

A.C. JOSHI LIBRARY

PANJAB UNIVERSITY, CHANDIGARH

No.3121-31/PUL

Dated : 31.07.2017

From : Dr. Raj Kumar, University Librarian, A.C. Joshi Library, Panjab University, Sector 14, Chandigarh.	To M/s _____ _____ _____
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Subject : Quotation for purchase of furniture for A.C. Joshi Library.

Dear Sir/Madam,

Sealed quotations are invited by the A.C. Joshi library for the purchase of furniture for A.C. Joshi Library **as per the enclosed specifications and terms and conditions.**

The quotation in sealed envelope mentioning clearly the terms and conditions of the University and as per the specifications mentioned by the University may please be sent to University, Librarian, A.C. Joshi Library, Panjab University, Chandigarh by 17.08.2017 upto 3:00 p.m. The vendors are required to quote the rates of the models/designs of the furniture specified in the quotation. Earnest money of Rs.6000/- is to be deposited by the Vendor in favour of Registrar, Panjab University, Chandigarh along with the quotation. **No quotation will be considered without the Earnest money deposit.**

Yours truly,

(Dr. Raj Kumar)
University Librarian

Terms & Conditions

1. Bidder must have a working office/Service Centre in Chandigarh or Punjab and have to submit the proof thereof.
2. Your quotation must reach this office not later than 3:P.M. on the date of opening of the quotation. Quotations sent by hand delivery should be given to the diarist in the A C Joshi library, PU not later than 3:00 P.M. on the due date.
3. All the quotations should be addressed to the University Librarian, A.C. Joshi Library, Panjab University, Chandigarh. The distributor should quote rates of each item both in figures and words.
4. The Vendor/Agency should also provide warranty period of one year.
5. The offer should be valid for a period of 6 months from the date opening of quotation.
6. Earnest money of Rs.6000/- is to be deposited by the Vendor in favour of Registrar, Panjab University, Chandigarh. **No quotation will be considered without the Earnest money deposit.**
7. The vendor/agency should give an undertaking in the form of affidavit that it has not been black listed by any Government / Autonomous/ PSU type organizations, etc.
8. The courts at Chandigarh alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this agreement/ contract. It is specifically agreed that no court outside and other than Chandigarh court shall have jurisdiction in the matter.
9. The University reserves to itself the right to accept or reject any or all of the quotations without assigning any reasons thereof.

S.No.	Name of Item	Make	Quantity (Approx.)	Model
1.	Computer Chairs	Godrej	25 Nos.	CH1004
2.	Office Chairs	Godrej	5 Nos.	Bravo High Back
		Godrej	15 Nos.	Bravo Mid Back
3.	Visitor Chairs	Godrej	4 Nos.	Bravo Visitor Chair
4.	High Chairs for Counters	Godrej	2 Nos.	

Note : Please quote prices of single unit.