



THAPAR UNIVERSITY

(Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956)
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Enquiry No. TU/CS/GK/17-18/17053

Date: May 17, 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 26.05.2017** 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: CANON MODEL: MF 249dw	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