

Please quote for the following articles so as to **reach the undersigned by 17.03.2016**

1. Office Table (72"x30"x30") and locks in 2 drawers= 1

1. The quality, make, packing and other particulars of each item should clearly be stated/indicated in your quotation.
2. It should clearly be stated whether the rates are inclusive/exclusive of SALE TAX etc.
3. The rates of INSURANCE if any, should be specialized. The firm will be required to submit original payees receipt along with the bill. NO PAYMENT OF INSURANCE CHARGES IS PERMISSIBLE unless these requirements are complied with.
4. THE QUOTATION/S SHUOLD ALWAYS BE SUBMITTED IN DUPLICATE.
5. Please quote only for the items available in "READY STOCK".
- 6. Please quote only for the make required and strictly according to the specifications etc.**
7. Please also indicate the DISCOUNT separately, if any
- 8. While submitting the quotation/s, please make on the OUTER ENVELOPE, "QUOTATIONS TO BE OPENED ON 18.03.2016 receipt" and this envelope be put in another envelope addressed to, Dr. Sonal Singhal, Investigator Incharge Scheme, Department OF Chemistry, Panjab University, Chandigarh -160014 (BY NAME).**
9. Please send the quotations by post/Courier well in time before the due date of opening.