



SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

DEV NAGAR, NEW DELHI-110 005

Ref. No.: SGND/ADMN/18/7484

Dated: 03/09/2018

Sub: Quotation Invitation Letter for Windows 2016 Operating System for Dell Server

Sealed Quotations are invited from authorized vendors/distributors for the purchase of the following item for which the specifications are given under:

Item S.No	DESCRIPTION	QUANTITY
1.	Windows 2016 Operating system for Dell Server • Standard OEM pack	1

Kindly note the following points for submitting the quotation:

1. The quotation should consist of a Proforma Invoice/ Financial quotation provided in a sealed envelope.
2. The Quotation/ Proforma Invoice should clearly mention and separately indicate the net price of the items, taxes applicable, discount (if any), and any other incidental charges. Amount should be mentioned in Indian Rupees (INR). The supplier should also install the operating system.
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. Vendor should also provide a copy of PAN card and GST registration certificate.
4. The College reserves the right to reject/accept any or all quotation without assigning any reason thereof. The College also reserves the right for changing the quantity of the items to be purchased 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 12 September, 2018 by 3:00 pm.

Dr. Man Mohan Kaur
03/09/2018

(Dr. Man Mohan Kaur)
Principal