

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 19.04.2017 at 3.30 p.m.**,” along with your other terms and conditions of supply, if any.

Ch. To:- Rs. 30 Lakh out of Development Fund.

Sr. No.	Description of Items	Qty	Unit	Rate
1	Supply of wooden chairs made of M.P. Teak Wood frame work, seat 18”x18” back 18”x16”, arms height 26”, seat height 18” and back height 16”, leg size 2”x1”. Complete with high density foam of 3” thick of 50kg/Cum density for seat, 2” thick of 32 kg/Cum density for back and finished with leather rexene of good quality (as per sample approved) and good quality melamine polish.	11 Nos	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