



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

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Enquiry No. TIET/CS/MB/19-20/19182
Date : July 10, 2019

Sub: Request for Quotation(s) for the Supply of **Laptops**.

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 17-07-2019** 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.	Laptop (Specs as per enclosed)	26 No.

The offer sent by you must furnish the following details:

1. Name, Make & specifications of each item.
2. **Price Breakup itemwise with MRP.
(Treat it mandatory)**
3. Educational discount if any.
4. Validity of quotation should be at least 60 Days.
5. GST %
6. Delivery FOR Central Stores TIET. Patiala
7. Insurance, Freight & other charges if any.
8. Minimum Delivery Period.
9. Payment terms. 30 - 45 days against delivery & satisfactory installation at Thapar Institute, Patiala
10. Guarantee / Warranty Information.
11. Also please share your Companies Turnover and Market Share along with the offer.

Regards,

Head Commercial