

**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 22/06/2017

No of Events:10-15 (each event of 5-6 days)

Item:- 1. Inaugural Tea, working tea, working lunch & special lunch etc.

(See Annexure for detail)

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.

Yours sincerely,

Director

Annuxure:-

Inaugural Tea

1. Vada, Ideli, Samber, Tea, Sweet dish & Water
2. Mixed Pakora, Cake, sweet Dish & Tea)

Special Lunch

Dal Makhni, Mixed Vegetable, Paneer item, Rice, Chapati, Dahi, Salad & Sweet dish etc)

Working Tea (Namkeen/Sweet Biscuits, Tea etc)

Working Lunch

1. Mixed Vegetable, Dal Makhni, Rice, Chapati, Salad, Sweet dish etc.
or
2. Channa-Batura/Puri
or
3. Channa Amritsari Kulcha
or
4. Makki Roti –Saag
or
5. Paubhaji
or
6. Fried rice noodle Manchurian