

**Subject: Quotation request for Computer supply at Meerut College, Meerut under the UPHED Scheme.**

Dear Supplier,

Principal, Meerut College, Meerut, is currently seeking quotation for the supply of computer as part of UPHED (Uttar Pradesh Higher Education Department) Research project scheme. We are interested in procuring desktops and Printer with the following specifications:

- Computer model: Core i3/12<sup>th</sup> generation.
- RAM: 8GB
- SSD: 512 GB
- Operating system: Windows 11
- Pre installed software: Microsoft Office
- 24" FULL FHD
- All In one Ink Tank Printer

We kindly request you to provide us with a detailed quotation for the specified Computer and Printer. Please include the following information in your quotation:

- Price of the computer(desktop) and Printer
- Warranty terms and duration
- Delivery timeframe
- Payment terms
- Any additional terms and conditions.

Please make sure that your quotation is inclusive of all the taxes, fees and delivery charges to Principal, Meerut College, Meerut /Attn: Prof. Mridula Sharma(P.I. UPHED project).

The last date for the submission of the quotation is 30/09/2023 afternoon by hand on below address. If you have any question or queries, then kindly contact us at 8859104014. We look forward to receiving your competitive quotation and potentially collaborating on this procurement project.

Sincerely

Prof. Mridula Sharma P.I.  
Department of Psychology,  
Meerut College, Meerut,  
Mobile no: 8859104014

