



SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited B++

DEV NAGAR, NEW DELHI-110 005

Celebrating 550th Birth Anniversary of Sri Guru Nanak Dev Ji

Ref. No.: SGND/ADM/19/ 8111

Dated: 20/11/19

Sub: Quotation Invitation Letter for Dell XPS Laptop.

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


S.No	DESCRIPTION	QUANTITY
1.	Dell XPS laptop <ul style="list-style-type: none">• 13.3"• Core i7 10th Gen• 16GB RAM, 512 SSD• 4K Ultra HD• Touch display• Windows 10 Home• MS office installed (1 year)• McAfee security software (1 year)	1

Kindly note the following points for submitting the quotation:

1. The quotation should consist of technical and financial bids that should be provided in a sealed envelope.
2. Technical bid should contain the following documents
 - a. Detailed specifications of quoted item, brochure.
 - b. Certificate of authorization for distribution/manufacture in India.
 - c. A copy of PAN card and GST registration certificate.
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 top of the envelope, "Quotation for purchase of DELL XPS laptop" 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/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 2 December, 2019 by 3:00 pm.


Dr. Gurmohinder Singh
(Offg Principal)