

**PANJAB UNIVERSITY SWAMI SARVANAND GIRI REGIONAL CENTRE,
UNA ROAD, BAJWARA, HOSHIARPUR (Pb.)
PH. NO.01882-282617, 282618(O) Fax : 01882-282221
e-mail : ssgpurc@yahoo.com, website : www.ssgpurch.puchd.ac.in**

No..... /PUSSGRC

Dated.....

Subject: - Quotations for supply of Chemistry lab equipments at PUSSGRC, Hoshiarpur.

Sir,

I shall be pleased to receive your best possible rates in a SEALED COVER with your ENQUIRY No. and the DUE DATE duly super scribed on the cover for the under mentioned goods or articles:-

Sr. No.	Name of the Instrument	Specification	QTY
01	Magnetic stirrer with Hot plate	Magnetic stirrer with Hot plate Maximum stirring quantity water 5 liters, speed up to 1500 RPM, speed/temperature display LCD, speed display resolution 1 RPM, Temperature range up to 320 Degree Celsius, Controlling accuracy of heating temperature 1°C.	02

The quotation should be submitted in TWO BID SYSTEM i.e. a & b as under:-

- a. **Techno-Commercial Bid** consisting of all technical details along with the commercial terms & conditions superscribing the word “**Techno-Commercial Bid**”.
- b. **Financial bid** indicating item wise price for the items mentioned in Technical Bid superscribing the word “**Financial Bid**”.

Note: Price should not be indicated in the Techno-Commercial bid otherwise the quotation will be rejected.

The Techno Commercial Bid & Financial Bid should be sealed in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as “**Quotation for Chemistry Lab Equipments**”. Your quotations should be **inclusive of all taxes and F.O.R. at PUSSGRC, Hoshiarpur**. Quotation should reach the undersigned by **10-10-2014 till 3:00 p.m.** **The terms & conditions are on the reverse of this letter.**

Director

TERMS AND CONDITIONS

1. The quotation must reach by **Registered Post or Speed Post** by **10.10.2014 till 3:00 p.m.** on the following address:
The Director
Panjab University Swami Sarvanand Giri Regional Centre,
Una Road, Bajwara
Hoshiarpur-146021
2. Panjab University S.S.G. Regional Centre, Hoshiarpur 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.**
3. Quotation should be for **FREE DELIVERY** at Panjab University S.S.G. Regional Centre, Hoshiarpur.
4. Prices quoted should be net and minimum period of validity of the quotation **SHOULD BE FOR TWO MONTH from the closing date.**
5. Rates should be quoted both in words and figures in quotation. Conditional and unsigned quotation will not be accepted.
6. Quotations should be free from CORRECTIONS AND ERASURES.
7. Samples must be submitted where specified so as to reach this office before the DUE DATE of Enquiry. Samples must be labeled clearly with our ENQUIRY No. DUE DATE, Firm's NAME and must correspond with the items in the TENDER.
8. The firms will not be entitled to ask for any further information other than whether their QUOTATIONS have been received or not.
9. If the University finds that the materials supplied are not of the correct quality or not according to the specification required by the University or otherwise not satisfactory owing to any reason, of which the University shall be the sole judge, the University shall be entitled to refuse the acceptance of the said material, cancel the order and buy its requirement elsewhere at the supplier's responsibility.
10. Firms must as far as possible arrange to supply the materials according to the deliveries specified in the orders. If however this is not possible they shall clearly specify the time or time of deliveries they can give, which time or time must be strictly adhered to. After that specified date the order will be treated as cancelled without notice.
11. If the deliveries are not regular and if on that account the University is forced to buy the materials elsewhere, any loss or damage that the University may sustain thereby will be recovered from the supplier for non-delivery at the scheduled period or periods.
12. THREE consecutive failures to supply within the scheduled time or times will entitle to the removal of the firm's name from the Approved List of Suppliers.
13. If you propose to change Sales Tax or any other service charges etc. in addition to your quoted rates, this fact should be stated specifically in your quotation. In the absence of such statement the rate quoted will be deemed to be inclusive of Sale Tax and all other taxes, whatsoever may be applicable.
14. The University will have the right to accept or reject the rates of one or all the articles as may be considered necessary.
15. **IN CASE OF DISPUTES, THE DECISION OF THE UNIVERSITY SHALL BE FINAL.**
16. The University can ask for the demonstration of the product even before the placing of regular order.