



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No. DU/RG/B.01.07/18/2616

Date: 27.03.2018

**Notice Inviting Quotation**

Sealed quotations are invited from reputed firms/authorized dealers for the supply & installation of the following items for Dibrugarh University as per specification mentioned below. The quotations will be received by the undersigned on or before **03.04.2018 upto 11:00 A.M.** and will be opened on the same date at **11:30 A.M.** in the presence of the intending quotationers or their authorized agents.

Sl. No.	Description	Preferred Brand	Qty.
01	Dot Matrix Printer	TVS/Epson	01 Nos.
02	Computer Keyboard	i-Ball/Dell/Lenovo/HP	01 Nos.
03	Barcode Reader	--	01 Nos.

**Terms and Conditions:**

1. No separate quotation paper will be issued from the office. Quotation should be submitted in the Supplier's Letter Pad with supporting documents (like Company Price List, Authorization / Dealership Certificate, Product Catalogue etc.).
2. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
3. Payment will be made only after the successful after receipt of the materials in good condition.
4. The quotation should be addressed to the **"Registrar, Dibrugarh University, Dibrugarh – 786004"** super scribing the Quotation Notice Number on the envelope.
5. **Any kind of Taxes/GST (if any) must be clearly indicated in the quotation.**
6. The tendering firm must have proper PAN/GST No. and the same shall have to be enclosed with the quotations.
7. In the event of any kind of holiday, the quotations shall be opened on the next working day.
8. The quantity mentioned above may be increased or decreased at the time of order as per actual requirement.
9. The tendering firm must clearly indicate the "Make" and "Brand" of each and every item in their quotations.
10. **The tendering firm must have a permanent establishment in Dibrugarh.**

Sd/-  
**Registrar**  
Dibrugarh University

**Copy to:**

1. The Assistant Registrar (F&A), D.U. for information.
2. Dibrugarh University Website.
3. Notice Boards.
4. Office File.

Sd/-  
**Registrar**  
Dibrugarh University