



THAPAR UNIVERSITY

(Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956)
Thapar Technology Campus, Post Box No.32, Patiala 147 004 Punjab INDIA
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Enquiry No. TU/CS/GK/17-18/17037 & 41

Date: May 15, 2017

Sub: Request for Quotation(s) for the supply of Multifunction Printer

Dear Sir

We shall be grateful if you kindly let us have your lowest quotations for the following materials. THE QUOTATIONS SHOULD REACH THE UNDERSIGNED LATEST BY 29.05.2017 through courier or e-mail accompanied by appropriate illustrative literature/catalogues/pamphlets/technical details and specifications as the case may be. On the quotation envelope the Enquiry Number & Date should be mentioned on the top.

Sr. No.	Item Name with complete Specifications	Qty.
1	Multifunction Printer Make: HP Laserjet Pro Model: MFP M227fdw (G3Q75A) Note: Kindly send the technical & commercial quotes separately. Single quote will not be accepted.	02 Nos.

The offer sent by you must furnish the following details:

1. Name, Make & specifications of each item.
2. Cost of the item with MRP (mandatory).
3. Educational discount if any.
4. Validity of quotation should be at least 90 Days.
5. CST/VAT (%) we do not provide Form C.
6. Delivery FOR Thapar University, Patiala
7. Insurance, Freight & other charges if any.
8. Minimum Delivery Period.
9. Payment terms. Net 30 days against delivery & satisfactory installation at Thapar University.
10. Guarantee / Warranty Information.

Regards,

Sd/-

Head Commercial