



Memo No: AC/ 242 /19-20

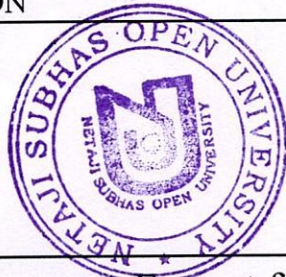
Date: 09/09/2018

**TENDER NOTICE**

Sealed quotations are invited from reputed vendors to quote their lowest possible rate for the supply and delivery & installation of the under-mentioned items to the School of Humanities (SoH) at Durgapur Regional Centre, Netaji Subhas Open University, Durgapur, West Burdwan subject to the following terms and conditions.

Sl. No.	Item	Specification	Requirement of units
1	Desktop HP	Processor-i5, RAM-4GB, Display-19.5" with speaker	3
2	Printer	HP Laserjet 1020	3
3	UPS	APC 600VA	3

Last date for submission:	23/09/2019 up to 4 PM.
Place of Submission: Finance Department, 4 <sup>th</sup> Floor, Netaji Subhas Open University DD-26, Sector-I, Salt Lake, Kolkata -700064	
Contact No:	9433274815, 9051162059, 7479313233
Copies of Documents to be submitted	GST No., PAN, TAN, Trade Licence, P. Tax
Total of Amount of the sum of all items would be taken into consideration to have LOWEST QUOTATION	



*[Signature]*  
**Finance Officer**  
NSOU

**Format for Submission of Quotation**

Sl No.	Product & Code	Qty	Rate (Rs.)	GST (Rs.)	Rate including GST (Rs.)	Total (Rs.)
A	B	C	D	E	F=D+E	G=C x F
1	Desktop HP	3				
2	Printer HP 1020	3				
3	UPS	3				
Total (Rs.)						
Rupees .....						

**Signatory of Organisation**

Seal