

**PANJAB UNIVERSITY SWAMI SARVANAND GIRI REGIONAL CENTRE,
UNA ROAD, BAJWARA, HOSHIARPUR (Pb.)
PH. NO.01882-282618, 282617 Fax: 01882-282221
E-mail: directorhsp@pu.ac.in, website : www.ssgpurch.puchd.ac.in**

Subject: Quotations for supply of Furniture articles at PUSSGRC, Hoshiarpur.

Dear Sir,

I shall be pleased to receive your best possible rates in a SEALED COVER with ENQUIRY No. and the DUE DATE duly super scribed on the cover for the under mentioned goods or articles:-

S No	Name of Furniture Articles	Specifications	Qty
1	Meeting Table	Conference table oval shaped for seating 16 persons, 7 each on long sides and one each on either ends. Overall Size: 16' X 5' X 2.5' made by high quality polished teak wood with top finished by high quality Sunmica. The colour and finish will be as per approved by the department.	1
2	Special Office Chair	Office Chair with full comfortable back, seat and back cushioned Swivel back rest with lockable arrangement, Height adjustable & lockable. Seat of chair finished by leather. The pedestal should be chrome plated steel with 5 no twin castors with life time guarantee. The colour and finish will be as per approved by the department.	1
3	Meeting Chair	Adjustable height with high quality leather Dunlop back & sheet with cushion cover high density and the pedestal should be chrome plated steel with 5 no twin castors with life time guarantee. The colour and finish will be as per approved by the department.	17
4	Officer Chair (Revolving)	Officer chair full moulded arms, full comfortable back, Leather seat and back cushioned with 34 density P.U foam, Swivel back rest with lockable arrangement, Height adjustable & lockable, The pedestal should be chrome plated steel with 5 no twin castors with life time guarantee. The colour and finish will be as per approved by the department.	04

Your quotations should be **inclusive of all taxes and F.O.R. at PUSSGRC, Hoshiarpur**. The envelope should be super subscribed as "**Quotation for Furniture Articles-2016/01**". Quotation should reach the undersigned by **25/02/2016 till 3:00 p.m.** The same has been uploaded on the departmental website **<http://ssgpurch.puchd.ac.in/show-noticeboard.php>**

Note: The quotation should be submitted along-with Earnest Money @ 2% of the estimated quoted price in the shape of Draft in the favour of The Director, PUSSGRC, Hoshiarpur. The quotations without Earnest Money will be rejected.

The other terms & conditions are on the reverse.

Director

TERMS AND CONDITIONS

1. The quotation must reach by **Registered Post or Speed Post** by **25/02/2016 till 3:00 p.m.** on the following address:
The Director
Panjab University Swami Sarvanand Giri Regional Centre,
Una Road, Allhabad
Sadhu Ashram, Hoshiarpur-146021
2. Panjab University S.S.G. Regional Centre, Hoshiarpur does not take any responsibility for any postal delay in delivery by Registered/Speed Post or lost in transit of the quotation. **No quotation will be entertained by hand/Courier/ Ordinary post.**
3. Quotation should be for **FREE DELIVERY** at Panjab University S.S.G. Regional Centre, Hoshiarpur.
4. Prices quoted should be net and minimum period of validity of the quotation **SHOULD BE FOR TWO MONTH from the closing date.**
5. Rates should be quoted both in words and figures in quotation. Conditional and unsigned quotation will not be accepted.
6. Quotations should be free from CORRECTIONS AND ERASURES.
7. Samples must be submitted where specified so as to reach this office before the DUE DATE of Enquiry. Samples must be labelled clearly with our ENQUIRY No. DUE DATE, Firm's NAME and must correspond with the items in the TENDER.
8. The firms will not be entitled to ask for any further information other than whether their QUOTATIONS have been received or not.
9. If the University finds that the materials supplied are not of the correct quality or not according to the specification required by the University or otherwise not satisfactory owing to any reason, of which the University shall be the sole judge, the University shall be entitled to refuse the acceptance of the said material, cancel the order and buy its requirement elsewhere at the supplier's responsibility.
10. Firms must as far as possible arrange to supply the materials according to the deliveries specified in the orders. If however this is not possible they shall clearly specify the time or time of deliveries they can give, which time or time must be strictly adhered to. After that specified date the order will be treated as cancelled without notice.
11. If the deliveries are not regular and if on that account the University is forced to buy the materials elsewhere, any loss or damage that the University may sustain thereby will be recovered from the supplier for non-delivery at the scheduled period or periods.
12. THREE consecutive failures to supply within the scheduled time or times will entitle to the removal of the firm's name from the Approved List of Suppliers.
13. If you propose to change Sales Tax or any other service charges etc. in addition to your quoted rates, this fact should be stated specifically in your quotation. In the absence of such statement the rate quoted will be deemed to be inclusive of Sale Tax and all other taxes, whatsoever may be applicable.
14. The University will have the right to accept or reject the rates of one or all the articles as may be considered necessary.
15. **IN CASE OF DISPUTES, THE DECISION OF THE UNIVERSITY SHALL BE FINAL.**
16. The University can ask for the demonstration of the product even before the placing of regular order.