



# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited A

DEV NAGAR, NEW DELHI-110 005

Celebrating 50<sup>th</sup> Year

Ref. No.: SGND/ADMIN/23/9224

Dated: 18/10/2023

## Quotation Invitation Notice for MS Office Software

Sealed Quotations are invited from authorized vendors for the purchase of following item, the specifications of which is given below:

S. No	Description	Specification	Quantity
1.	MS Office Suite software	LTSC Professional Plus 2021 <i>Perpetual license</i>	5

Kindly note the following points for submitting the quotation:

1. The quotation should consist of Proforma Invoice/ Financial quotation provided in a sealed envelope.
2. The Quotation/ Proforma Invoice should clearly indicate the unit price of the item, taxes applicable, discount (if any), and any other incidental charges. Amount should be mentioned in Indian Rupees (INR).
3. Since the payment will be made through RTGS/NEFT/Bank transfer mode, vendors should also provide the correct account details in the Quotation/ Proforma Invoice. Payment will be made after the delivery and installation of the items.
4. The college/Principal reserves the right to reject/accept any or all quotation without assigning any reason thereof. The college/ Principal also reserves the right for changing the quantity (number of copies and pages) to be printed or specifications, as per its discretion.

The sealed quotations may be sent to the office of the **Principal, Sri Guru Nanak Dev Khalsa College**, Dev Nagar, Karol Bagh, New Delhi 110005 on or before 27 October, 2023 by 4:00 pm.

Prof. Gurmohinder Singh  
(Principal)