

From

To

**The Executive Engineer-I,
University Construction Office,
Chandigarh-160014.**

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 05.11.2014 at 3.30 P.M.**,” along with your other terms and conditions of supply, if any.

1. 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
2. The supply be commenced/made within 10 days of the receipt of supply order.
3. No payment will be made on the Performa invoice. The payment will be made after ten days through Registrar’s Office

Ch. To:- A.R.& M.I.

1.	15mm C.P. brass mixer for wash basin swan neck and manual control of quarter turn. Complete in all respects to the entire satisfaction of the engineer in-charge. Make: Jaquer/Prayag/Czar.	16 Nos.	@Rs.....
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- Conditions: -
1. The firm should mention the rate of sales tax if applicable.
 2. Condition of payment in cash shall not be accepted.

Executive Engineer-I.
P.U., Chandigarh