

The Officer-in-Charge
A B N Seal College
Cooch Behar

Date: 04/07/18

Sub: Items to be purchased for the Department of Education from the grant allotted at the meeting held on 20.06.2018

Respected Sir,

This is to inform you that we would like to purchase the following items from the grant allotted to the Education Department at the meeting of the Heads of the Departments held on 20.06.2018.

1. **1 Desktop HP 22-b301il all in one** having the following features
 - 2.4 GHz Intel i3 - 7100U processor
 - 4 GB-DDR4-RAM (upgradable)
 - 1 TB HDD
 - 21.5 inch screen, Intel HD Graphics 620...
 - Free DOS 2.0 OPERATING SYSTEM
 - etc
2. **1 UPS: Model APC BX600C-IN 600VA, 230 V Back UPS**
3. **1 Printer (Canon MF235) All- in- One.**
4. **1 Anti virus**
5. **1 External Hard Disk (1 TB)**
6. **4 Pen Drive (16 GB)**
7. **1 Speaker (Philips IN-MMS2030F/942.1)**
8. **2 Cartage for Canon MF235 Printer**

We will be obliged if the necessary arrangements are made for the purchase of the above articles.

Thanking you,

Yours faithfully,

S. Prina Kanti Bandy
04/07/18

Head,
Department of Education
A B N Seal College

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A.B.N. Seal College
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