

Speed Post

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DEPARTMENT OF PHYSICS
PANJAB UNIVERSITY, CHANDIGARH-160014

PHS/ 5752-5754

Dated: 3-3-16

Dear Sir,

Please quote your lowest rates in duplicate should be clearly written or typed (cutting avoided) for the item/s given below or attached list, specifying make, quality, period of supply of each item along with detailed information and should reach the undersigned on or before **15-03-2016 till 5.00 p.m.**

1. **Please quote 'Technical and Financial Bid (in two separate envelopes) along with EMD.** Rates quoted should be FOR Chandigarh with Validity atleast 3 months.
2. The rates of insurance, excise duty, S.T. should be clearly mentioned, original receipts for the insurance charges are required along with the bill of supply.
3. We have been exempted from paying Central Excise Duty, vide Govt. of India notification No.10/97-Central Excise dated March 1, 1997 and is valid upto 31.8.2020.
4. Special Discount for educational institutions, University teaching department may be mentioned.
5. The present rate of S.T./VAT applicable on the articles should be clearly mentioned.
6. The quotation in a sealed envelope giving our/your reference No./Date of quotation should be sent on or before last date.
7. **The quotations will be opened on 16-03-2016 at 3.30 p.m.** in the department committee room and you may attend or depute your representative at the time of opening of quotations.
8. **IMPORTANT:-** The bidders are requested to attach the EMD Demand Draft @ 2% of Total Value of the Quotation in the name of The Chairperson, Dept. of Physics, P.U. Chandigarh. **Without EMD amount quotation will not be entertained.**

Thanking you,

Yours faithfully,

Technical Specifications: Yes/No.


Chairperson, Dept. of Physics.

S.No	Specification	Qty.	Budget Head
1	1. Paper Ream (70 GSM) 2. Bond Paper 75 GSM 3. Tracing Paper sheets 4. Attendance Register copy type 5. CD Box 6. Highlighter 7. Slip Pad 8. Fevi stick 9. L Folder 10. V7 Pens 11. Solo LA 512 12. Solo MK 405	200 nos. 40 Ream 100 Nos. 25 nos. 100 pcs. 50 pcs. 30 pcs. 30 pcs. 100 Nos. 20 Nos. 20 pcs. 20 Pcs.	CAS – Contingency grant