

To

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

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**Subject: - Inviting quotations for purchase of Microsoft Surface Pro 4.**

Sealed quotations are invited for the items mentioned below and as per terms and conditions herein.

Specifications	Quantity
Microsoft Surface Pro 4 (Core i5 - 6th Gen/8GB/256GB/Windows 10 Pro/Integrated Graphics), Silver alongwith Microsoft Surface Type Cover Keyboard	1

**TERMS & CONDITIONS:-**

1. Quotations in sealed cover for the purchase of as per specifications mentioned above must reach this office on dated 19.02.2016 by 11.00 A.M.
2. The quotations will be opened on the said date at 3.00 P.M. in the office of the Chief Accounts Officer Municipal Corporation, Sector 17, Chandigarh.
3. The firm must place their bids in sealed envelopes, the sealed envelopes be superscribed "Quotations for Microsoft Surface Pro 4.
4. The name of the firm must also be mentioned on the envelope.
5. The quotation may be delivered either by post or in person. The office will not take responsibility for any postal delay. The quotation received after the due date and time shall not be entertained.
6. The specification of the items must be same as mentioned above.
7. The bids of only those bidders shall be opened who reach the office as per date and time.

8. Quotations must be addressed to the Commissioner, Municipal Corporation, Chandigarh.
9. The quotation should be accompanied with refundable Earnest Money Deposit (EMD) of Rs.3000/-in the form of Bank Draft/Banker Cheque in the favour of the Commissioner, Municipal Corporation, Chandigarh.
10. The EMD of unsuccessful firms will be refunded. No interest will be payable on the EMD.The EMD will be forfeited if the firm withdraws bid after submission of quotation.
11. The material must be delivered with 2 Days from the date of issue of supply order.
12. Sales Tax/VAT as applicable to Govt. Institutions.
13. In case there is any warranty it should be mentioned.
14. In case the date of receiving the quotations mentioned above falls on a holiday the date of receiving the quotations shall automatically be extended to the next working day on same timings.
15. Any deficiency in configuration/specifications will not be accepted.
16. Only typed and computerised application on the letterhead of the company with stamp will be accepted.
17. Any quotation can be rejected by the department without assigning any reason.
18. In case of any dispute arising if any will be dealt within the jurisdiction the courts of UT Chandigarh.

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Chief Accounts Officer  
for Commissioner  
Municipal Corporation  
Chandigarh