



# THE KADAPA DISTRICT COOPERATIVE CENTRAL BANK LTD.

R.S.ROAD, KADAPA-516001.

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Date:18.04.2024

Rc.No.IT Section/Quotations/2023-24

To  
The Proprietor,

\_\_\_\_\_  
\_\_\_\_\_  
Pincode.

Sir,

**Sub:** Kadapa DCCB, Head Office – Request for Quotations for supply of 3 Laptops and 3 Document Scanners - Reg.

**Ref:** Note orders of the CEO of the bank dated:14.03.2024.

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Vide reference above cited, we are planning to order 3 Laptops and 3 Document Scanners as per below mentioned specified Models, for our bank.

- **For Laptops: HP Laptop with specifications of 15.6 Inches display, Harddisk – 512GB SSD, RAM – 8GB, OS – Windows 11 from HP only, Processor – Intel I3.**
- **For Document Scanner: HP ScanJet Pro 3000 s4 Sheet-feed Scanner.**

Terms and Conditions:

- The Windows 11(OS) for the Laptops should be by default from HP company.
- All the products should be received in a sealed manner.
- If, Product Code/ Serial No. verified in HP Product Surfer portal, all the specifications should be tallied with the one which we quoted.

If any deviations occurs, your firm will get blacklisted for any further requirements.

We would like to request you to send us the detailed quotations for the above mentioned products on the below mentioned address within 25.04.2024. Also quote a reasonable rate as we might also consider doing more business with you in future. Waiting to hear from you soon. Thanking you in advance.

Yours faithfully,

Chief Manager,  
IT Section.

e-mail:cdpdccbit@gmail.com

Mobile No:8074064539