



THAPAR UNIVERSITY

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

Thapar Technology Campus, Post Box No.32, Patiala 147 004 Punjab INDIA

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Enquiry No.TU/CS/AG/17-18/17048

Date: May/16/2017

Sub: Request for Quotation(s) for the supply of FURNITURE

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.	Office Table (5x3)	06 Nos.
2.	Revolving Chair with Arm	06 Nos.
3.	Stool (Hydraulic Type)	06 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