



July 28, 2017

Lt Col Ranvir Singh (Retd)
Head, Administrative Services

Dear Sir,

Subject: Quotation for the Procurement of Audio Equipments in Classroom

National Institute of Bank Management (NIBM) is an apex level institute for Training, Consultancy and Research in the Banking industry.

We wish to invite quotations for Procurement of **Audio Equipments**. The selected vendor is also required to install these equipments in the classroom to the satisfaction of the Institute. The description/details and quantity is mentioned in the "proforma of the quotation for submission" attached with this letter.

NIBM is an AICTE-approved educational institution and eligible for discounted academic pricing for hardware and software.

We are in the process of finalizing the vendor. Sealed quotations along with detailed information of the agency, addressed to the **Director, National Institute of Bank Management, Kondhwe Khurd, NIBM P O, Pune 411 048**, should be deposited in the tender box kept in Room No.1109, Block I at NIBM between 2:00 pm to 5:00 pm or can be emailed to fdc@nibmindia.org on any working day on or before **August 22, 2017**.

Terms for rendering quotations are as follows:

1. Quotations should be tendered in sealed envelopes super scribed "**Procurement of Audio Equipments for Classroom**".
2. All quotations should be signed by a person authorized to do so and should be stamped with the seal of the agency.
3. Quotations should be submitted **STRICTLY** in the format attached, quotations in any other format will not be considered.
4. The price quoted should be inclusive of all taxes, Duties, Octroi, LBT, and Transport Charges, etc. and clearly state the warranty period and delivery schedule.
5. **All the support during the warranty period, if required, will be provided by the vendor. Vendor will take all responsibility to work as intermediary between NIBM and the manufacturing company. NIBM will not deal with the manufacturer directly for any kind of support.**
6. The quotations can be sent by email marked only to fdc@nibmindia.org Quotations sent by email should not be marked to any other email id, else quotations will stand cancelled.
7. **Quotations by fax wil NOT be considered.**
8. NIBM reserves the right to accept or reject all or any tender without assigning any reason thereof.
9. For any query in this regard you may contact Shri Dilip Dhamankar, Programme Officer, by email to dilip@nibmindia.org or on telephone no. 020 – 26716392 on working days between 03-05pm

Lt Col Ranvir Singh (Retd)
Head, Administrative Services
Encl: Format for Quotation



Format for Quotation for Audio Equipments for Classroom

Sr No	Item	Model	Qty	Rate	Sub-Total	Taxes	Total
			(Nos.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)
1	Audio -Technica Podium Microphone with Base (Desk Stand) BASE - On/Off/Mute Switch Warranty 1 year onsite parts/labor	PRO 49QL	01				
2	Shure Microphone Warranty 1 year onsite parts/labor	SM58	04				

Date :

Place :

Authorised Person's Name and
Signature with agency seal