

**PANJAB UNIVERSITY, CHANDIGARH**

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

dated:.....

Dear Sir/Madam,

Kindly quote your rates for the purchase of Pen Drive as per specification given as under to be purchased by the Panjab University, Chandigarh

Sr. No.	Item/specifications	Rates
1.	<b><u>Pen Drive</u></b> <b>2 GB (Plastic Body)</b>	
2.	<b><u>Pen Drive</u></b> <b>4 GB (Plastic Body)</b>	

The quotation in a 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 which must reach the office by December 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 and satisfactory installation.
4. P.U. does not issue C or D form.

Thanking you,+

Yours faithfully,

Assistant Registrar (R&S)  
for Registrar