

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

REGISTERED

No. DLIS /2025/ 1918

Dated: 20/11/25

To

Dear Sir,

Please quote for the article mentioned below/in the list attached herewith so as to reach the undersigned by **11.12.2025**.

THE QUALITY, MAKES PACKING and other particulars of each item should be stated.

WHILE SUBMITTING THE QUOTATIONS PLEASE NOTE THE POINTS MENTIONED BELOW:-

1. The quotations are to be sent in an envelope marked QUOTATIONS DUE ON **11.12.2025** and this envelope may be **put in another outer envelope addressed to the undersigned**.
2. The rates of S.T./C.S.T., EXCISE, CUSTOM and other taxes chargeable must be specified.
3. The rates of insurance, if any, should be specified. The firm will be required to submit original Payee Receipt alongwith the bill.
4. Please state the time period within which the items will be supplied.
5. **GUARANTEE PERIOD OF THE INSTRUMENTS MUST BE MENTIONED.**
6. Discount, if any, is to be given with the quotation.

Sr. No.	Name of Item	Make	Model/Cat. No.	Other Specifications
1.	LAPTOP (01)			13th Gen Intel Core i7-1355U (16GB DDR4, 512GB SSD) FHD, Anti-Glare, 15.6"/39.6cm, Win11, M365(1yr)* Office 24, Silver, 1.59kg, Iris Xe, FHD Camera w/Shutter) OR and other latest laptop with higher specifications, if the laptop with proposed specifications is unavailable in the market at the time of purchase"

Yours Sincerely,

(Signature) 20/11/25

Head. Deptt. of Library & Information Science

MD. University, Rohtak
Head
Deptt. of Lib. & Info. Science
M.D. University, Rohtak