



# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited B++

DEV NAGAR, NEW DELHI-110 005

Celebrating 550<sup>th</sup> Birth Anniversary of Sri Guru Nanak Dev Ji

Ref. No.: SGND/ADMN/21/8444(b)

Dated: 10/03/2021

## Quotation Invitation Letter for **HP Multi-Function Printer**


Sealed Quotations are invited from authorized vendors/distributors for the purchase of the following item for which the specifications are given under:

Item No	Description	Quantity
1.	<b>HP Laser Jet Pro</b>  <u>Specifications</u> <ul style="list-style-type: none"><li>• <b>Functions:</b> Print, Copy, Scan</li><li>• <b>Print technology:</b> Laser</li><li>• <b>Printer Output:</b> Black and White</li><li>• <b>Interface:</b> USB, Ethernet, Wireless</li><li>• <b>Printer:</b> Maximum Printing Resolution: 1200 x 1200 dpi</li><li>• <b>Control Panel:</b> LCD text display</li><li>• <b>Warranty:</b> Minimum 1 year</li></ul>	<b>Three</b>

Kindly note the following points for submitting the quotation:

1. The quotation should consist of a brochure of the item along with a Proforma Invoice/ Financial quotation provided in a sealed envelope.
2. The Quotation/ Proforma Invoice 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).
3. Since the payment will be made through RTGS/NEFT/Bank transfer mode, vendors should also provide the correct account details in the Quotation/ Proforma Invoice. Payment will be made after the delivery and installation of the items. Vendor should also provide a copy of PAN card and GST registration certificate.
4. The college/Principal reserves the right to reject/accept any or all quotation without assigning any reason thereof. The college/ Principal 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 25 March, 2021 by 3:00 pm.

  
(Dr. Gurmohinder Singh)  
Oftg. Principal