

**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 13-06-2016

**Item:- Tender notice for advertisement( copy enclosed)**

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 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