

**SOPHISTICATED ANALYTICAL INSTRUMENTATION FACILITY
PANJAB UNIVERSITY, CHANDIGARH – 160014**

No.....
Dated.....

Sir,

Please quote your lowest rate in DUPLICATE for the following items along with the detailed information. Your Quotation should reach the undersigned by Registered/ Speed post on or before 18-01-2016

Item: - Description of item/work attached

The quotation should be typed or written clearly avoiding over-writing.

1. The rates quoted should be F.O.R. Chandigarh.
2. The rates of insurance, excise duty, sales tax should be mentioned clearly. Original receipts for insurance charges are required along with the bill of payment.
3. SPECIAL DISCOUNT for educational institutions/Universities teaching department may be mentioned.
4. The quotation giving our reference number and due date of quotation should be sent in a sealed cover by Registered/ Speed post in two **technical and financial bids separately**, otherwise, it will not be possible for us to consider your quotation.
5. No advance payment will be made. Bill/s will be passed for payment by the university office after verification of the material and work done.

Yours sincerely,

Director

Sr. No.	Description of Item/Work
1	Providing and laying polished vitrified floor tiles of the size 600 mm x 600 mm with cement mortar (1:4) (1 cement:4 coarse) including grouting the joints with white cement and matching pigments etc complete in total (prior approval of sample of tile from director CIL must).