

P.U. CONSTRUCTION OFFICE, CHANDIGARH
(Electrical-Wing)

No. Works/.....

Dated.....

Dear Sir,

Please quote your lowest market rate for the supply of the following in a sealed cover marked on the envelope “**QUOTATION DUE ON 11.09.2014 at 3.30 p.m.**,” along with your other terms and conditions of supply, if any.

Subject: - Supply of Material required for maintenance of houses in Panjab University Campus, Sector – 14 & 25, Chandigarh for the year 2014-2015.

Ch. To: - A.R. & M.I. (2014-2015).

Sr. No.	Description	Quantity
1	Supply of Polycarbonate Batten holder Big type, 2A, 250V AC, Make SSK, Gold Medal.	1000 Nos.
2	Supply of Ceiling rose Make SSK, Gold Medal.	250 Nos.

Conditions:

1. Delivery of material immediate at site.
2. The firm should mention the rate of VAT if applicable.
3. Condition of payment in cash shall not be accepted
4. In case the cost of material involved is more than Rs. 16,000 the validity of rates must be given for at least one month, otherwise it should be 15 days.
5. The supply is also commenced/ made within 7 days of the receipt of supply order.
6. No payment will be made on the Performa invoice. The payment will be made after two weeks through Registrar's Office.
7. The quotations will be received in the office of **Er. Kulwant Singh S.D.E. (Elect.)** through Registered/Speed Post.
8. Panjab University does not take any responsibility for any postal delay in delivery by Post or lost in transit of the quotation form. No quotation will be entertained by hand.
9. Name of Work, reference nos. and due date should be mentioned on the Envelope.
10. The undersigned has right to reject any or all the quotations, without assigning any reasons.

S.D.E. (Electrical),
P.U., Chandigarh.