

MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING
TECHNOLOGY AND RESEARCH SOCIETY, PUNE
MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
(UG & PG – Degree Programme)



412/A-1, K.M.MunshiMarg, BahiratPatilChowk, Shivajinagar, Pune – 16.
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REF: MSIHMCTRS/BHMCT/2024/ 654 (1-4)

Date: 03/07/2024

To,

AS OVERLEAF

Sub: Inviting quotation for Laptop.

Dear Sir/Madam,

We would like to Purchase Laptop, as per the specifications detailed overleaf.

You are requested to send the quotation as per the terms and conditions for the same/on or before 16th July 2024 till 5:00 pm by hand or by post.

Principal
(UG & PG) HMCT

Maharashtra State Institute of
Hotel Management & Catering Technology
Shivajinagar, Pune-411016

Terms & Conditions:

1. The institute has the right to reject the quotation received after due date as specified above.
2. Payment will be issued upon successfully completing the contract.
3. Free delivery at customer premises and installment in the designated area in case of any such requirement arises.
4. GST and other taxes as applicable should be mentioned separately.
5. The quantity and quality of service must match with the requirement.
6. The Quotation must have a validity of 6 months.
7. Kindly mark Degree Office and reference number on top of the Quotation Envelope.
8. Quotations will be required in Two Envelope System as required one envelope will contain Technical Specification (Technical bid) & another will Contain Commercial Quote.

P.T.O.

9. The Technical Specification Envelope must have the following documents: Envelope 1
- Registration of the GST and Number
 - Registration of Business & Number.
 - Taxes paid up to March 2024
 - Specification Sheet / leaflet if any to be provided.
 - Quality & Service Assurance Certificate to be provided.(Annexure II)
 - If the supplier is not a manufacturer then all above for the manufacturer and / or Authorization Certificate for the parts the service provider has used should be provided.
10. Quotation form should be duly filled in, signed and stamped by authorized person, and should be accompanied by necessary documents attached in Envelope no 1 (Technical Bid) and Envelope No.2 (Commercial Bid)

Annexure I: Authorisation Letter

Annexure-II: Quality & Service Assurance Certificate

Technical Specification for Laptop:

- Screen size 14 inch antiglare, nontouch
- Processor : i5 13th Generation minimum,
- RAM : 16 GB LPDDR5
- Hard disk : 512 GB SSD
- Operating System : Windows 11
- Backlit keyboard
- 65W AC adapter
- Warranty : 5 years
- Antivirus : 5 years

(To be printed on the letter head of the firm)

Annexure I

No.

Date:-

AUTHORISATION LETTER

To

The Principal

Maharashtra State Institute of Hotel Management

and Catering Technology and Research Society, Pune.

Sub: Authorisation for submission of Quotation for _____

Ref: Your Quotation Invite No.

Due on _____

Dear Madam,

With reference to above, this is to inform you that. We, _____ are an established manufacturer/ Service Provider of _____, having factory/ Workshop/ Registered Office at _____ since 19__ / 20__.

We do hereby authorise M/S _____ to quote and negotiate for item/s/ services mentioned in Quotation enquiry number _____ Due on _____.

We further undertake that the products supplied by M/S _____ will be fully supported by us during and after the warranty period and all service calls will be attended by us / our authorised service provider promptly.

Thanking you.

For _____

Authorised Signatory

Date Name -

Place -

Designation -

P.T.O.

(To be printed on the letter head of the firm)

Annexure II

QUALITY & SERVICE ASSURANCE CERTIFICATE

No. :-

Date:-

To,
The Principal,
Maharashtra State Institute of Hotel Management
and Catering Technology and Research Society, Pune

Dear Madam,

Thanking You,

Authorized Signatory & Company Seal