

Dear Sir

Please send your proforma invoice quoting the price of the following items for the newly constructed PU Alumni Guest House. Needless to mention, since ours is a non-profit organization surviving on donations of alumni, the minimum possible prices should only be quoted:

Sr.No.	Description	Model	Qty.
1.	<b>Blue Star Water Cooler with storage Capacity of 80 ltrs and Cooling capacity of 40 ltrs Having 2 faucets which fulfills the normal demand Of 200 glasses per hours with fully stainless steel body</b>	<b>SDLX 480</b>	<b>One</b>

**Please note:**

1. The rates should be strictly F.O.R. destination.
2. The quotation should be sent to the undersigned by name. All cuttings and over-writings must be initialed/ signed.
3. The last date for the receipt of quotation in this office is 11<sup>th</sup> January 2016.
4. The envelope containing the quotation should bear the words "**QUOTATION BLUE STAR WATER COOLER**"
5. The rate and amount of levies like VAT/taxes/octroi, etc. should be clearly mentioned. Terms of warranty, guarantee, etc. should be mentioned too.
6. Please indicate your terms of payment.

Yours sincerely,

Professor Anil Monga  
Dean Alumni Relations