Maharaja Ranjit Singh Punjab Technical University
Dabwali Road,Bathinda.

(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015 and approved Under Section 2(f) & 12(B) of UGC)

Ref. No. MRSPTU/Estate/26-27/ 2330 Dated 06/11/2026

(Regd.)

To

As per List Attached.

Sub: - Quotations for Providing & fixing of U-shape Conference Table with chairs required for Committee Room near Registrar Office (First Floor) at MRSPTU, Bathinda.

Dear Sir,

01. You are requested to quote the rates for the items shown in the Appendix 'A' separately attached to this letter. The rate must be quoted only on the attached paper as per our specifications.

02. Following shall be taken note of while quoting the rates:-

a) The rates will be F.O.R. MRSPTU, Bathinda.

b) Job Completion period should be mentioned clearly.

c) Warranty/Guarantee/All contractual obligations should be mentioned clearly.

d) Payment will be made after successful inspection of the team.

e) For research items, the relevant exemption certificate DSIR will be issued to the successful firm to charge GST @5% only, if applicable, otherwise GST will be charged at applicable rates.

f) Quotation received later than due date are liable to be ignored/rejected.

g) Quotation must be submitted on **LETTER HEAD** of the firm in the name of **REGISTRAR, MRSPTU, BATHINDA** with all particularly duly signed with stamp in sealed envelope, any other format will not be acceptable.

h) The envelope must bear the word:-

QUOTATION FOR " Providing & fixing of U-shape Conference Table with chairs required for Committee Room near Registrar Office (First Floor) at MRSPTU, Bathinda. "

Enquiry No._____ As above dated_____

Due on _____

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

j) Loose, tempered or incomplete quotation will not be considered.

k) Any other information as per requirement of indentor/department.

l) The quality of the items to be quoted should be best available in the market.

03. General Terms & Conditions are attached along with.

04. The quotations should reach the **office of Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda-151001 by 23-11-2026 up to 5 pm** and same shall be opened there after in the presence of Committee members.

Indentor **Head of Department**

Copy to:-

1. Professor Incharge, IT Enabled Services, MRSPTU, Bathinda to upload a copy on University & College Websites.

TERMS & CONDITIONS

1. **JOB COMPLETION PERIOD:-**

   Minimum Period for job completion should be mentioned clearly.

2. **VALIDITY OF QUOTATIONS:-**

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

3. **GUARANTEE/WARRANTY:-**

   Guarantee/Warranty should be mentioned clearly.

4. **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.

5. **VICE CHANCELLOR'S RIGHTS:**

   Vice Chancellor, 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.

6. **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.

7. **REJECTION:-**

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

8. **CORRESPONDENCE:**

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

MRSPTU shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures.

APPENDIX – A

QUOTATION

To

The Registrar,
MRSPTU, Bathinda.

Sub: Providing & fixing of U-shape Conference Table with chairs required for Committee Room near Registrar Office (First Floor) at MRSPTU, Bathinda.

Sr. No.	Description of Items	Unit	Qty	Basic Rate (in Rs.)	Discount/ CSR +/-, (if any)	GST (in %age) (if applicable)	Rate (including GST/ Discount)	Total Amount (Including GST/Discount)
1	Providing & fixing U-shape Conference table (overall size: 6600x2400x750mm) consisting of 8 tables of size 1500x600x750mm (±25mm) and 1 table of size 2400x600x750mm (±25mm) with arc edges, made with 25mm (±3mm) thick both sides prelaminated particle board table top and 16mm (±2mm) thick understructure body, with side edges covered in 1.2mm PVC edge binding, along with 21 Nos. revolving chairs featuring a Class-4 hydraulic gas-lift (420 to 530 mm (±10mm) adjustable height), 500mm (±10mm) backrest with lumbar support, 480mm (±10mm) wide PU moulded foam seat, single lock tilt mechanism, 360-degree swivel powder-coated steel base with nylon castors with armrests and BIFMA certification complete in all respects as per drawing on site in Conference Room of size 31 ft x 18 ft at Registrar Office (First Floor), MRSPTU, Bathinda.	Job Work	1					

Note:- 1) University GST No. 03AAAGT0124M1ZJ.
2) Quantity may vary at the time of execution of work.

General Conditions:

a) The rates will be F.O.R. (Estate Deptt.) MRSPTU, Bathinda.
b) Job Completion period should be mentioned clearly.
c) Warranty/Guarantee/All Contractual Obligations should be mentioned clearly.
d) Any other.

Name of Bidder _____
Signature with Stamp _____