

From

To

The Executive Engineer,
Panjab University,
Construction Office,
Chandigarh-160014.

No. Works/.....

Dated.....

Dear Sir/ Madam,

Please quote your lowest market rate for the supply of the following in a sealed cover marked on the envelope “**Quotation Due On 26.09.2019 at 3:30 P.M.,**” along with your other terms and conditions of supply, if any.

Ch. To:- AR & MI

Approx. Amt.:- Rs. 4,76,242/-

E.M.D. Amt. :- Rs. 9,525/-

Sr. No.	Material description	Quantity	Unit	Amount
1	Supply of Commercial board of 19mm thick of size 8'-0"x4'-0", ISI marked of Make: Green (ecotec)/ Century(Sainik)/ Duro.	100	Sheet	@Rs.....
2	Supply of Commercial board of 25mm thick of size 8'-0"x4'-0", ISI marked of Make: Green (ecotec)/ Century(Sainik)/Duro.	25	Sheet	@Rs.....
3	Supply of Commercial ply of 6mm thick of size 8'-0"x4'-0", ISI marked of Make: Green/ Century/Duro.	100	Sheet	@Rs.....
4	Supply of One side teak ply of 6mm thick of size 8'-0"x4'-0", thick , ISI marked of Make: Green/ Century/Duro.	10	Sheet	@Rs.....

Conditions: -

1. The validity of rates must be at least two months.
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, including loading, unloading & staking.
7. The copy of the GST shall be submitted by the firm along with Quotation. The firm shall mention the name of firm, name of work and due date of quotation on sealed envelope along with address.
8. The supplier shall submit the EMD in form of DD (2% of total amount) along with quotation (in separate envelope) in favour of Registrar of Panjab University, Chandigarh. Quotation without EMD shall be liable to rejected.

Executive Engineer-I,
P.U., Chandigarh