

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 10.05.2016 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 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.

Sr. No.	Description of Items	Qty.	Rate
1.	Synthetic Enamel paint Green (1 st quality) of Asian/Narolac/ Berger Make in 20Ltr. packing.	220 Ltr.	@ Rs.

Conditions: -

1. The firm should mention the rate of 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