

**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 21.08.2018 at 3.30 p.m.**” along with your other terms and conditions of supply, if any.

**Ch. To:- Development Fund**

Sr. No.	Description of Items	Quantity	Unit	Rate
1	Supply of ceiling fan of 1400mm High speed opal white heavy duty Make Crompton greeves/ Ortem /Havells	59	Each	@ Rs. ....
2	Supply of LED fitting of 30/31/34W cat no CRCO13S038HP57G1 of Wipro or equivalent model in Philips/Trilux	80	each	@ Rs. ....

**Conditions: -**

1. The validity of rates must be at least two 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. The Firm shall submit the copy of GST Number.
6. The Firm shall be authorized dealer for above said items and authorization certificate for the same shall be submitted along with quotation otherwise the quotation will technically disqualified.
7. Condition of payment in cash shall not be accepted.
8. F.O.R. P.U., Chandigarh.

Executive Engineer-I,  
P.U., Chandigarh