

DEAN STUDENT WELFARE OFFICE
PANJAB UNIVERSITY, CHANDIGARH

No. _____/ DSW

Dated _____/2013

N.I.Q (speed post)

M/s _____

Dear Sir,

This office intends to print stickers of the following specifications (sample enclosed (size 4x4 inches)) for the session 2013-2014:-

1. Staff two wheelers 3000 (size 4"x4")
2. Student Four Wheelers 2000(size 4"x4")
3. Student two Wheelers 2000(size 4"x4")

You are requested to quote the rates and send your quotation alongwith terms & conditions i.e S.T, F.O.R etc. if any to the Dean Student Welfare, Panjab University, Sector-14, Chandigarh, under sealed cover, by Speed post or by hand by 12.07.2013.

Encls: as above.

Deputy Registrar (DSW)

Note:-

1. The quotation must reach on or **before 12.07.2013 upto 5.00 p.m.** on the address of the **Dean Student Welfare office, 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.
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.