



DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE

At. Po. Lonere, Tal. Mangaon, Dist. Raigad 402 103 MS (www.dbatuonline.com)

INVITATION FOR QUOTATION

Our Ref No. : DBATU/Store/Stationery/2020/328

Date: 27/01/2020

Quotation For: Stationery

Due On: 12/02/2020

Date of Opening: 13/02/2020

Time: 3.00 pm

To,

Sub: RE-QUOTATION FOR THE SUPPLY OF STORE

Dear Sir,

Your quotation for the items listed overleaf, may please be submitted to the under signed, so as to reach this Office not later than 12/02/2020. While submitting your quotation, the following procedure may please be observed and other points borne in mind.

01. The maker's name must be specified.
02. The "Terms and Conditions" for supply and delivery of stores, should be clearly indicated in the quotation, stating whether rates are, inclusive of all taxes, Packing and forwarding charge,s Freight charges, etc. or not, however rates offered as including all taxes will be more welcome.
03. If packing and forwarding charges are to be charged separately, it should be so clearly stated in your quotation.
04. Please mention clearly whether consignment would be Ex-Godown, Ex-Shop, of F.O.R. dispatching stations. Preferably terms offered as "Delivery of consignment of stores, on F.O.R.
05. Envelope should be clearly marked with our reference No and date of this quotation. It should also be superscripted as per the format given above.
06. The quotation would be opened as per date and timing given above, if desired by you, you may depute an authorized representative with a letter of authority to be present at the time of opening of the quotation at this Office on the aforesaid day, date & time.
07. Your quotation must be valid for a minimum 30 (Thirty) working days from the date of it's opening.
08. Quotation received after the date of opening may not be taken into consideration.
09. Items tendered should confirm to the specification shown in the attached list when and where, full or no specifications are indicated against items in the list. Kindly furnish your full specification in accordance with accepted standards against each item tendered. Where reference to catalogue is made, the relevant catalogues/ Pamphlets/ Literature should accompany the quotation.
10. Your quotation should be for all new items and not for second hand.
11. Please state whether items will be available Ex-Stock. If not the minimum period for delivery, or for supplying the items or stores.
12. It should be clearly stated whether **GST**, Insurance, Freight or packing and forwarding charges, or any other taxes and duties, etc. leviable.

13. It would be appreciated if illustrated catalogues/Literature etc is furnished with the quotation.
14. Expression to as "Complete with standard Equipment" complete with standard accessories "Equipment to" As good as should be avoided. If at all their use is unavoidable then it should be very specifically indicated as to what exactly they mean and what exactly would be supplied under them. Any ambiguity or vagueness should be avoided.
15. For convenience, kindly adopt while quoting the same serial Nos. as given in the list detailed below.

Thanking You.

Yours faithfully,

sd/-

Registrar

Dr. Babasaheb Ambedkar Technological University, Lonere

List of Items

Sr. No.	Description / Specification	Make	Approx. Qty Req.	Rate per / Each / Unit	Remarks
	As per list attached.				

- Quantity may vary.

List of Items

Sr. No.	Description / Specification	Make	Approx. Qty Req.	Rate per / Each / Unit	Remarks
1	Calculator 12 Digit	Casio	5 Nos.		
2	Whitener Pen	Camlin	50 Nos.		
3	Chalk Box: colour (Dustless)	Kores	500 Box		
4	Chalk Box: White (Dustless)	Kores	1500 Box		
5	Duster for Black Board	Kores	500 Nos.		
6	Eraser	Natraj / Apsara	20 Pkt.		
7	Gum Bottle 300ml	Camel	200 Nos		
8	Head Pin	Classic	100 Pkt.		
9	Highlight Pen Set	Faber-Castell /Camlin	50 Nos.		
10	Paper Weight	Best Quality	100 Nos.		
11	Pencil	Natraj /Apsara	100 Pkt.		
12	Punch Machine Small DP-52	Kangaro	100 Nos.		
13	Paper Cutter	Best of Quality	25 Nos.		
14	Permanent Marker Pen	Raynolds/Camlin	50 Nos.		
15	Permanent Marker Pen (Pointed)	Raynolds/Camlin	50 Nos.		
16	Scale 12" Steel	Best Quality	100 Nos.		
17	Stamp Pad Ink (Blue) medium size	Camel	50 Nos.		
18	Stapler No. 10	Kangaro	100 Nos.		
19	Stapler Big 555	Kangaro	50 Nos.		
20	Stapler Pin Small	Kangaro/Classic	25 Box		
21	Stapler pin Big 555 24/10	Kangaro/Classic	10 Box		
22	Sketch Pen	Camel	25 Set		
23	Cello Tape Transparent 2"	Fortune	100 Nos.		
24	Cello Tape Brown 2"	Bondwondar	100 Nos.		
25	U Pin (Plastic)	Classic	100 Pkt		
26	White Board Marker	Reynolds/Camlin	100 Nos.		
27	Sharpener	Apsara/Natraj	20 Box		
28	Gule Stick	Doms	50 Nos.		
29	Ball Pen /Gel Pen (Black, Blue, Red)	Best Quality	100 Nos.		
30	1 Q Register	Deluxe/ best Quality	150 Nos.		
31	2 Q 17.27 Register	Deluxe/ best Quality	500 Nos.		
32	3 Q Register Medium	Deluxe/ best Quality	500 Nos.		
33	4 Q Register	Deluxe / best Quality	100 Nos.		
34	Scissors Big	Best Quality	5 Nos.		
35	Carbon Paper	Kores	5 Box		

- Quantity may vary.

(In letterhead of the supplier with seal)

Date: _____

To: _____

Sr. No.	Description of goods (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	Sales tax and other taxes payable	
						In %	In figures (B)
				Total Cost			

Gross Total Cost (A+B): Rs. _____

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. _____
(Amount in figures) (Rupees _____ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of _____ months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: _____

Address: _____

Contact No: _____