

From

To

**The Executive Engineer,
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 13.01.2017 at 3.30 p.m.**,” along with your other terms and conditions of supply, if any.

Ch. To: - A.R. & M.I.

Sr. No.	Description of Items	Quantity	Rate
1.	Plain Glass 3.5mm thick size 6'-0"x4'-0" free from bubbles and confirming to ISI specification of Make: Modi Guard/Saint Gobain.	100 Sheets	@Rs.....
2.	Glass Putty in 10 kg. Packing of ISI marked.	300 Kg.	@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. Store , Sec. 25, Chandigarh.

Executive Engineer-I,
P.U., Chandigarh