REQUEST FOR QUOTATION

FOR

SUPPLY, INSTALLATION AND COMMISSIONING OF IT EQUIPMENTS AT NITCON LIMITED

Ref No. NITCON/DEL/19/12/08 Dated 27.07.2026

ISSUED BY

OFFICE OF THE MANAGING DIRECTOR, NITCON LIMITED, DELHI

1. **Introduction:** NITCON Limited (a Union Government Company), hereinafter referred to as "NITCON", intends to procure IT equipment for its office and invites sealed quotations from credible, experienced and eligible suppliers for the supply, installation and commissioning of the IT equipment detailed in the Financial Bid Form.
2. **Scope of Supply:** The scope of work comprises of supply, delivery, installation, configuration and commissioning of the IT equipment as per the specifications and quantities given in the Financial Bid Form, at NITCON's office in Delhi including manufacturer's warranty period of minimum 1 year.
3. **Eligibility of Bidders:** The Bidder should be an
   (a) OEM or an Authorized Dealer/Distributor/ Channel partner of the quoted brand for which the quotation to be submitted and document in this regard can be submitted on demand.
   (b) firm / company / proprietorship registered in India and should possess a valid GST Registration and PAN (copies to be enclosed);
4. **Submission of Quotation:** The quotation shall be submitted strictly in the prescribed Financial Bid Form, typed on the Bidder's letterhead along with supporting document (GST and PAN), duly signed and stamped on each page, and placed in a sealed envelope superscribed "Quotation for Supply of IT Equipment". The sealed envelope shall be addressed to the Managing Director, NITCON Limited, Delhi and must reach on or before 1100 Hrs; 3rd August 2026 in Hard copy i.e., Physical Copy only. The proposal with Quotation shall reach to the Authority at its address in the manner as prescribed:

   Address: Unit No. 317-A, 3rd Floor, D21 Corporate Park, Sector 21, Near Sector 8 Metro Station, Dwarka, New Delhi – 110077 Phone: 011-40658297; E-mail: caas@nitcon.org

   Submission in any manner other than as prescribed herein/ late submission shall lead to rejection of Quotation; without assigning any reason whatsoever and with no liability on the part of the authority

5. **Rates & Prices:** The following shall govern the rates quoted:
   a) Rates shall be quoted in Indian Rupees (INR) only, both per unit and total, strictly as per the prescribed format; the quoted rates shall be for the products with similar or higher specification only and shall be inclusive of all costs, packing, forwarding, freight, insurance, transportation, delivery, installation, commissioning and all taxes, duties, levies, cess and surcharges, etc., but exclusive of GST. GST shall be paid extra at actuals as per applicable rules;
   b) Prices shall be on F.O.R. destination basis (NITCON, Delhi office); and the rates once quoted shall remain firm and fixed for the entire period of supply, and no price escalation whatsoever shall be admissible.
6. The IT equipment shall be delivered, installed and commissioned within one (1) week from the date of issue of the Purchase Order / Work Order, at NITCON's office in Delhi.
7. All equipment shall carry standard OEM comprehensive on-site warranty as per the specifications (minimum one year). Any equipment / component found defective during the warranty period shall be repaired or replaced free of cost.
8. The evaluation shall be carried out as under:
   a) The quotations shall be evaluated on the basis of the Total Evaluated Cost of Supply;
   b) Proposal with rates quoted for products with specifications lesser than specified in this RFQ document shall be considered non responsive and shall be rejected without assigning any reason whatsoever.
   c) The Bidder quoting the lowest Total Evaluated Cost (L-1) and meeting the specification requirements shall be considered for award of the work; and
   d) NITCON reserves the right to place the order for all or any of the items, and to increase or decrease the quantities.
9. The quotation shall remain valid and open for acceptance for a period of 90 (Ninety) calendar days from the last date of submission of the quotation.
10. **Payment Terms:** Payment shall be made within 15 (Fifteen) days after successful delivery, installation, commissioning and acceptance of the equipment, against submission of a proper GST invoice and No advance payment shall be made. All statutory deductions (including TDS) shall be made at source as per applicable law. GST as applicable shall be paid extra at actuals. All other taxes, duties and levies shall be deemed to be included in the quoted rates.
11. NITCON reserves the right to accept or reject any or all quotations, in full or in part, or to cancel / withdraw this RFQ at any stage, without assigning any reason whatsoever and without incurring any liability. Conditional or incomplete quotations are liable to be rejected. Decision of Managing Director, NITCON shall be final and binding. All disputes shall be subject to the jurisdiction of the competent courts at Delhi.

FINANCIAL BID FORM (QUOTATION FORMAT)

(To be submitted on the Bidder's Letterhead, in a sealed envelope only)

Date: ______________

To,
The Managing Director,
NITCON Limited,
Dwarka, New Delhi

Subject: Financial quotation for supply, installation and commissioning of IT equipment at NITCON, Delhi Office vide Ref No. NITCON/DEL/19/12/08 Dated 27.07.2026

Respected Sir,

With reference to the subject RFQ, I / We, the undersigned, offer to supply, install and commission the IT equipment, in accordance with the requirements and the terms & conditions of the RFQ. Our financial proposal is as under:

S. No.	Item Description	UOM	Quantity	Model Number	Quoted Unit Rate (Rs.)	Amount (Rs.)
1	**Laptop: Minimum Specification:** Core i5 – 12th Gen, 8GB DDR5 RAM, 512 GB SSD, Windows -11, Microsoft 365 (Lifetime), 14" FHD Touchscreen, Backlit Keyboard, Wireless Mouse with Laptop Bag. **Make –** HP/ Dell/ Lenovo (Bidder to mention the details of provided product with similar or higher specifications for which rates are quoted)	**Nos.**	**5**			
2	**Smart TV: Minimum Specification:** 32-Inch wi-fi enabled ultra–HD Smart Television with atleast 2 HDMI ports, 2USB ports, table mounting stand and wall mounting facility **Make –** Samsung/ LG/ One Plus (Bidder to mention the detailed specification of product with similar or higher specifications for which rates are quoted)	**Nos.**	**1**			
	Total Amount (in Figures)					
	Total Amount (in Words)					
	GST (as applicable)					
	Total Amount including GST					
	Total Amount including GST (in words)					

Declaration by the Bidder:

a) The amount / rates quoted above are inclusive of all costs, taxes, duties, freight, insurance, delivery, installation and commissioning charges, etc., but exclusive of GST. GST has been quoted separately and shall be payable extra as applicable.

b) Our financial proposal is unconditional and shall remain binding upon us for a period of 90 (ninety) calendar days from the last date of submission of the quotation.

c) I / We have carefully read, understood and agree to abide by all the instructions, terms & conditions of the RFQ.

d) I/We certify that equipment supplied shall be brand new, unused, genuine, and from the latest available production. Refurbished, repaired, discontinued or second-hand products shall not be supplied.

Enclosure: Copies of GST Registration and PAN Registration.

Yours faithfully,
(Signature of the Authorized Signatory)
Name: ______________________________ Designation: ________________________
Name of the Firm / Company: ______________________________
Address: ____
Mobile No.: __________________ Email ID: __________________
GST No.: __________________ PAN: __________________Seal / Stamp of the Firm: