

86-91/SSS
02-02-26

Subject: Quotation for Purchase of Laptop and Printer as per specifications

Sr. No.	Item	Quantity	Specifications
01	Laptop	01	HP laptop with INTEL 15 Processor 13 th Generation/16 GB RAM/512 GB SSD/15 Inches Screen Size/Windows 11/Office 2024/01 Year Warranty
02	Printer	01	HP Printer Model :323 DW

Terms & Conditions

1. The quotation should be sent under REGISTERED/Speed Post/Courier sealed cover and super scribed as "**Quotation for Laptop and Printer**" due on 13/02/2026 and quotation should be submitted in sealed envelope, addressed to **School of Social Science, Guru Nanak Dev University, Amritsar.**
2. The rates should be quoted **F.O.R. Guru Nanak Dev University, Amritsar, Punjab.**
3. **Taxes/GST and other duties**, if any, should be mentioned separately.
4. Supply of Laptop and Printer within **15 days** from the date of issue of supply order, failing which penalty, as decided by the Registrar, may be imposed.
5. The University reserves the right to **increase or decrease the quantity** of the Laptop and Printer to be purchased and can place order with more than one firm.
6. No increase in the rate shall be allowed in any case after opening of the quotations. The rate should be valid at least for **90 days** from the date of receiving the supply order.
7. The decision of the **Registrar** in respect of choice of the item will be final.
8. The Laptop and Printer will have to be supplied strictly in conformity with **specifications approved** and in accordance with the terms & conditions of the supply order.
9. The Registrar reserves the right to **reject all or any of the quotations** without assigning any reason.

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