

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 20.09.2021 at 3:30 P.M.,**” along with your other terms and conditions of supply, if any.

Ch. To:- AR & MI

Approx. Amt.:- Rs. 98,000/-

EMD. Amt.:- Rs./-

S.No.	Description of items	Qty	Rate
1.	Supply of Glass putty of Sartaj make.	2000kg	@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. The copy of the GST shall be submitted by the firm along with Quotation.
7. The firm shall mention the due date of quotation on the envelope.
8. The firm shall mention the make of material in the quotation which to be supplied.
9. By product of any make shall not be permitted.
10. The firm shall submit the ISI certification of mentioned make along with quotation.

Executive Engineer-I,
P.U., Chandigarh