

Thapar Technology Campus, Bhadson Road
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Enquiry No. TIET/CS/AA/20-21/20400
Date : March 04,2021

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 March 11, 2021** 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.	Computer Table	30 No.
2	Office Table-01	01
3	Side Cabinet with lock and key	01

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. **Delivery FOR Central Stores TIET, Patiala**
7. Insurance, Freight & other charges if any.
8. Minimum Delivery Period.
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