

Proforma for service of air conditioners on letter pad:-

Sr No.	Description of air conditioners	Split / Window	Capacity	Quantity	Service charges per pc
1.	Air Conditioner	Split	1.5 Ton	23 Pcs	
2.	Air Conditioner	Split	2.0 Ton	01 Pcs	
3.	Air Conditioner	Window	1.0 Ton	36 Pcs	
4.	Air Conditioner	Standing	3.5 Ton	02 Pcs	

Signature with rubber stamp

Note:- **General Terms & Conditions / Instructions for vendors/firms:-**

1. The firm / supplier must submit sealed quotation.
2. The rates of items must be quoted strictly according to the requirement accepting all the terms and conditions.
3. While submitting the quotation, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the quotation is liable to be rejected. Further, if any quotation contains any condition other than that mentioned in the notice, such conditional quotation is liable to be rejected.
4. GST number must be mentioned in the quotation.
5. Service of the air conditioners should be (F.O.R.) at Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana. No claim for any extra payment for any reason in this regard shall be entertained later.
6. The message will be conveyed through telephonically and the same would be done within 3 working days.
7. The invoicing/billing will be done within the month after receiving the bill.
8. The payment will be made after deducting TDS as per GST/Income Tax/Govt. Rules as applicable.
9. The rates should not contain corrections, erasers and over writing, it will result in rejection of quotation straightway.
10. If the date of opening of quotations is declared as Public Holiday then the quotations will be opened on next working day at the same time. The terms & conditions will remain the same.
11. All disputes shall be subject to Ludhiana jurisdiction only.

Accepted above mentioned terms & Conditions

Signature with rubber stamp