

**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 05/03/2016

**Item: -**

<b>Sr. No</b>	<b>item Description</b>	<b>Qty</b>
1.	Carbon coated grids pack(100 pieces) -300 mesh	10 nos
2.	Carbon coated grids pack(100 pieces) -400 mesh	10 nos
3.	Filament Tungsten	20 nos

The quotation should be typed or written clearly avoiding over-writing.1

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 along with 2% EMD of the total cost**, 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