

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 28.03.2016 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 7 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:- Rs. 47.94 lac out of Library development fund

Sr. No.	Description of Items	Quantity	Rate	Unit
1	Supply of office chair of size total height 35", seat height 17", back 5"x16" and seat 16"x16" & legs 2"x1 1/4" double caned, made of M.P. teak wood (first quality). Complete including melamine natural teak wood polish.	200 nos.	@ Rs.	each
2	Supply of office table of size 6'-0"x3'-0"x2'-6" made of 19mm thick ISI marked teak veneered board. Boarder 2 1/2" wide with teak veneered board all around the table. Legs 2 1/2" wide triangular shape of teak veneered board. Complete in all respect including melamine polish.	20 nos.	@ Rs.	/each

- Conditions: -
1. The firm shall mention the VAT if applicable.
 2. Condition of payment in cash shall not be accepted.
 3. F.O.R. P.U. store Chandigarh.

Executive Engineer-I
P.U., Chandigarh.