**F. No. ………………….                                                                                        00/00/2022**

**To,**

**M/s**………………………..                                                   Name & Address of Vendor

…………………………….Company, Agency from whom

…………………………….                                                  Quotation is asked

…………………………….

…………………………….

**Sub: Inviting Quotation for**…………………………………………………..….

Sir/Madam,

School of ………….Sciences, Central University of Gujarat intend to purchase (…………………..)

Quantity (….).

Hence, it is request to kindly provide quotation for above mentioned items duly quoted with GST & applicable tax.

Payment will be made after 15-20 days after receipt installation of item. Quotation will be addressed to School / Office / Project.

Thanking you,

                                                                                (Dr. ……………………………)

                                                                                              Local Purchase officer of School

**Copy to**:

            1. Finance Officer (Offg.), CUG

            2. Procurement Department, CUG