

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 05.10.2015 at 3.30 p.m.**,” along with your other terms and conditions of supply, if any.

1. In case the cost of material involved is more than Rs. 16,000 the validity of rates must be given for at least one month, otherwise it should be 15 days.
2. The supply be commenced/made within 10 days of the receipt of supply order.
3. No payment will be made on the Performa invoice. The payment will be made after ten days through Registrar’s Office.

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

Sr. No.	Description of Items	Quantity	Rate
1.	Plain glass 3.5 mm thick (size 6’x4’) free from bubbles and confirming to ISI specifications of Modi Guard/ Saint Gobain/ A.I.S. (Tata) or Gold Plus make. Complete stacked in stone without breakage.	400 sheets	@ Rs.
2.	Glass Putty I.S.I Marked of Sartaj make in 10 kg packing.	500 kg.	@Rs.....

Conditions: -

1. The firm should mention the rate of sales tax if applicable.
2. Condition of payment in cash shall not be accepted.
3. F.O.R. P.U. Store, Chandigarh.

Executive Engineer – I,
P.U., Chandigarh