

THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)
GANDHIGRAM – 624 302 :: DINDIGUL DISTRICT
Ministry of Human Resource Development, Govt. of India
Accredited by NAAC with 'A' Grade (3rd Cycle)

All communications should be addressed to the Registrar by designation and not by name



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Smt.M. JAYASRI
SECTION OFFICER

Ref : Est.5/ Quotation /2020-21/

Date : 15.09.2020

PROFORMA FOR COMPETITIVE QUOTATION
For the purchase of Laptop and Printer

On behalf of the Registrar, Gandhigram Rural Institute – Deemed to be University, Gandhigram, Dindigul District, Tamilnadu, competitive quotations (including all taxes and Installation charges) are invited towards purchase of the following item with prescribed configuration and other accessories.

S.No.	Product	Configuration
1	Laptop	Core i7 Ram: 8GB DDR4 HDD: 512GB SSD + 1 TB OS: Win 10 + MS office Graphic: 4 GB NVGFMX230 Screen Size: 15.6" FHD Display
2	Printer	Printer having facility to take printout both sides automatically.

Terms and Conditions:

1. the rate should clearly indicate the Unit/Nos.
2. The rate should specify whether is includes duties and taxes and also packing and forwarding charges.
3. The period upto which the materials/equipments are guaranteed should be specified.
4. The nearest service point should also be indicated to the offer.
5. The offer should be as far as possible from ready stock.
6. The mode of payment should be specified.
7. TIN/PIN may be indicated. The price quoted should be inclusive of taxes, freight, etc.,
8. Payment will be made after receipt of materials and duly certified by the officers concerned.
9. Validity of the offer should be normally before 30 days from the date of officer, otherwise, the period should be specifically mentioned in the offer.

10. Quotation should be in the name of "The Registrar, Gandhigram Rural Institute – Deemed to be University, Gandhigram 624 302.
11. The same may be sent with sealed envelope superscripted "Competitive Quotation for purchase Establishment Section and posted to

The Section Officer,
Establishment Section,
Gandhigram Rural Institute – Deemed to be University,
Gandhigram 624 302.

12. The date of receipt of Quotation will be extended up to 4.00 p.m. on 25.09.2020.

SECTION OFFICER
ESTABLISHMENT SECTION