



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

No. DU/NIQ-2019/11

Date: 13/06/2019

**Notice Inviting Quotation**

Sealed quotations are invited from reputed firms/suppliers/ vendors for the supply and installation of Desktop Computer & Printer at Dibrugarh University as per particulars mentioned below. The quotations will be received by the undersigned on or before **25.06.2019 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.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty.</b>
<b>01</b>	Desktop Computer: Intel i3 8 <sup>th</sup> Processor, 4GB RAM, 1TB HDD, DVD RW Optical Drive, MS Window 10 Home, 18.5" Monitor, Keyboard, Mouse with 600 VA UPS	<b>01 Nos.</b>
<b>02</b>	LaserJet Printer (HP 1020 Plus or Equivalent)	<b>01 Nos.</b>

**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.
2. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
3. The quotation should be addressed to the "**Registrar, Dibrugarh University, Dibrugarh – 786004**" super scribing the Quotation Notice Number on the envelope.
4. In the event of any kind of holiday, the quotations shall be opened on the next working day.
5. Any kind of Taxes/GST (if any) or any kind of installation or other charges 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. The quantity mentioned above may be increased or decreased at the time of placing order as per requirement.
8. The items should be delivered at site, i.e. Dibrugarh University.
9. Payment shall be made only after receipt of materials in good condition.
10. The tendering firm must have a permanent establishment at Dibrugarh.

**Sd/-**

**Registrar**

Dibrugarh University

Copy to:

1. The Registrar, D.U. for favour of kind information.
2. Dibrugarh University Website.
3. Notice Boards.
4. Office File.

**Sd/-**

**Registrar**

Dibrugarh University