

**From**

**To**

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

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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 16.11.2016 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.

**Subject:- Supply of new projector at Golden Jubilee Seminar Hall in PU Campus, sector – 14, Chandigarh.**

**Ch. To:- Office & General Expenses.**

<b>Sr. No.</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Rate</b>
1.	Supply of new projector 3000 Lumens XGA Resolution with 2 year onsite warranty model no. LX300 make Panasonic or equivalent model of Sony/ Sharp complete in all respect to the entire satisfaction of engineer in charge.	1 No.	@ Rs.....

**Conditions: -**

1. The firm should mention the rate of sales tax if applicable.
2. Condition of payment in cash shall not be accepted.
3. The supplier shall be authorized dealer of OEM (Original equipment manufacturer).
4. The supplier shall submit the detail of service center with telephone facility.
5. Authorization letter from OEM.
6. The warranty of product shall be minimum 2 years.
7. F.O.R. Panjab University, Chandigarh.

Executive Engineer – I,  
P.U., Chandigarh.