Ref No:- Uni/Arch/903/26/D/2158 Date:- 13/10/26

To

As per List Attached.

Sub: - Quotation for Purchase of Drawing Board

Dear Sir,

01. You are requested to quote the rates for the items shown in the Appendix 'A' separately attached to this letter as per required 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) Payment will be made after successful inspection and final acceptance of the item (s).

d) Quotation received later than due date are liable to be ignored/rejected and MRSPTU shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures.

e) Quotation must be submitted either on **LETTER HEAD OR WITH STAMP of the firm** in the name of **REGISTRAR, MRSPTU, BATHINDA** with all particulars duly singed with stamp in sealed envelope, any other format will not be acceptable.

h) The envelope must bear the word:-
"QUOTATION FOR" Purchase of _____
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 (if any).

j) Loose, tempered or incomplete quotation will not 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 the Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda by 30.10.2026 up** to **5.00 PM** and same shall be opened there after in the presence of Committee members.

Indentor/Lab Incharge

Head of Department 13/10/26

Copy to:-

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

Appendix-A

FORMAT FOR CALLING QUOTATION

To

The Registrar,
MRSPTU, Bathinda

	Name of Item: Drawing Board							
Sr. No.	**Specifications of item**	**Unit**	**Qty.**	**Basic Rate**	**Discount , (if any)**	**GST (in %age & in Rs.)**	**Total Rate Including GST**	**Total Amount**
	Drawing Board of Size: 1270 mm X 920 mm Leg Support frame: 25 mm X 25 mm MS/CRCA Vertical frame made up of: 25 mm X 25 mm CRCA Pipe Horizontal frame made up of: 25 mm X 25 mm CRCA Pipe H-Type base metal frame 640 mm height	Pcs	30					

General Conditions:

a) F.O.R. **(Deptt.** GZS School of Architecture & Planning) MRSPTU, Bathinda.
b) Delivery period _____
c) Guarantee/Warranty _____
d) Payment mode _____
e) Any other _____

Name of Bidder_____

Signature with stamp_____

Date. _____

TERMS & CONDITIONS

1. **RIGHTS OF COMPETENT AUTHORITY:**

Registrar, 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.

2. **VALIDITY OF QUOTATIONS:-**

Quotations will be considered valid for 03 months from the date of quotation.

3. **CORRESPONDENCE:**

No correspondence regarding acceptance/rejection of a quotation will be entertained.

4. **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.

5. **REJECTION:-**

Quotation not conforming to the set procedure as above will be rejected.

6. **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.

7. **DELIVERY PERIOD:-**

Minimum Period for delivery/job completion should be mentioned clearly. The delayed consignment will be subject 2% penalty per consignment per month or a part of the month recoverable on total value of the order.

8. **EXTENSION IN DELAY SUPPLY:-**

The Registrar will allow extension up to two weeks and where the delay is more than two weeks, the same will be decided by Vice Chancellor up to 8 weeks on the request of the supplier in writing in exceptional circumstances.

9. **GUARANTEE/WARRANTY:-**

Guarantee/Warranty should be mentioned clearly.

Specification of Drawing Board with Stand

Drawing Board of Size: 1270 mm X 920 mm

Leg Support frame: 25 mm X 25 mm MS/CRCA

Vertical frame made up of : 25 mm X 25 mm CRCA pipe

Horizontal frame made up of : 25mm X 25mm CRCA Pipe

H-Type base metal frame 640 mm height

677/nos







