



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Act No. 29 of 2013)

No. IGU/Botany/2020/331-337

Dated: 24.11.2020

To

Subject: - Sealed quotation for Steel Almirah Due on 11.12.2020.

Dear Sir/Madam,

Please quote for the article mentioned below so as to reach the undersigned by the Department of Botany. The quality, make, packaging and other particulars of each item should be stated.


WHILE SUBMITTING THE QUOTATIONS PLEASE NOTE THE POINTS MENTIONED BELOW:-

1. The quotations are to be sent in a sealed envelope marked QUOTATION DUE ON 11-12-2020 and this envelope may be put in another envelope addressed to the undersigned.
2. The rates of S.T/C.S.T./GST, EXCISE, CUSTOM and another taxes chargeable must be specified.
3. The rates of Insurance, if any, should be specified. The firm will be required to submit original Payee Receipt along with the bill.
4. Please state the time period within which the items will be supplied.
5. GUARANTEE PERIOD OF THE INSTRUMENT MUST BE MENTIONED.
6. Discount if any, is to be given with the quotation
7. The rates quoted should be FOR destination Meerpur, Rewari.
8. Please state, if you are the original manufacturer/sole distributor of the items quoted by you.

Sr. No.	Name of item	Quantity	Make	Other Specification
1.	Steel Almirah	Twenty		Steels Almirah with 20/22 gauge and glass front doors 1. Height 77 inches 2. Width 36 inches 3. Depth 19 inches 4. Colour off white

Thanking you,

Yours sincerely,


Chairperson 24/11/2020
Department of Botany
Indira Gandhi University
Meerpur, Rewari

CC to:-

A copy of the above is forwarded to incharge University website for uploading the same on University website.