



SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

DEV NAGAR, NEW DELHI-110 005

Ref. No.: _____

Dated: 14/5/18

Sub: Quotation Invitation letter for Sanitary Napkin Vending Machine

Sealed Quotations are invited from licensed, registered and experienced companies/agencies for purchase and installation of following item:

S.No	DESCRIPTION	QUANTITY
1.	Sanitary Napkin Vending Machine	01

Kindly note the following points for submitting the quotation:

1. The quotation should consist of technical and financial bids that should be provided in two separately sealed envelopes.
2. Technical bid should contain the following documents
 - a. Specifications of quoted item.
 - b. Certificate with respect to incorporation/registration of the company/agency under the relevant law.
 - c. A copy of PAN card and GST registration certificate
 - d. Proof of installation of the item in other academic institutions.
3. Financial bid should clearly mention and separately indicate the net price of the items, taxes applicable, discount (if any) and any other incidental charges. Amount should be mentioned in Indian Rupees (INR).
4. Since the payment will be made through RTGS/NEFT/Bank transfer mode, the correct account details should also be mentioned in the financial bid. Payment will be made after the delivery and installation of the items.
5. On the top of the envelope, "Quotation for the purchase of Sanitary Napkin Vending Machine" should be duly super-scribed.
6. The college/Principal reserves the right to reject/accept any or all quotation without assigning any reason thereof. The college also reserves the right for changing the quantity of the items to be purchased as per its discretion.

The sealed quotations may be sent to the office of the **Principal, Sri Guru Nanak Dev Khalsa College**, Dev Nagar, Karol Bagh, New Delhi 110005 on or before 29 May, 2018 latest by 3:00 pm.

Dr. Man Mohan Kaur
Principal
Sri Guru Nanak Dev Khalsa College
(University of Delhi)
Dev Nagar, New Delhi-110005