

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 23.12.2016 at 3.30 p.m.**” along with your other terms and conditions of supply, if any.

Ch. To:- Rs. 4,95,200/- out of overhead plan/projects.

Sr. No.	Description of Items	Quantity	Unit	Rate
1	Supply of 2'-6" wide and upto 30'-0" long or as per site U shape (radius as per site) conference table to be finished with 0.8mm thick wooden laminate of approved make (Virgo/Merino/Green). The table includes 40mm thick teak wood margin/gola duly melamine polish only at sides (width wise) and inside (towards chair), remaining table to be finished with 0.8mm thick wooden laminate. The vertical supports shall be @ 30" c/c to be made of 19mm thick commercial board (green/century ply) and front face of the table shall have 9mm thick commercial ply throughout. The inside of table at bottom, footrest to be provided of size 12" wide made of 19mm thick commercial wood between vertical supports complete as per site.	1 No.	Each	@ Rs.

Conditions: -

1. The validity of rates must be at least one month.
2. The supply be made within 15 days of the receipt of supply order.
3. No payment will be made on the performa invoice. The payment will be made within 30 days through Registrar's office.
4. The firm shall mention their rates of VAT if applicable, otherwise quoted rates will be considered inclusive of VAT. The rate of VAT or any other condition will be mentioned by the firm on its letter head separately.
5. Condition of payment in cash shall not be accepted.
6. F.O.R. P.U., Chandigarh.

Executive Engineer-I,
P.U., Chandigarh