

DEPARTMENT OF STATISTICS
Panjab University, Chandigarh-160014 (INDIA)
(Estd.under the Panjab University Act VII of 1947-
enacted by the Govt. of India)

No./Stats/ /
Dated: 19 .02.2018

M/s _____

Subject: Quotation for the purchase of printer cartridges.

Sir,

The Department of Statistics plans to purchase **printer cartridges** as per detail given below.

Sr. No.	Printer	Cartridge No.	Qty
1	Cannon LBP 3000	303	12
2	Cannon Image Class D-520	328	12
3.	Cannon Image Class MF 4150	FX 9 S	02
4.	Cannon Image Class 8030 Cn Colour	416 C, Y, M, B	02 Set
5.	Canon 2022 Photo Copier	Toner Cartridge	02

You are requested to send the quotation of your lowest rates in duplicate along with Terms and Conditions of payment by post in the name of the undersigned. The last date for receiving the quotations by post is **05.03.2018 up to 3:00 p.m.**

Important: -

- (a) The bidders are requested to attach the EMD Demand Draft @ 2% of the total value of quotation in the name of (The Chairperson, Department of Statistics, Panjab University Chandigarh) with quotation.
- (b) Validity of Quoted Rates must be at least 2 Months.
- (c) Full and final payment be made after the satisfactory installation and receiving of Material, Warranty: GENUINE ORIGINAL PRINTER CARTRIDGE,
- (d) Quotations by hand, after due date **and** without EMD money will not be accepted.

Thanking you,

(Prof. Kanchan K. Jain)
Chairperson