

# THAPAR INSTITUTE

## OF ENGINEERING & TECHNOLOGY

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

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Enquiry No.TU/CS/AG/18-19/18015

Date: April 10, 2018

**Sub:** Request for Quotation(s) for the supply of **Wooden Stool**

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 17.4.2018** 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.	Wooden Stool Size: 10.7"x17"x26"( Slanted Legs ) Material: Sheesham Wood Sample to submit along with offer	40 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. GST . %
6. Delivery FOR Thapar Institute of Engg & Technology, Patiala
7. Insurance, Freight & other charges if any.
8. Minimum Delivery Period.
9. Payment terms. Net 30 days against delivery & satisfactory installation at Thapar Inst of Engg & Tech.
10. Guarantee / Warranty Information.

Regards,

Sd/-

Head Commercial