

THAPAR INSTITUTE

OF ENGINEERING & TECHNOLOGY

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

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Enquiry No.TIET/CS/AG/17-18/17494

Date: Feb 16, 2018

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 23.02.2018** 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.	Office Table	3 Nos.
2.	Faculty Chairs (Revolving)	3Nos.
3.	Guest Chairs	6 Nos.
4.	Office Cabinets	3 Nos.
5.	White Board (4 x 3) Ft	1 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 University, 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