

## Quotation

The Principal, Sanskriti School, Chanakyapuri, New Delhi invites quotations for purchase of following items, from reputed contractors, as per the terms and conditions given below. **The quotations shall be received not later than 13:00 hrs. on 01<sup>st</sup> March 2026 and will be opened on same day at 15:00 hrs in the School.**

**Name of Work:** - Supply of Office/Computer Chairs as per details given below and as per sample available in the school:-

Sl. No.	Name of the Item	Quantity	Rate per Unit (in figures) Rs.	Rate (in words) Rs.	Amount (In Rs. )
1.	Revolving Chair (Small Size) Seat Size - 15"X15" Back Size - 8"X15" Cushioned Seat and covered with upholstery of Black colour. Steel Base with wheel (Five Wheels). Seat Height - 18" from Bottom Back Height - 31" from Bottom	65 Nos.			

### TERMS AND CONDITIONS

1. The existing furniture of similar nature can be seen in the School. However, sample of each item shall be approved by the Principal before commencing the supply.
2. Time allowed : Four weeks from the date of award of work
3. Earnest Money : Rs. 5,000/- along with quotation in the form of Demand Draft from any Scheduled Bank in favour of "Sanskriti School". Quotations received without EMD shall not be considered.
4. **Taxes & Duties** : The quoted rates shall be inclusive of all taxes, duties, GST and cartage etc.
5. Income Tax and other taxes applicable as per Government Rules shall be deducted from the bills submitted by the contractor for payment.
6. Sanskriti School, in its absolute discretion reserves the right to accept or reject any or all the quotations received without assigning any reason.

7. Sanskriti School shall not be responsible for any delay, loss or non-receipt of quotations sent by post.
8. The decision of the school Principal of Sanskriti School with respect to any matter relating to quotations for supply of furniture or arising there from shall be final and binding.
9. The quotations shall be received in sealed envelope. The name of the work shall be written on the envelope along with name, address and telephone number of the party.

PRINCIPAL, SANSKRITI SCHOOL