

PUBLIC NOTICE

Request for Quotation (RFQ)

Date: 11-07-2025

Dear Sir/Madam,

Sealed quotations are invited from **reputed suppliers/vendors** for the supply of the following items in the name of **Finance Officer, Punjabi University Patiala**, as per the details mentioned below. The quotation must reach the undersigned on or before **21-07-2025 by 10:00 AM**.

Required Items:

Sr. No.	Item Description	Quantity
1	32 GB Pen Drive	04
2	SSD 1 TB USB Hard Disk	01
3	Compatible Toner Cartridge 88A	02
4	Compatible Toner Cartridge 79A	02
5	Compatible Canon Toner Cartridge 925	02
6	Zebronics Mechanical Keyboard Max Plus	04
7	HP Wireless Mouse	04

Note: The *Quotation Performa* is enclosed with this notice. Vendors are required to quote their rates **on the prescribed Performa** and submit the signed and stamped Performa in a sealed envelope to the address mentioned below.

Terms & Conditions:

1. Only **reputed vendors/suppliers** dealing in IT accessories, computer consumables are eligible to apply.
2. The quotation must include the **GST number** of the vendor.
3. Rates quoted should be **inclusive of all taxes, transportation, and installation charges (if applicable)**.
4. Delivery must be completed within **7 days** from the date of issue of the work order.
5. Quotations received after the deadline will not be considered.
6. The undersigned reserves the right to reject any or all quotations without assigning any reason.

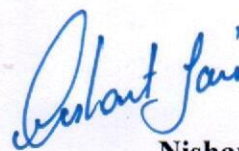
Quotations should be sent in a **sealed envelope** clearly marked:

"Quotation for Supply of IT Accessories and Toner Cartridges,"
to the following address:

Finance Officer

Office of the Finance Officer
Administrative Block – 2
Punjabi University, Patiala – 147002
Punjab, India

For any clarification, contact the Finance Office during working hours.



Nishant Jain
Senior System Analyst
Account Branch, Punjabi University Patiala
For Finance Officer

QUOTATION PERFORMA

Supply of Computer Accessories & Toner Cartridges

In favour of: **Finance Officer, Punjabi University, Patiala**

Vendors are required to **fill in the following details, quote their rates (inclusive of all taxes), and submit this duly signed and stamped Performa.**

Sr. No.	Item Description	Quantity	Item Rate (Including Taxes) (INR)	Total Amount (INR)
1	32 GB Pen Drive, USB 3.0 (Hp/ SanDisk/ Kingston)	04		
2	SSD 1 TB USB Hard Disk USB TYPE-C (3.2) PORTABLE	01		
3	Compatible Toner Cartridge 88A (Box Packaging)	02		
4	Compatible Toner Cartridge 79A (Box Packaging)	02		
5	Compatible Canon Toner Cartridge 925 (Box Packaging)	02		
6	Zebronics Mechanical Keyboard Max Plus	04		
7	HP Wireless Mouse	04		

Vendor Details:

• Vendor Name: _____

• Address: _____

• Contact Number: _____

• GST Number: _____

Date: ____ / ____ / ____

Signature & Stamp of Vendor
(Signature with Official Stamp)