

PUNJABI UNIVERSITY, PATIALA

(Established under Punjab Act No. 35 of 1961)

Centre for Diaspora Studies

No. 2803

Dated 24/10/25

NOTICE INVITING QUOTATIONS For Supply, Installation of Laptop

Sealed quotations are invited from reputed firms/suppliers for the supply and installation of a **Laptop Computer** as per the following minimum specifications:

Minimum Configuration Required

- 13th Generation Intel® Core™ i5 Processor / Intel® Core™ Ultra 5 (AI-Based Performance Features)
- Minimum 16 GB DDR4/DDR5 RAM
- Minimum 512 GB PCIe® NVMe™ SSD
- Integrated Wi-Fi and Bluetooth
- Microsoft Windows 11 (64-bit)
- Microsoft Office 2024 – Lifetime Subscription (Included)
- Onsite Warranty – **Minimum 1 Year**
- **Preferred Brands:** Dell / Lenovo / HP

Eligibility & Mandatory Documents

1. The vendor must be an **Authorized Dealer** of the brand quoted.
2. A copy of the vendor's **valid GST Registration Certificate** and **PAN Card** must be enclosed with the quotation.

Terms & Conditions

1. Quotations must be submitted in a **sealed envelope**.
2. The quotation must clearly mention all **applicable taxes, duties, and other charges**.
3. The envelope should be clearly superscribed:
"Quotation for Supply and Installation of Laptop"
4. The quotation must be **duly signed and stamped** by the authorized signatory of the vendor.
5. Rates should be quoted **inclusive of supply, installation, warranty, Microsoft Office Home 2024 (Lifetime)**, and all applicable taxes.
6. **Payment** will be made through account transfer against a proper bill after successful supply and installation.
7. Punjabi University, Patiala reserves the right to **accept or reject any or all quotations**, wholly or partly, without assigning any reason. The decision of the **Registrar, Punjabi University, Patiala** shall be final and binding.
8. The **supply and installation** must be completed within the stipulated period mentioned in the Purchase Order.

Last Date & Submission: 03th Nov 2025, up to 11:00 AM

Quotations must reach the following address: The Director Centre for Diaspora Studies Punjabi University, Patiala – 147002 Punjab, India	Signature of Vendor Name: _____ Designation: _____ Firm Name: _____ Date: _____ Stamp of the Vendor:
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Regards,

Director
Diaspora Studies,
Punjabi University, Patiala