

THAPAR POLYTECHNIC COLLEGE, PATIALA

Purchase Enq. No: TPC/

Dated:

M/s _____

Subject: Quotation(s) for supply of _____

We are in the process of purchasing the above said material. You are requested to quote your lowest quotation(s), F.O.R. Thapar Polytechnic College, Patiala (Destination) with minimum delivery period/stores required. The sealed quotation(s) mentioning "Quotation(s) for _____" on the top of the envelope should reach the undersigned latest by _____. The quotation should be accompanied by appropriate illustrative literature / catalogues / technical details and specifications as applicable.

Sr. No.	Description	Preferred Brand /Make	Qty.
1.			
2.			
3.			
4.			
5.			

The offer sent by you must include the following details clearly:

- a) Validity period of the rates quoted.
- b) Discount, if any.
- c) Preferred mode of payment.
- d) Mode of delivery & F. O. R. conditions
- e) Cost of the item
- f) Taxes Excise duty, if any.
- g) Insurance freight & other charges.
- h) Minimum delivery period.
- i) Installation & guarantee information

As the goods are required very urgently, an early response shall be appreciated. The undersigned is authorized to reject any/all the quotations without giving any reason.

PRINCIPAL