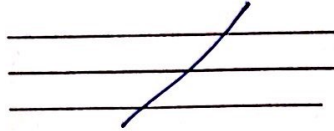


FORMAT FOR CALLING QUOTATION

To



**Sub: - Quotation for Purchase of Self assembled furniture items required for BCL-AICTE Idea Lab**

Dear Sir,

01. You are requested to quote the rates for the items shown in the Appendix 'A' separately attached to this letter as per required specifications.
  02. Following shall be taken note of while quoting the rates:-
    - a) The rates will be F.O.R. Corporate Resource Centre MRSPTU, Bathinda.
    - b) Delivery period should be mentioned clearly.
    - c) Payment will be made after successful inspection and final acceptance of the item (s).
    - d) Quotation received later than due date is liable to be ignored/rejected and MRSPTU shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures.
    - e) Quotation must be submitted either on **LETTER HEAD, or WITH STAMP of the firm** in the name of **REGISTRAR, MRSPTU, BATHINDA** with all particulars duly signed with stamp in sealed envelope, any other format will not be acceptable.
    - h) The envelope must bear the word:-  
**"Quotation for Self-assembled furniture items Items for BCL-AICTE Idea Lab, MRSPTU Bathinda."**  
**Enquiry No. IDEA/2023/077 dated 03/03/2023**  
**Due on 08/03/2023**  
**Address: As mentioned as point no. 04**
- IMPORTANT: -**In the absence of information as required under 2(h) above, if an envelope is received & opened inadvertently, the university will not be responsible, and the quotation may not be considered even if quoting lowest rates.
- i) Please mention any other charges/conditions (if any).
  - j) Loose, tempered or incomplete quotation will not be considered.
  - k) Any other information as per requirement of indenter/department.
  - l) The quality of the items to be quoted should be best available in the market.

03. General Terms &amp; Conditions are attached along with.

04. The quotations should reach the office of the Professor Incharge, Corporate Resource Centre, Room No. 14, Main Admin Block, Maharaja Ranjit Singh Punjab Technical University, Bathinda by (06-03-23) upto 03:30 PM and same shall be opened at 04:00 PM on same date. Your representative may be present during the opening of the quotations.



Indenter/Lab Incharge



Head of Department

Contd. Page...2

## **TERMS & CONDITIONS**

**1. RIGHTS OF COMPETENT AUTHORITY:**

Registrar, MRSPTU, Bathinda reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities also rests with him. MRSPTU also not bind itself to accept the lowest price. In case of any dispute, the decision of Vice Chancellor, MRSPTU, Bathinda will be final & binding.

**2. VALIDITY OF QUOTATIONS: -**

Quotations will be considered valid for 03 months from the date of quotation.

**3. CORRESPONDANCE:**

No correspondence regarding acceptance/rejection of a quotation will be entertained.

**4. SAMPLE/BRAND/MAKE/WEIGHT: -**

Sample where asked for, will invariably be made available and sent along with the quotations. However, Brand/Make/Weight etc. must be mentioned clearly in the quotations. Technical literature/pamphlet should also be enclosed.

**5. REJECTION: -**

Quotation not conforming to the set procedure as above will be rejected.

**6. DISCOUNT/REBATES: -**

A Special discount/rebate wherever admissible keeping in view that the supplies are being made for education purpose in respect of Public Institution of national importance may please be indicated.

**7. DELIVERY PERIOD: -**

Minimum Period for delivery/job completion should be mentioned clearly. The delayed consignment will be subject 2% penalty per consignment per month or a part of the month recoverable on total value of the order.

**8. EXTENSION IN DELAY SUPPLY: -**

The Registrar will allow extension up to two weeks and where the delay is more than two weeks, the same will be decided by Vice Chancellor up to 8 weeks on the request of the supplier in writing in exceptional circumstances.

**9. GUARANTEE/WARRANTY: -**

Guarantee/Warranty should be mentioned clearly.





**ON COMPANY LETTER HEAD**

**QUOTATION**

**APPENDIX-A**

To  
The Registrar,  
MRSPTU, Bathinda.

**Name of Item: Self assembled furniture items required for BCL-AICTE Idea Lab**

Sr. no	Description/Specifications of item	Unit	Qty	Basic Rate (in Rs.)	Discount (if any)	GST (in %age)	Total amount including GST
1	<b>Conference Table</b> Table to be made of pre laminated board with polished Sagwan border (Gola) on all the edges (16*16*30*4*7*2) Left and Right Side (16*2) each. Semi-Circle center Part 7*4 (DRAWING ATTACHED)	Nos.	01				
2	<b>Executive Chair</b> {Chair with Alloy wheel & Tochan bar mechanism} (Adj. height upto 28inch, width 25 inch & back height of 30 inch)	Nos.	01				
3	<b>Visitor Chair</b> {Foamed cushioned seat back chair with moulded steel frame with 1.25 inch steel pipe. chair width 24 inch & Seating height 20 Inch.}	Nos.	30				

**General Conditions:**

- The rates will be F.O.R MRSPTU, Bathinda.
- Delivery period should be mentioned clearly.
- Warranty/Guarantee/All contractual obligations should be mentioned clearly.
- Any other.

Name of Bidder \_\_\_\_\_

Signature with stamp \_\_\_\_\_



# Drawing. U shape meeting Room table

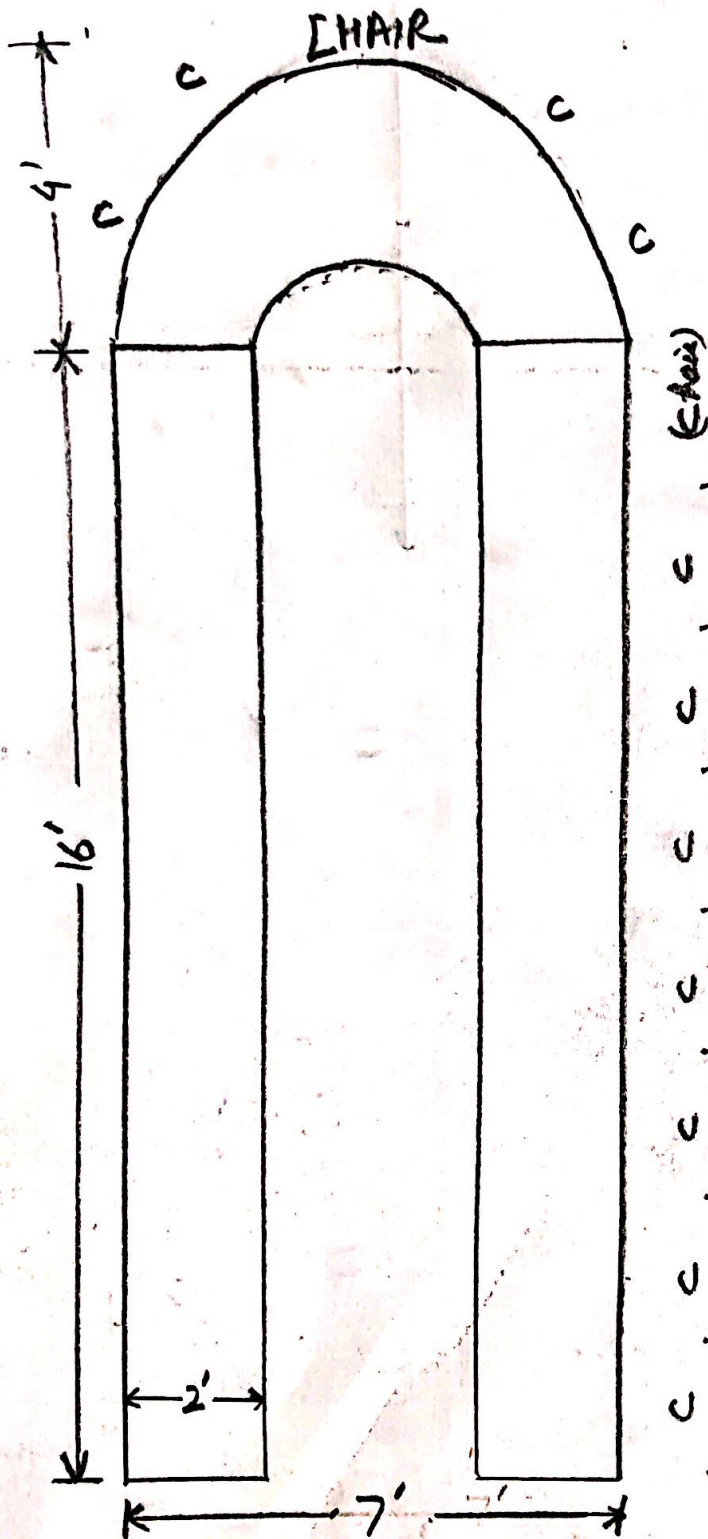
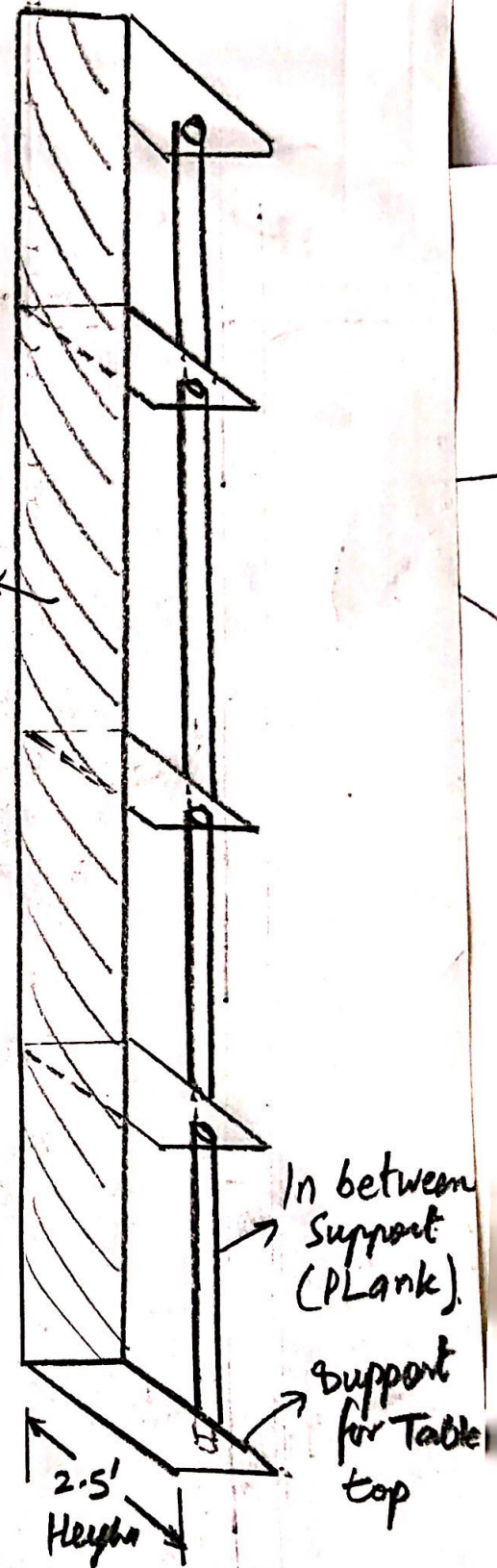


Table top



Height of Table = 2.5'

Rail