

From

Principal,
Govt. Home Science College,
Sector-10, Chandigarh.

To

College Website

Memo No. GHSC/M&S/2017/ 2275-81
Dated: Chandigarh, the 24/11/17

Subject:- Quotations for MS Office.

Quotations under sealed cover are invited by the undersigned for the supply of the above mentioned item as per specifications/ quantity given below. The sealed quotations marked '**Quotations for MS Office**' should reach the office of the undersigned on or before **29th November, 2017.**

Sr. No.	Item	Specifications	Quantity
1.	MS Office	MS Office Standard Academic version 2016	15

Terms and Conditions:

1. All taxes and transportations charges should be inclusive and mentioned separately.
2. The quotation/ rates should be valid for six months.
3. The undersigned has the right to accept or reject any quotation without assigning any reason.
4. Overwriting and cutting are not allowed.
5. Please write "**Quotation for MS Office**" and the **due date** on the top of the envelope.
6. Please write name of the firm on the face of the envelope.
7. Quotation received after the due date will not be considered.
8. Quotation should be submitted in the sealed cover on or before **29th November, 2017.**
9. The item is FOR Chandigarh destination.
10. Warranty should be quoted clearly.
11. In case of any dispute, the matter will be solved with the jurisdiction of Chandigarh

[Signature]
24/11/17
Principal,
Govt. Home Science College,
Sector-10, Chandigarh.

[Signature]