

**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 19.06.2018 at 3.30 p.m.**” along with your other terms and conditions of supply, if any.

**Ch. To:- AR & MI (Elect.)**

Sr. No.	Description of Items	Quantity	Unit	Rate
1	Supply of Table Lamp 9W along with LED warm lamp. Complete in all respects to the entire satisfaction of the engineer in-charge. Make: Philips Model No. 36014 or equivalent model in Wipro/Havells/Trilux.	14	Each	@ Rs. ....
2	Supply of Flexible Strip Light 25/28W (warm white) for cove lighting. Complete in all respects to the entire satisfaction of the engineer in-charge. Make: Philips/Wipro/Trilux.	350	Mtr.	@ 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. The Firm shall submit the copy of GST Number.
7. F.O.R. P.U., Chandigarh.

Executive Engineer-I,  
P.U., Chandigarh