

From

To

**The Executive Engineer,
Panjab 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 25.01.2018 at 3:30 P.M.,**” along with your other terms and conditions of supply, if any.

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

Sr. No.	Description of Items	Quantity	Rate
1.	Commercial Board ISI marked of make: Green (ecotec)/Century (sainik)/Duro.		
a	19 mm thick, size 8'-0"x4'-0"	50 Sheets	@ Rs.
b	25 mm thick, size 7'-0"x4'-0"	20 Sheets	@ Rs.
2.	Commercial Ply ISI marked of make: Green (ecotec)/Century (sainik)/Duro.		
a	4 mm thick, size 8'-0"x4'-0"	100 Sheets	@ Rs.
3.	One side teak ply ISI marked of make: Green (ecotec)/Century (sainik)/Duro.		
a	6 mm thick, size 8'-0"x4'-0"	10 Sheets	@ 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 GST if applicable, otherwise quoted rates will be considered inclusive of GST.
5. Condition of payment in cash shall not be accepted.
6. F.O.R. P.U., Chandigarh.

Executive Engineer-I,
P.U., Chandigarh