

**GOVT. SARVODAYA CO-ED VIDYALAYA  
PEERAGARHI VILLAGE, DELHI-110087  
(SCHOOL ID-1617028)**

NO. P.G.V./2016/860

Date:- 15/03/2016

**STENOGRAPY & COMPUTER APPLICATION (HINDI)**

Sealed quotation(s) is invited for the purchase of the under listed item by the undersigned. The quotation sealed in envelope marked " Quotation for Stenography & Computer Application (Hindi) 2015-16" should reach this office on or before 22<sup>nd</sup> March 2016 By 2 p.m.

- VAT as per applicable.
- The Supplier should sign each page of the quotation.
- The dealer must attest all cutting(s) in the tender.
- The company should have valid TIN No. , PAN No. and registered office in Delhi.
- Supplies have to be made at the school premises within 7 days of the receipt of the purchase order.
- The supply of items should be strictly according to the specification mentioned in tender. If found failing in quality control the dealer shall have to replace the same at his own cost.
- The supplier are requested to give specification where the same have must been given in the list.
- The suppliers are requested to quote the rates for only those items given in the list.
- Te undersigned have the right to reject any quotation in the list.
- Te rates should be valid upto 31<sup>st</sup> March 2016.
- Tender shall be opened on 22<sup>nd</sup> March 2016 at 3 PM in the office of the principal in presence of all present representatives of the firm.
- Work Order shall be subject to the approval of the competent authority.
- The work should be completed within 8 days of placing the order otherwise 2% per week penalty will be imposed of balance work value.
- The lowest bidder firm has to deposit performance security worth 10000 in the form of cheque/ draft/ fdr/band/ guarantee in the favour of DDO and should be valid for 6 months. The performance security will be released only after comptetion of work and satisfactory report of purchase committee members.

**LIST OF WORK:**

- Computer (Desktop), processor 13 V, Generation INTEL, with DVD ROM, RAM 4 GB, DDR LLL, LED MONITOR21", HDD, 1 TB, 101 Keys Multimedia Keyboard, USB Mouse
- Printer, HP Laser three in one (Print, Scan and Copy)
- Computer Chair, Steel frame without ARM
- Computer Table, Wooden with Sunmica Top

  
15/3/16  
**MADHU TANEJA**

**VICE PRINCIPAL/HOS**

H.O.S./Vice Principal  
Govt. Sarvodaya Co-ed. Vidyalyaya  
Peera Garhi Village  
Delhi-110087