



# THAPAR UNIVERSITY

(Declared as Deemed-to-be-University u/s 3 of the UGC Act, 1956)

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Enquiry No.TU/CS/AG/17-18/17051

Date: May/16/2017

**Sub:** Request for Quotation(s) for the supply **Of Revolving Chair**

Dear Sir

We shall be grateful if you kindly let us have your lowest **quotations** for the following materials. THE QUOTATIONS SHOULD REACH THE UNDERSIGNED **LATEST BY 26.5.2017** through courier or e-mail accompanied by appropriate illustrative literature/catalogues/pamphlets/technical details, samples and specifications as the case may be. **On the quotation envelope/ subject the Enquiry Number & Date should be mentioned on the top of the Envelope/mail subject.**

Sr. No.	Item Name	Qty.
1.	Revolving Chair	01 Nos.

**The offer sent by you must furnish the following details:**

1. Name, Make & specifications of each item.
2. Cost of the item with MRP.( Treat it mandatory)
3. Educational discount if any.
4. Validity of quotation should be at least 60 Days.
5. CST/VAT (%) we do not provide Form C.
6. Delivery FOR Thapar University, Patiala
7. Insurance, Freight & other charges if any.
8. Minimum Delivery Period.
9. Payment terms. Net 30 days against delivery & satisfactory installation at Thapar University.
10. Guarantee / Warranty Information.

Regards,

Sd/-

Head Commercial