Dear Sir,

Please quote your rate for the under noted item. The two set of quotations should be sent, one only specification without price and the other specification with price in a sealed cover super scribe "Quotation for Printer" address to the Head, ACMU so as to reach on or before the due date mentioned above. Goods are to be delivered at the above address. The Institute reserves the right to reject any or lowest quotation. The quotation offered should be strictly as per specification of product/service proposed to be purchased, failing which the quotation will not be considered.

Yours faithfully,

Section Officer, ACMU

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details specification of the items</th>
<th>Make</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>HP Laserjet PRO 400 MFP M425dn [Black] Print-Scan-Copy-Fax</td>
<td>HP</td>
<td>3(Three) Nos.</td>
</tr>
</tbody>
</table>

N.B.: Supplier/Dealer/Manufacturer should clearly mention whether the rate(s) quoted is/are:

i) including all taxes,
ii) inclusive of tax and additional amount to be paid on the rate offered as tax and statutory duties, if any or
iii) any other payment if applicable, like delivery, transportation charges etc.

iv) The price quoted by the vendors should not be more than the maximum retail price as specified by the manufacturer.