REQUEST FOR QUOTATION (RFQ)

RFQ No.: DBRANLU/P&S/2026/68/RFQ/01 **Date: 22.09.2026**

Subject: Request for Quotation to Supply of Desktop Computer and Printer.

Dr. B.R. Ambedkar National Law University, Sonipat, Haryana is a State University established under Act 15 of 2012. The quotations are invited from the interested company/firm/agency/distributors/dealers/supplier to supply of Desktop Computer and Printer at Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonipat, Haryana 131021.

1. Item Details & Specifications:

Sr. No.	Description of Item	Specifications	Quantity
1	Desktop Computer	HP Desktop, Core i5 (13th Generation) Windows 11 Operating System MS Office Inbuilt Wi-Fi USB Ports Keyboard & Mouse **Minimum Requirement:** 20" Monitor 512 GB SSD 8 GB RAM	02 Nos.
2	Printer	HP Laser Jet Printer (Model: 1188W) Functions: Print/Scan/Copy/Wi-Fi	01 Nos.

2. Terms & Conditions:

1. The rates must possess valid GST registration and quotations must be accompanied with GST.
2. The rates must be quoted inclusive of GST and all other applicable taxes, transportation, loading/unloading and delivery charges.
3. The GST and other taxes of the above items should be mentioned clearly in the quotations against the item.
4. The items must strictly conform to specifications.
5. The material must be supplied within 15 days from the date of issue of Supply Order at Dr. B.R. Ambedkar National Law University, Sonepat.

6. The supplier shall provide the comprehensive onsite warranty for one years at Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonepat, Haryana 131029 from date of last delivered item.

7. The authority reserves the right to reject any or all quotations without assigning any reason thereof.

8. Payment Schedule:

   8.1. 95% of material cost payment and 100% of tax payment will be made against the successful supply and installation of the material.

   8.2. 05% of material cost will be retained by the university as a performance guarantee and will be released after the successful completion of warranty period.

9. **Forfeiture of Performance Security:** If bidder violates any of the provisions of the terms and conditions of the proposal or fails to fulfil the all terms & conditions, requirements or indulges in any such activities as would jeopardize the work., submitting false/misleading information/declaration/documents/proof/etc., University may consider 'Banning" the supplier for participating in any job for a period of two years and/or Performance Bank Guarantee shall stand forfeited either fully or partially, as decided by the University. The decision of the University shall be final and shall not be called upon to question under any circumstances.

10. Penalty Clause: If the supplier fails to provide the Comprehensive warranty services within 10 days shall entitle the university to impose the penalty which will be any or all of the following:

    10.1. Forfeiting the Performance guarantee amount (Fully or Partial).

    10.2. Blacklisting the Firm for a period of three years.

11. L1 will be selected on the basis of the lowest total amount in quotations.

12. Payment shall be released after satisfactory delivery and inspection of the material and on receipt of the original bills in duplicate, completed in all respects.

13. Quantities mentioned in the Quotation format are tentative only it may be increased or decreased but Payment will be made on actual quantity basis.

14. In case of delay in supply, penalty may be imposed as per university norms.

15. If the supplier fails to supply the materials within the stipulated period shall entitle the buyer to take all or any one of the following actions, whichever required:

    15.1. To Cancel the order and purchase the item/equipment from the other source on the total risk of the supplier.

    15.2. To recover liquidated damages for delay in delivery from the supplier at the rate 1% (one percent) of the total cost of the material per day till the supply/work remains

incomplete, provide that the total amount of the compensation shall not exceed 10% (ten percent) of the total cost of the material (as per Clause12.67 of UAC).

16. There is no provision of advance payment in the rules of the University. Thus, payment will be made against work/delivery of the material. As a general policy, the University tries to make payment within one month of the receipt of material subject to proper installation, wherever applicable, and satisfactory Inspection report of the material.
17. The Quotation received after due date and time or incomplete shall be rejected outrightly.
18. The price quoted in the quotation format shall remain valid for a period of at least three months from the date of opening of quotation.
19. Supplier may please quote their unconditional rates strictly in the quotation format.
20. The dispute, if any, shall be subject to the jurisdiction of Courts at Sonipat. Any other jurisdiction mentioned in the quotations or invoices of the company/firm/agency/ distributors/dealers/supplier/Manufacturer etc. shall be invalid and shall have no legal sanctity.

3. Submission of Quotation:

Interested vendors are requested to submit their quotation duly signed and stamped on their letterhead through offline mode (by hand/ speed post/courier in sealed envelope and shall have the superscription "QUOTATION IN RESPONSE TO SUPPLY OF DESKTOP COMPUTER AND PRINTER") on or before 08.10.2026 up to 05:00PM.

To
The Registrar
Dr. B. R. Ambedkar National Law University
Sonepat
Late quotations shall not be entertained.

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Assistant Registrar (P&S)
For Registrar

Company/Firm Details

Name of the Firm	
Address of the Firm	
Contact Person Name & Number	
E-mail ID of the Firm	
GST No. of the Firm (copy attached)	

Stamp & Signature of the Company/Firm

FINANCIAL BID

Sr. No	Item description	Quantity	Basic rate per unit without GST in figures in Rs P	GST in Percentage	Total amount without GST in Figures in Rs P	Total GST amount in Figures in Rs. P	Total amount with GST in Figures in Rs. P
		A	B	C	D=AXB	E (GST on D)	F=D+E
1	Desktop Computer as per specifications	*02 Nos.*					
	Printer as per specifications	*01 Nos.*					
TOTAL IN FIGURES							
TOTAL Quoted Rate in Words							

Stamp & Signature of the Company/Firm