

**PANJAB UNIVERSITY, CHANDIGARH**

From:-  Assistant Registrar (R&S), Administrative Block, Panjab University, Chandigarh	To ..... ..... .....
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No..5947-53/R&S

dated: 13-05-2014

Dear Sir/Madam,

Kindly quote your rates for the purchase of Maintenance Kit for Printer as per specification detailed below:-

Sr. No.	Item/specifications	Qty.	Rates
1.	<b><u>Maintenance Kit</u></b> for HP Laserjet Printer 600 M602	02 nos.	

The quotation in sealed envelope (mentioning clearly the terms and conditions of payment, rate of Sales Tax applicable etc, and other terms) may please be addressed to **The Registrar, Panjab University, Chandigarh must reach the office by June 10, 2014 by 4.00 p.m.** Please attach the relevant literature and full technical specifications of the equipment.

Terms and conditions for the supply are:-

1. The delivery will be FOR, P.U. Chandigarh
2. No advance payment will be made.
3. Full and final payment will be made on the receipt of the material.
4. P.U. does not issue C or D form.

Thanking you,

Yours faithfully,

Assistant Registrar (R&S)  
for Registrar