

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 25.05.2018 at 3.30 p.m.**,” along with your other terms and conditions of supply, if any.

Ch. To:- AR & MI

Sr. No.	Description of Items	Quantity	Unit	Rate
1	Plain glass 3.5mm thick (size 6’x4’) free from bubbles, 1 st quality and confirming to ISI specifications. Make: Modi Guard/ Saint Gobain/ A.I.S (Tata).	300 Sheets	Sheet	@ Rs.
2	Plain glass 5mm thick (size 6’x4’) free from bubbles, 1 st quality and confirming to ISI specifications. Make: Modi Guard/ Saint Gobain/ A.I.S (Tata).	100 Sheets	Sheet	@ Rs.
3	Glazing Putty of Good Quality. Make: Sartaj or equivalent ISI marked.	200 Kg.	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. GST Number is mandatory. The firm shall mention their rates of GST if applicable; otherwise quoted rates will be considered inclusive of GST. The rate of GST 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