

Office of the Dean Student Welfare  
Panjab University, Chandigarh

No. \_\_\_\_\_ / DSW

Dated \_\_\_\_\_ /2013

**N.I.Q.**

M/s \_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

This office intends to purchase the printing paper of Campus Reporter 2012-2013 as per description here under:

1.	Paper for text	20" x 30"/80 GSM Maplitho paper : 230 Reams Ballarpur/H.P.C. make
2.	Paper for Messages	20" x 30"/100 GSM Art paper : 35 Reams
3.	Paper for Cover	23" x 36"/250 GSM Art card : 3 Reams

Please send your quotation alongwith your terms & conditions i.e. F.O.R., S.T. etc., if any, to the Dean Student Welfare, Panjab University Chandigarh, under sealed cover. Your quotation should reach this office by 28.02.2013 at 5.00 p.m. positively.

Deputy Registrar (DSW)

Note:-

1. The quotation must reach on or **before 28.02.2013 at 5.00 p.m.** on the address of the **Dean Student Welfare, Panjab University, Sector-14, Chandigarh-160014**
2. Panjab University does not take any responsibility for any postal delay in delivery by Registered/Speed Post or lost in transit of the quotation No quotation will be entertained by hand/ Ordinary post.
3. Rates should be quoted both in words and figures in quotation.
4. Conditional and unsigned quotation will not be accepted.
5. The supply be commenced/made within 15 days of the issue of supply order.
6. All quoted rates should be FOR Panjab University and firm should quote the rate of all taxes.
7. No payment will be made on the Performa invoice.
8. The quotation shall not contain corrections, erasers and overwriting.
9. Please mention Name of work and due date on the Envelope.
10. The undersigned reserves right to accept or reject any quotation without assigning any reason.