

From

The Principal  
Govt. College of Commerce and Business Administration  
Sector-50, Chandigarh

To

For address please see overleaf

Memo no. GCCBA-50/CT/2024/2358-72

Dated Chandigarh, the 20/11/2024

**Subject:** Quotations are invited in a sealed envelope through Speed post/Registered Post/Courier, super scribed "Quotation for Work of Dry Cleaning".

You are required to submit your lowest rate of your firm for dry cleaning work of chairs and sofa sets of this college and should reach the undersigned on or before 27.11.2024 by 2.00 p.m. Sealed envelope containing quotation should be superscripted "QUOTATION FOR WORK OF DRY CLEANING".

S.No.	Item/Article	Quantity	Scope of Work	Remarks
1.	Chairs	Apprx.100-150	Dry Cleaning	-The firm can visit the college on any working day between 10:00 am to 3:00 pm to have an access of the work
2.	Sofa Set	Apprx. 22 seats		-The exact number of chairs and sofa set seat will be intimated in the work order

**Terms and Condition: -**

1. The college will not provide any material or helping staff.
2. The firm should deploy competent staff for this work.
3. The firm will use their own material and equipment.
4. The quoted rate should be net and should include charges for equipment's, material, labour and transportation charges.
5. As per statutory norms applicable deduction will be deducted from and after satisfaction certificate of College inspection committee
6. The College authority reserves the right to accept or reject any quotations without any reason thereof.
7. The quotation should be free from errors and corrections.
8. If the firm fails to do the work as per agreed terms & conditions, he has to pay the College the cost of damage and loss occurred due from his part.
9. The successful firm shall complete all necessary formalities as per rules.
10. The College Authority reserves the right to modify any of the above terms & conditions on genuine grounds.

*[Signature]*  
Principal  
Govt. College of Commerce and Business  
Administration, Sector-50, Chandigarh

*[Signature]*  
19/11/24