

(To be sealed)

Date: \_\_\_\_\_

To,  
The Regional Director  
IGNOU, Regional Centre,  
Gandhi Bhawan, BHU Campus,  
Varanasi- 221005

**Subject: Submission of Quotation for providing Computer/Printer/UPS at IGNOU Regional Centre, Varanasi.**

**A. Rate to be quoted as per following details:**

Sl. No.	Items/Brand	Specification	Model No.	Rate (Rs.)	Remarks	
<b>A</b>	<b>All in one Desktop</b>	For details specification refer to Annexure-01				
1.	HP					
2	DELL					
3.	Lenovo					
4	Acer					
5	ASUS					
6	Other (.....)					
<b>B</b>	<b>Printers</b>					
1	HP					
2	Canon					
3	Epson					
4	Samsung					
5	Other (.....)					
<b>C</b>	<b>UPS</b>					
1	HP					
2	DELL					
3	Acer					
4	Luminous					
5	Other (.....)					

**B. Additional warranty (maintenance) after one year (for future reference only).**

Sl. No.	Items & Description	Annual Warranty (maintenance) Charges per items (Rs.)
1.	All in one Desktop	
2.	Printer	
3.	UPS	

**Note :** (i) Ensure that the rate quoted for the Brand/Model must be the same as per specification mentioned in Annexure-01 and (ii) Attach Pamphlet/Browser issued by the agency for the Brand for which rate has been quoted.

**C.** Details of Experience of Supplying Computer/printer/UPS to Central Govt./State Govt. and or/University may be (attach copy of work award letter/purchase order)  
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**D.** Details of EMD: Amount Rs. 5,000/- vide DD No. .... Dated .....  
Name of Bank .....

**E.** Attach signed copy of tender document and Annexure-01 as a token of acceptance of term end condition and understanding of specification of Computer/Printer/UPS.

### UNDERTAKING

1. I have read and understood the terms & conditions mentioned in the quotation inviting letter/notice.
2. I am ready to supply the Computer/Printer/UPS on the rates quoted above.

Signature .....

Name of Authorized Person .....

Name of the Firm .....

GSTN No. of the Firm .....

Address of the Firm .....

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**Encl :**

1. EMD of Rs.5,000/- DD No. ....date.....
2. Experience Certificate.
3. Pamphlet/Browser/Leaflet
4. Signed copy of Quotation letter and Annexure-01