From

 The Librarian

 Divisional Library (South)

 Sector-34, Chandigarh

To

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 Memo No. DLS-34-2013/664-83

 Dated: 11.10.13

**Subject: Quotations for the supply of Carrel Desk**.

 Quotations in sealed envelopes are invited for the following items as per specification given below:

**SPECIFICATION OF CARREL DESK – 1 QUANTITY**

1. Carrel desk of size 30”x21”x30” (LxWxH) of size 48”x24” (HxW) 1/1/2” thick. 43

Back side also covered with 6mm ply. All made of 18mm commercial board

and ply ISI marked lined with one side 0.8mm thick mat mica (of approved

shade/design) facing teakwood beeding, complete with foot rest of red

murndi 2”x1/1/2” and all spirit polished.

**SPECIFICATION OF CARREL DESK – 2 QUANTITY**

1. Carrel desk of size 30”x21”x x30” (LxWxH) of size 48”x24” (HxW) 1/1/2” thick 02

with key board railing on telescope channel and having bottom shelf for keeping

 UPS etc. Back side also covered with 6mm ply. All made of 18mm commercial

board and ply ISI marked with 0.8mm thick mat mica (of approved shade/design)

 facing teakwood beeding, complete with foot rest of red murndi 2”x1/1/2” and

all spirit polished.

**TERMS & CONDITIONS:-**

1. The quotations should be accompanied with Earnest Money Deposit (EMD)of **Rs. 10000/**- or **2%** of the total amount whichever is more in the form of Bank draft/Bank guarantee in favour of Librarian, Divisional Library (South), Sector-34, Chandigarh. The EMD of unsuccessful firm will be refunded. No interest will be payable on EMD. The EMD will be forfeited, if the firm quotation withdraws his/her bid after submission of quotation.
2. Quotation must be sealed. The envelopes containing quotation must be super scribed on the top of envelope. The name of the firm must be mentioned on the envelopes.
3. The quotations must reach in Divisional Library (South), Sector-34, Chandigarh by 2:00pm on or before the 25th Oct 2013. Quotation will be opened in the meeting of Central Purchase Committee.
4. The bidder/messers submit the bid in two envelopes:-
5. One : Technical Bid with EMD
6. Two : Financial Bid
7. EMD must be necessary for every firm otherwise their quotations will not be entertained.
8. Complete Delivery to be made within 3weeks.
9. Payment would be subject to Testing/Inspection w.r.t. material quality. In case of the defective material, complete set should be replaced immediately.
10. The price should be FOR destinations.
11. Any correction of rate etc. should not be made through over writing.
12. Any clause regarding market fluctuation etc. will not be acceptable.
13. The payment will be made only after checking and acceptance of all the items in accordance with the quality and specification mentioned in supply order and inspection by the relevant inspection committee.
14. The payment & EMD will be released subject to the satisfaction of the concerned Institute/College and after verifying the quality, the specification and quantity of the material.
15. In case of any dispute, jurisdiction of courts of UT, Chandigarh is applicable.

Sd/-

Librarian (Incharge)

Divisional Library (South)

Sector-34, Chandigarh