

PANJAB UNIVERSITY, CHANDIGARH

ACADEMIC STAFF COLLEGE

From :- Honorary Director Academic Staff College Panjab University, Chandigarh	
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NO. 1, 2014

Dated _____/2014

Dear Sir,

Please quote your lowest market rate for the supply of **1 (One) Laptop** for the Academic Staff College with the following specifications

Processor	Memory	HDD	Optical Disk Drive	Screen Size	Battery Cell	Operating System
Intel Core i5 4 th Generation	4 GB DDR 3 (Minimum)	500 GB	DVD-RW	14.1"	6 Cell	Windows 8.1/7 Professional/Ultimate

The payment shall be made within seven days after the supply of material. The quotation must reach in a sealed cover by **14.02.2014 at 3.30 p.m.** along with your other terms and conditions of supply, if any.

LAST DATE OF RECEIPT OF QUOTATION : 14.02.2014 at 3.30 p.m .

OPENING OF QUOTATION : 20.2.2014 AT 3.30 P.M .

Note:-

The quotation must reach by Registered Post or Speed Post before 14.02.2014 at 3.30 p.m . on the following address

**Honorary Director
Academic Staff College
Panjab University
Sector-14, Chandigarh-160014**

1. Panjab University does not take any responsibility for any postal delay in delivery by Registered/Speed Post or lost in transit of the quotation. No quotation will be entertained by hand/courier/ordinary post.
2. Rates should be quoted both in words and figures in quotation.

3. Conditional and unsigned quotation will not be accepted.
4. The supply be commenced/made within 7 days of the issue of supply order.
5. All quoted rates should be F.O.R. Panjab University and firm should quote the rate of all taxes.
6. No payment will be made on the perform a invoice.
7. The quotation shall not contain corrections, erasers and overwriting.
8. Please mention name of work and due date on the Envelope.
9. The undersigned reserves right to accept or reject any quotation without assigning any reason.
10. Quote the discount rate of M.R.P. of each item.
11. Quotations will be opened on **20.02.2014 at 3.30 p.m.** and you may depute your representative at the time of opening of quotations.

Honorary Director
Academic Staff College
Panjab University
Sector-14, Chandigarh