

Please quote for the following articles/articles so as to **reach the undersigned on 15.02.2016**

1. **Office Table (72"x30"x30") with mirror and locks in 2 drawers = 1**
2. **Pli Cabinet with lock & fitting (24'x24'x18') = 6**
3. **Plastic stool (neelkamal) brown colour (7 no.) = 10**

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 specified. The firm will be required to submit original payees receipt alongwith bill. NO PAYMENT OF INSURANCE CHARGES IS PERMISSIBLE UNLESS THESE REQUIREMENTS ARE COPLIED WITH.
4. THE QUOTATION SHOULD 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 please on the OUTER ENVELOPE, '**QUOTATIONS TO BE OPENED ON 16.02.2016.**' and the envelope be put in another envelope address to **Dr. Sonal Singhal, Investigator Incharge Scheme, Department of Chemistry, Panjab University Chandigarh,- 160014, (By Name)**
9. Please send the quotation by post/Courier well in time before the due date of opening.