

Savitribai Phule Pune University

Bioinformatics Centre
Ganeshkhind
PUNE 411 007 (INDIA)



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REF.: Bioin/2025/

18th June, 2025

Subject: Quotation Notice
To whom so ever it may concern

Dear Sir,

We are interested in purchasing one external Hard Disk Drive (HDD) with installation as per the configuration mentioned below. I therefore request you to send your sealed quotation, clearly indicating about taxes, terms conditions and send to undersigned on or before 26th June, 2025 till 5.00 pm.

Detail Configuration for External Hard Disk(HDD)

Item	Specifications	Quantity
External Hard Disk Drive(HDD)	Seagate One Touch Hub 10TB Desktop External HDD – USB-C & USB 3.0 Port, with 3 years Data Recovery Services, for Computer PC Laptop Mac, 6 Month Mylio Create and Dropbox Plan (STLC10000400), Black	01

Terms and conditions

Terms and conditions

1. Mention our enquiry No. on the envelope.
2. Date of validity should be minimum of 90 days from the last date of submission of the quotation.
3. SPPU Vendor registration number should be mentioned on your quotation, as without vendor registration number orders will not be processed.
4. Quotation must be sent on your letterhead quoting your tax registration (GST) Nos. etc.
5. Conditional quotation will not be accepted.
6. Quotation will be rejected in case of even a single correction or overwriting. Only clear and uncorrected quotation will be accepted.
7. Payment will be made only after delivery and satisfactory performance of supplied material.
8. Tax will be deducted as per prevailing rule.
9. Delivery period should be between 1/2 weeks after the date of the purchase order.
10. Rates are inclusive of all taxes and warranty, as applicable.
11. Please send your quotation along with authorise dealers / manufactures Certificate, by only surface mail / by hand to **The Director, Bioinformatics Centre, Savitribai Phule Pune University, Ganeshkhind Road, PUNE:411007.**
12. The Savitribai Phule Pune University reserves the right to accept the offer in full or in parts or reject summarily or partly.

Thanking you,

Yours Sincerely,

Director,
Bioinformatics Centre

Compliance Report for purchase of HDD Hard Disk
as per Enquiry Ref. No. Bioin / 2025/dt.....

Brand : Seagate		Will definitely supply (Yes/No)
Hard Disk Drive(HDD)	Seagate One Touch Hub 10TB Desktop External HDD – USB-C & USB 3.0 Port, with 3 yr Data Recovery Services, for Computer PC Laptop Mac, 6 Month Mylio Create and Dropbox Plan (STLC10000400), Black	

Name of the organization:

Address of the organization:

Contact Person Name and Designation:

Contact Nos. land line and mobile:

Tax Registration Nos. (GST)

Seal, Name & signature of the authorized person

Note: Please print above content on your organization letterhead.