

PANJAB UNIVERSITY REGIONAL CENTRE, LUDHIANA

Civil Lines, Ludhiana-141001 (Pb.)

Phone: 2443830, 2448917

Fax 0161-2449558

Ref. No. RC/Ldh/12/ _____

Date: _____

Sir/Madam,

1. Kindly quote your rates for supply 60 Wooden Chairs at Panjab University Extension Library, Ludhiana as per following specifications. No of Chairs may be increase or decrease depends upon price quoted or available of Budget.

Specification	Reference Value
Sheesham (Talli) with Polish	
Tapered Legs	1.5"X2"
Seat Frame	18"X18"
Back Ctrip	6"X18(Inches)
Seat Height	18" (Inches)
Total Height of Chairs	31"(Inches)
Quantity	60 Chairs

Quotation may be submitted to the office of *The Director, Panjab University Extension Library, Civil Lines, Ludhiana-141001 (Punjab)* by 22 Feb 2021 till 4.00 pm.

Terms and conditions:

1. The bid should be submitted along with refundable Earnest Money of 2% of estimated cost in the form of Demand draft, payable at Ludhiana in favor of 'The Director, Panjab University Regional Centre, Ludhiana'. Quotations not accompanied by Earnest Money or incomplete in any respect will be rejected outright
2. Quotations must be submitted in sealed cover super scribed "Quotation for Wooden Chair".
3. Please quote our letter no. and date in your letter of quotation.
4. The delivery will be FOR Panjab University Extension Library, Ludhiana.
5. The quantity can be increased or decreased according to need.
6. Please attach the authorization certificate from OEM.

7. If there is any special concession/discount to the Educational Institutions, it must be mentioned clearly in the quotation
8. Warranty/guarantee period and service after sale should be mentioned clearly.
9. No advance payment will be made.
10. Full and final payment will be made on the receipt of the material and satisfactory installation.
11. In case the order is not executed within the stipulated period, Panjab University Extension Library, Ludhiana will be at liberty to make purchases through other sources, and to forfeit the earnest money of the supplier.
12. The material found defective or damaged in transit will have to be replaced by the firm at its own cost.
13. Minimum period for delivery/Job completion should be mentioned clearly.
14. No correspondence regarding acceptance /rejection of a quotation will be entertained.
15. The Security Deposit (5% of estimated cost) applies only to the contractor whose quotation has been accepted and is entrusted with the execution of the work.

Thanking you,

Director