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Enquiry No. TIET/CS/HB/19-20/19553  
Date : January 8, 2020

**Sub: Request for Quotation(s) for the Supply of Semi-Micro Analytical Balance**

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 22.01.2019 @ 11:00am** 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.	<b>Semi-Micro Analytical Balance</b> (Specifications Sheet attached)	<b>1 No.</b>

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

1. Name, Make & specifications of each item.
2. Price Breakup itemwise with MRP. (Treat it mandatory)
3. Educational discount if any.
4. Validity of quotation should be at least 60 Days.
5. GST %
6. Minimum Delivery Period.
7. Delivery FOR Central Stores TIET. Patiala
8. Insurance, Freight & other charges if any.
9. Payment terms. Net 30 days against delivery & satisfactory installation at Thapar Institute, Patiala
10. Guarantee / Warranty Information.
11. Also please share your Companies Turnover and Market Share along with the offer.

Regards,

**Head Commercial**