Invitation for Quotations

OFFICE OF THE DIRECTOR, PROSECUTION AND LITIGATION, PUNJAB, S.A.S. NAGAR (MOHALI)

Subject: Purchase of miscellaneous items for official use.

The Office of the Director, Prosecution and Litigation, Punjab, S.A.S. Nagar (Mohali), intends to purchase the following miscellaneous items for official use .Accordingly, sealed quotations are hereby invited from reputed and interested firms/suppliers for the supply of the following items:

Sr. No.	Description of Items	Quantity Remarks
1.	Wiper	01
2.	Full-size Brooms	07
3.	Floor Mops	15
4.	Phenyl Bottles	07
5.	Dusters	05
6.	Colin (for cleaning tables)	07
7.	Drinking Glasses	06 Dozen
8.	Tea Sets (Cup and saucer)	06
9.	Serving Trays	05
10.	Dustbins	02
11.	Quarter Plates	50
12.	Small Bowls	05
13.	Large Bowls	05
14.	Dry Fruit Serving Tray	01
15.	HIT (Insect Killer)	05
16.	Room Freshener	05
17.	Harpic (Toilet Cleaner)	05

Terms and Conditions

1. Quotations should be submitted on the firm's letterhead, duly mentioning the name, address, contact number and GST number of the firm (if applicable).
2. Rates of all items should be quoted separately, along with the total amount, inclusive of applicable taxes.
3. The quality of the items supplied should be of good standard and satisfactory.
4. The quoted rates should be inclusive of all expenses, including transportation and delivery of the items at the respective offices.
5. Payment shall be made as per applicable rules after satisfactory receipt and verification of the supplied items.
6. Incomplete quotations or quotations not complying with the prescribed terms and conditions are liable to be rejected.
7. The competent authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.
8. Mode of Submission: Quotations shall be submitted in sealed envelopes only. Quotations received through email or any other mode shall not be accepted.
9. Validity of Quotation: The rates quoted by the firms shall remain valid for a period of 90 days from the last date of submission of quotations.

Interested firms/suppliers may submit their quotations to this office latest by **10.12.2026 up to 5:00 pm.**

For any clarification regarding the quotation notice, interested firms may contact this office during working hours.

Address for Submission
Director, Prosecution and Litigation Department, Punjab
Block-E, 1st Floor, PSEB Building,
Phase-8, S.A.S. Nagar (Mohali), Punjab
E-mail: dir.pro.lit@punjab.gov.in