



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

412/A-1, K.M.MunshiMarg, BahiratPatilChowk, Shivajinagar, Pune – 16.

☎ - 25676640 Email: [msihmctrsoffice@gmail.com](mailto:msihmctrsoffice@gmail.com) , web site: [msihmctrs.in](http://msihmctrs.in)

REF: MSIHMCTRS/BHMCT/2024/ 616 (1-7)

Date: 29/06/2024

To,

AS OVERLEAF

**Sub: Inviting quotation for LAN Networking, Network Switch and Server.**

Dear Sir/Madam,

We request you to provide LAN Networking, Network Switch and Server, 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 12<sup>th</sup> July 2024 till 5:00 pm by hand or by post.

*[Handwritten Signature]*  
28/6/24

**Principal**  
(UG & PG – HMCT)  
Maharashtra State Institute of  
MSHMCT, Pune.  
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 Certificate & Service assurance certificate to be provided.
  - 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, Safety undertaking and Performance guarantee.**

**LAN and Networking Job Specifications**

Sr.No	Description	Qty
1.	Cat 6 I/O	12
2.	CAT6 Cable Laying With Electric Material (Approx.)	305 mtr
3.	RJ-45- Connector (10-gbps )	36
4.	WI-FI ROUTER, 300-MBPS, SINGLE BAND, 2 ANTINA ,1 LAN, 1VAN	03
5.	WI-FI ROUTER, 750- MBPS, 2 BAND, 4 ANTINA ,4 LAN, 1VAN	01
6.	Router Configuration	03

(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 Sir,

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 -

P.T.O.

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

**Annexure II**

**Quality, Safety Undertaking and Performance Guarantee.**

(To be furnished in the format below on the Establishment letter head duly signed and stamped)

To,  
The Principal  
Maharashtra State Institute of Hotel Management  
and Catering Technology and Research Society,  
Pune, Maharashtra 411016

Dear Sir/ Madam,

1. I/We \_\_\_\_\_ hereby offer to provide LAN Networking, Network Switch and Server as specified and for all the above mentioned areas as per the expected quality of services.
2. I/We \_\_\_\_\_ shall take utmost care in following Safety Norms while using the necessary installation of cable and electrical work our employees.
3. I/We \_\_\_\_\_ shall take utmost care in following Safety Norms while using the necessary installation of cable and electrical work of employees of the Institute.

Yours faithfully,

Sign & Seal of contractor