

No.F.5-8/98 (Admn.II)

12th May, 2005

Subject: Quotations for the purchase of Methodex Electronic Desk Top Display-cum-Printer Calculators in the UGC Office.

Sir,

I am directed to invite sealed quotations for the purchase of Methodex Electronic Desk Top Display-cum-Printer Calculators as per terms and conditions given below:

1. Rates should be quoted as under:

<u>Specification</u>	<u>Quantity</u>	<u>Rates quoted</u>
Methodex Electronic Desk Top Display-cum-Printer Calculator, Model : PD 002 (ST) Size : 220x290x75 mm. Weight : 2.2 Kg Power : 220 V Prints Sub-totals	05 (Five) nos.	Rs. _____ (Rupees _____ only) each + ST/VET, if any.

2. Over-writing must be avoided, otherwise quotation is liable to be rejected.
3. Sealed quotations properly superscribed as "**Quotation for the purchase of Methodex Electronic Desk Top Display-cum-Printer Calculators**" addressed to Mr. R.C. Kandra, Under Secretary(Admn.II), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002, should reach the UGC Office in Room No.205 **latest by 27th May, 2005.**
4. One year Warranty/Guarantee must be ensured by the firm.

5. The defective parts shall be required to be changed at the initial stage.
6. Delivery within 3 days from the date of placing the order.
7. Payment will be made by cheque in the name of the firm.
8. The PAN number of the firm may also be indicated.
9. The Secretary, University Grants Commission reserves the right to accept or reject any of the tenders without assigning any reason thereof.

Yours faithfully,

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(R.C. Kandra)
Under Secretary