



**Hansraj College**  
University of Delhi  
Mahatma Hansraj Marg, Malka Ganj  
Delhi - 110007

**हंसराज महाविद्यालय**  
दिल्ली विश्वविद्यालय  
महात्मा हंसराज मार्ग, मल्कागंज  
दिल्ली 110007

Ref: No. QUOT/Purchase/2023-24/26

Date: 07.02.2024

**QUOTATION INVITING NOTICE**

Sealed quotations are invited for Purchase of MS Office and Printer as per the following specification:

Sr. No.	Description of Item(s)	Qty
1.	MS Office (Home Edition)	100 Nos
2.	Laser Printer (Model; hp laserjet pro MFP-4104DW)	2 Nos

1. Sealed envelope should be super-scribed with "Purchase of MS Office and Printer" and addressed to  

The Principal,  
Hansraj College  
Malka Ganj  
Delhi-110007
2. Quotation should reach to the above address through Registered/Speed post or by hand latest by 15.02.2024 up to 10 a.m.
3. The unit rate for any item should be quoted without GST and the slab (%) or amount of GST to be mentioned therein
4. Any rate quoted by vendor without mentioning GST slab for any item, the quoted rate for that item will be considered as GST inclusive.
5. Vendors who are applying for above quotation must have GSTIN registration and GSTIN no. to be mentioned on the quotation.
6. The Principal may accept or reject any or all the quotation in part or full without assigning any reason.
7. The Principal reserve the right to splitting the items to two or more vendor for placement of order.
8. Payment Terms: Full and final payment will be made after successful delivery and installation (if required) of Instruments at free of cost at our college.
9. All the payment will be made through RTGS/NEFT only.

  
Convener  
Central Purchase Committee

**संयोजक/Convener**  
**क्रय समिति/Purchase Committee**

  
Principal  
Hansraj College  
हंसराज महाविद्यालय/Hansraj College  
दिल्ली विश्वविद्यालय/University of Delhi  
दिल्ली-110007/Delhi-110007