and factory, the same may also be mentioned in your quotation with the supporting certificates and orders.
6. Any quotation received after the time fixed on the Due date is liable to be rejected. Quotations not stipulating period of firmness and with price variation clause and/or subject to the prior sales conditions are liable to be rejected.
7. No representation for enhancement of price once accepted will be considered.
8. Payment will be made only after the supply is received and installation carried out satisfactorily.
9. MBGIPS reserves the right to reject any or all of the quotations without assigning any reason thereof.
10. Form C/D is not applicable to us.
11. This Centre is exempted from payment of Excise / Customs Duty (for Research / Scientific Instrument / Equipment)

**Note:** Before mailing your quotation, for avoiding un-necessary delay and rejection of quotation, you should ensure whether the following required details are clearly specified in your quotation.

- 1) Guarantee/Warranty, 2) Sales Tax, 3) Entry Tax, 4) Additional Sales Tax, 5) Delivery period, 6) Freight, 7) Packing and Forwarding charges if any, 8) Validity period.

Sd/-

**Director**  
KSCSTE-MBGIPS