



**UNIVERSITY INSTITUTE OF HOTEL AND TOURISM MANAGEMENT
(UIHTM)**

Panjab University, Chandigarh

Tel: 0172 2541969, 2534498

E-mail: UIHTM@pu.ac.in, web: <http://UIHTM.puchd.ac.in/>



Dear Sir/Madam,

Quotations are invited for **Linen (cloth)** for the use in F&B Lab of UIHTM. The specification are given below.

Sr. no.	Items	Size	Description
1	Table cloth (Square)	56"x 56"	It should be fawn cloth in self design (damask cloth)
2	Table cloth (Square)	56"x 56"	It should be tich cloth in plain matty finish texturized
3	Table cloth (Round)	62"x62"	It should be fawn cloth in self design (damask cloth)
4	Table cloth (Round)	62"x62"	It should be tich cloth in plain matty finish texturized
5	Runner	14"x56"	It should be tich cloth in plain matty finish texturized
6	Banquet Frill	216"x30"	Knitted cloth, it should be box platted with 5"flap. Stitched with niwar
7	Banquet frill Round	49"x49"x30"	Knitted cloth, it should be box platted with 5"flap.
8	Banquet frill Round	42"x42"x30"	Knitted cloth, it should be box platted with 5"flap.
9	Banquet frill Rectangular	24"x48"x30"	Knitted cloth, it should be box platted with 5"flap.
10	Mats	14"x18"	It should be polyester glaze in plain
11	Dinner Napkin	20"x20"	Damask cloth, 100% cotton
12	Tray mat	15"x15"	It should be cotton

It will be appreciated if you kindly intimate to this office whether it would be possible for you to supply these items same from your ready stock (otherwise please specify the minimum time for delivery). If so, please send your quotation (in duplicate) with your terms and conditions in detail, by **Registered Post or Speed Post** on the following address:

Director
University Institute of Hotel and Tourism Management (UIHTM)
Panjab University,
Sector-14, Chandigarh-160014

Terms & Conditions

1. UIHTM, Panjab University does not take any responsibility for any postal delay in delivery by Registered/Speed Post or lost in transit of the quotation. No quotation will be entertained by hand/courier/ Ordinary post.
2. Rates should be quoted both in words and figures in quotation.
3. Conditional and unsigned quotation will not be accepted.

4. Full specifications and quality/trade marks of the article/s be indicated. Leaflet from the manufacture if any, be also attached.
5. The supply should be commenced/made within 7days of the issue of supply order until unless specified in special circumstances.
6. All quoted rates should be FOR Panjab University and firm should quote the rate of all taxes.
7. No payment will be made on the Performa invoice.
8. The quotation shall not contain corrections, erasers and overwriting and must be in sealed cover.
9. Please mention Name of work and due date on the Envelope.
10. The undersigned reserves right to accept or reject any quotation without assigning any reason.
11. Please make all dedications on account of Institutional discount to be made by you. No communication to this effect shall be entertained at a later date.
12. Please mention clearly if there are any installation charges to incurred on the said item.
13. The quotations should be valid till 90 days from due date.
14. Please also indicate if any are the sole manufacturers/agent/distributor of such article/s.
15. Price should be without GST/VAT.
16. GST/VAT Extra.

Quotation must be sent separately for Technical and Financial bid contained in two separate envelop.

LAST DATE OF RECEIPT OF QUOTATIONS: 30.01.2018 at 5.00 p.m.

**Director
UIHTM**