

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 30.12.2019 at 3.30 p.m.," along with your other terms and conditions of supply, if any.

**Ch. To:-** Foundation for higher education and research fund account.

**Sub Head:-** Expenditure out of 15% of the interest at the disposal of VC.

**Estimated Cost:- Rs. 96,000 /-**

Sr. No.	Description of Items	Unit	Quantity	Rate
1.	Supply of pre laminated readymade work station to be made of 18mm thick particle board of size 4'-0"x 1'-9"x2'-6". The frame to be made of 25mmx25mm MS box pre painted with PVC adjuster. The work station shall have one pull out keyboard space for CPU as per picture and 3 Nos pullout drawers. The edges of work station shall have PVC edge banding.	Nos	2	@ Rs. ....
2.	Supply of pre laminated readymade table with storage with pull out drawers and openable shutter. The table shall have two Nos pullout drawer and one openable shutter storage to be made of 18mm thick pre laminated particle board along with SS hardware , PVC buffer at bottom , PVC edge banding of matching colour. The size of table shall be 3'-0"x1'-9"x2'-6".The table shall have one shelf inside.	Nos	1	@ Rs. ....
3.	Supply of readymade book rack/storage unit of size 3'-0"x1'-6"x6'-0". The book rack shall have 4 nos shelves, and 2 openable glazed (4mm thick) shutters with SS hardware. The unit is to be made in 18mm thick pre laminated particle board with PVC edge bending of same colour, PVC buffer at bottom.	Nos	4	@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. By product of any make shall not be permitted.
6. F.O.R. P.U., Chandigarh.
7. The copy of the GST shall be submitted by the firm along with Quotation. Without GST Number , the quotation shall be liable to rejected.
8. 230The firm shall submit the quotation in envelope and write the name of work, due date, address of firm along with contact number on envelope.

Executive Engineer-I,  
P.U., Chandigarh