

**Chaudhary Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya
Palampur - 176 062**

DATED: _____
No. _____

From

Signatory Authority ,

To

M/s _____

Subject: QUOTATIONS

Sir,

"Jai Hind"

Sealed quotations are invited by the undersigned for the supply of articles as per listed below. The quotations should be strictly according to the terms and conditions as noted below, otherwise the quotations will not be considered.

S. No.	Item Name	Number

TERMS & CONDITIONS

1. The rates quoted by F.O.R Palampur.
2. The price quoted should be inclusive of all charges viz, packing forwarding, insurance etc. only sales tax should be claimed extra.
3. The quotations should be submitted only if the articles are in stock and can be supplied promptly.
4. The delivery of the stores is to be effected within the stipulated time otherwise the order will be cancelled or with at your risk, expenses and order will be placed with the next firm.
5. The price should be adhered to the specifications given in the list.
6. The last date of receipt of the quotations is _____ your representative may be present if desired at the time of opening the quotations on _____ at 3.00 P.M.
7. The quotations received after due date will not be valid for consideration.
8. On the over of the envelope quotations place quote "**QUOTATIONS DUE ON 06.08.2003**".
9. The vendor has to install the _____ and obtain necessary satisfactory working report after installation.
10. The warranty period for batteries should be for one year.
11. The validity of quotation should be for six months from the date of opening the quotations.

Yours faithfully,

**Signatory Authority,
CSK HPKV, PALAMPUR.**