



THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

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Enquiry No. TIET/CS/MB/19-20/19074
Date : May 17, 2019

Sub: Request for Quotation(s) for the **Digitalization of Students Record.**

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 24-05-2019** through courier or e-mail accompanied by appropriate illustrative literature/catalogues/pamphlets/technical details, samples and specifications as the case may be. **On the quotation envelope/ subject the Enquiry Number & Date should be mentioned on the top of the Envelope/mail subject.**

Sr. No.	Item Name	Qty.
1.	Digitalization of Students Record Tentative Pages ~ 18 Lakh Kindly quote both for A4 and A3 pages in both color and Black&white Scanning. Scanning will be done inside our institutional Campus TIET Patiala and it should be OCR. Manpower to be provided by you. Tentative Period for the completion of Job: 3 Months from our PO Date.	1800000 Lakh Pages

The offer sent by you must furnish the following details:

- Name, Make & specifications of each item.
- Price Breakup itemwise with MRP. (Treat it mandatory)
- Educational discount if any.
- Validity of quotation should be at least 60 Days.
- GST %
- Delivery FOR Central Stores TIET. Patiala
- Insurance, Freight & other charges if any.
- Minimum Delivery Period.
- Payment terms. Net 30 days against delivery & satisfactory installation at Thapar Institute, Patiala
- Guarantee / Warranty Information.
- Also please share your Companies Turnover and Market Share along with the offer.

Regards,

Head Commercial