

**Quotation Request to purchase a Laptop and a Printer under the research Project
Scheme of UPHED (Uttar Pradesh Higher Education Department)**

Dear supplier

On behalf of purchase committee, I invite you to send me a detailed quotation for the supply of the above said items and submit your lowest quotations for the same latest by 10.10.2023. The price range and the quality should be according to my satisfaction. You should also mention the chargeable taxes separately and also about the freight charges if any. The quotation may kindly be sent by bearer/registered post to the undersigned as soon as possible and get in touch with me for any further query/information.

Here is the list of items and their specifications:-

1. **One Laptop.**
 - I. Core i7 12/13th Generation with extended warranty
 - II. Operating System: Windows 11
 - III. REM:16 GB
 - IV. SSD: 512GB
 - V. Pre-installed Software: Microsoft Office, Photoshop etc.
2. **One Printer:** HP Smart AIO (Print, Copy & Scan) Wi-Fi Colour Printer.

If the goods on arrival at the destination are found to be defective, you have to be replaced or rectified at the cost of the supplier within 15 days from the date of receipt of written communication from us. If there is any delay in replacement or rectification, the warranty period should be correspondingly extended.

I look forward to receiving your competitive quotations.

Thanking you.

Yours sincerely



(Prof. Neelam Panwar)

(P.I.)

Department of Zoology

Meerut College, Meerut

(On behalf of purchase committee)