



Maharaja Ranjit Singh Punjab Technical University
Dabwali Road, Bathinda.

(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015 and approved Under Section 2(f) & 12(B) of UGC)

Ref. No. MRSPTU/Estate/26-27/ 2218

Dated 23/10/2026

(Regd.)

To

As per List Attached.

Sub: - Quotations for Purchase of Carpentry Items required for routine maintenance in the University Campus.

Dear Sir,

01. You are requested to quote the rates for the items shown in the Appendix 'A' separately attached to this letter. The rate must be quoted only on the attached paper as per our specifications.
02. Following shall be taken note of while quoting the rates:-
 - a) The rates will be F.O.R. MRSPTU, Bathinda.
 - b) Delivery period should be mentioned clearly.
 - c) Warranty/Guarantee/All contractual obligations should be mentioned clearly.
 - d) Payment will be made after successful inspection of the team.
 - e) For research items, the relevant exemption certificate DSIR will be issued to the successful firm to charge GST @5% only, if applicable, otherwise GST will be charged at applicable rates.
 - f) Quotation received later than due date are liable to be ignored/rejected.
 - g) Quotation must be submitted on **LETTER HEAD** of the firm in the name of **REGISTRAR, MRSPTU, BATHINDA** with all particularly duly signed with stamp in sealed envelope, any other format will not be acceptable.
 - h) The envelope must bear the word:-
QUOTATION FOR " Purchase of Carpentry Items required for routine maintenance in the University Campus ."
Enquiry No. _____ As above dated _____
Due on _____
Address: As mentioned as point no. 04
IMPORTANT: -In the absence of information as required under 2(h) above, if an envelope is received & opened inadvertently, the university will not be responsible and the quotation may not be considered even if quoting lowest rates.
 - i) Please mention any other charges/conditions
 - j) Loose, tempered or incomplete quotation will not be considered.
 - k) Any other information as per requirement of indentor/department.
 - l) The quality of the items to be quoted should be best available in the market.
03. General Terms & Conditions are attached along with.
04. The quotations should reach the **office of Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda-151001** by **09-11-2026 up to 5 pm** and same shall be opened there after in the presence of Committee members.

Indentor

Head of Department

Copy to:-

1. Professor Incharge, IT Enabled Services, MRSPTU, Bathinda to upload a copy on University & College Websites.

TERMS & CONDITIONS

1. **JOB COMPLETION PERIOD:-**
Minimum Period for delivery/job completion should be mentioned clearly.
 2. **VALIDITY OF QUOTATIONS:-**
Quotations will be considered valid for 03 months from the date of quotation.
 3. **GUARANTEE/WARRANTY:-**
Guarantee/Warranty should be mentioned clearly.
 4. **DISCOUNT/REBATES:-**
A Special discount/rebate wherever admissible keeping in view that the supplies are being made for education purpose in respect of Public Institution of national importance may please be indicated.
 5. **VICE CHANCELLOR'S RIGHTS:-**
Vice Chancellor, MRSPTU, Bathinda reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities also rests with him. MRSPTU also not bind itself to accept the lowest price. In case of any dispute, the decision of Vice Chancellor, MRSPTU, Bathinda will be final & binding.
 6. **SAMPLE/BRAND/MAKE/WEIGHT:-**
Sample where asked for, will invariably be made available and sent along with the quotations. However, Brand/Make/Weight etc. must be mentioned clearly in the quotations. Technical literature/pamphlet should also be enclosed.
 7. **REJECTION:-**
Quotation not conforming to the set procedure as above will be rejected.
 8. **CORRESPONDENCE:-**
No correspondence regarding acceptance/rejection of a quotation will be entertained.
- MRSPTU shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures.

QUOTATION

APPENDIX – A

To

The Registrar,
MRSPTU, Bathinda.**Sub: Purchase of Carpentry Items required for routine maintenance in the University Campus.**

Sr. No.	Description of Items	Unit	Qty	Basic Rate (in Rs.)	Discount/ CSR +/-, (if any)	GST (in %age) (if applicable)	Rate (including GST/ Discount)	Total Amount (Including GST/Disc out)
1	ISI marked waterproof termite resistant Plywood having Grade IS:303 of size (8'x4') i.e. 15pcs with Thickness 19mm of reputed brand	Sqft	480					
2	ISI marked waterproof Plywood with dimensions (6'x4') i.e. 20pcs having 6mm thickness of reputed brand	Sqft	480					
3	Construction Adhesive of reputed brand (required for repair of cracks)	Pc	15					
4	MS Hard Nails (2" 10 No.) of reputed brand	Kg	10					
5	MS Hard Nails (1½" 10 No.) of reputed brand	Kg	10					
6	5mm thick bevelled edge mirror of superior glass complete with 4mm thick hard board backing of size 600mm x 450mm complete of reputed brand	Pc	30					
7	Glass Putty as per IS 419 (1967) of reputed brand	Kg	50					
8	Supplying of 12" Telescopic Drawer Channels of Alloy Steel designed with smooth ball bearing motion of reputed brand complete in all respect	Pc	50					
9	Supplying of 16" Telescopic Drawer Channels of Alloy Steel designed with smooth ball bearing motion of reputed brand complete in all respect	Pc	50					

10	Double Sided Tape having width 12mm and length 5m roll of reputed brand	Roll	5					
11	Fevicol synthetic adhesive 5 Litre Packing of reputed brand	Pc	5					

Note:- University GST No. 03AAAGT0124M1ZJ.

General Conditions:

- The rates will be F.O.R. (Estate Deptt.) MRSPTU, Bathinda.
- Delivery period should be mentioned clearly.
- Warranty/Guarantee/All Contractual Obligations should be mentioned clearly.
- Any other.

Name of Bidder _____

Signature with Stamp _____