

From

To

**The Executive Engineer-I,
University Construction Office,
Chandigarh-160014.**

No. Works/.....

Dated.....

Dear Sir,

Please quote your lowest market rate for the supply of the following in a sealed cover marked on the envelope "**QUOTATION DUE ON 12.07.2011 at 3.30 p.m.**" along with your other terms and conditions of supply, if any.

Ch. To:- Establishment of constituent Colleges under the scheme of UGC.

Sr. No.	Name of Item	Quantity for Three Colleges
1.	Officer Table and Chair for Admn. Office	3+3
2.	Office Tables and Office Chair	12+60
3.	Computer tables and Computer Chairs	9+9
4.	Big size Tables for staff room	9
5.	Chairs for Staff room and Common room	150
6.	Notice Board	15
7.	White Board	15
8.	Office Almirahs	30
9.	Sofa set along with center table	12
10.	Principal Chair and Table	3+3

Condition:

1. 2% earnest money of the total estimate cost worked out by the firm at par its rates will be deposited by the firm in the shape of Bank Draft in favour of Registrar Panjab University Chandigarh along with its quotation.
2. Any quotation without financial bid will not be considered.
3. The quotation will be in two bid system i.e. technical bid and financial bid should be sealed in separate envelopes superscribed as " Technical bids/commercial bids" (as the case may be) and both envelopes should be put in single envelope, duly " sealed, item wise.
4. The technical bids should contain comprehensive details of item i.e. brochure/catalogue, profile of the manufacturer/supplier, main current clients , experience ,tentative delivery period etc. alongwith earnest money in the shape of bank draft drawn in favour of "Registrar Panjab University payable at Chandigarh."
5. Technical bids will be opened first and commercial bids will be opened of only those Quotationer who qualify in the technical bids.
6. Quotation not received as per above procedure will be out-rightly rejected.
7. Only original producers/companies or their authorized dealer/distributors can submit the Quotation.
8. The manufacturing process should comply with high standards comprising of: (a) Computerized Numerically Controlled Turret press. (b) Computerized Numerically Controlled Brake Press.(c) Computerized Numerically Controlled Router. (d) Tig welding facility with latest equipment. (e) Powder coating facility with pre treatment.
9. The manufacturing process should comply with high standards comprising of: The manufacture premises and manufacturing process is to be inspected by the technical committee if required.
10. Warrantee for quality for a period of one year of its supply against any manufacturing defects will be require. In case of any major defect, the item shall have to be replace.
11. All quote rates should be FOR destination anywhere in Punjab State.
12. Rates should be quoted both in words and figures in Quotation.
13. The supply be commenced/made within 15 days of the receipt of supply order.
14. No payment will be made on the Performa invoice.
15. The detailed Notice Inviting Quotation can be seen in the office of the undersigned at any time during working hours.
16. The undersigned reserves right to accept or reject any offers and hold the discretion to increase/ decrease the quantity of any or all the items.

Executive Engineer-I,
P.U., Chandigarh.