

**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 25/07/2016

Item:-

1. Video-graphy (All arrangement will be made by the Vendor and will provide the Hard Disk with video recording. The department will provide the internet connection only).

2. Photography: During Inauguration and Valedictory only (Vendor to provide soft copy of the photography)

Event dates: - August 1-5, 2016

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; 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.
6. Validity for six months.

Yours sincerely,

Director