



DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE

At. Po. Lonere, Tal. Mangaon, Dist. Raigad 402 103 MS (www.dbatu.in)

INVITATION FOR QUOTATION

Our Ref No. : DBATU/Store / Security Guard/Register/2022/1244

Date : 16/07/2022

Quotation For: Printing Register for security section

Due On : 25/07/2022

Date of Opening: 26/07/2022

20 JUL 2022

Time : 11:30 am

To,

Sub: 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 25/07/2022

While submitting your quotation, the following procedure may please be observed and other points borne in mind.

1. The maker's name must be specified.
2. 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.
3. If packing and forwarding charges are to be charged separately, it should be so clearly stated in your quotation.
4. 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.
5. Envelope should be super-scribed "**Quotation for reference No..... of dated.....**" It should also be superscripted as per the format given above.
6. 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.
7. Your quotation must be valid for a minimum 30 (Thirty) working days from the date of it's opening.
8. Quotation received after the date of opening may not be taken into consideration.
9. 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,

Registrar

Dr. Babasaheb Ambedkar Technological University, Lonere

List of Items

Sr. No.	Description	Make	Approx. Qty Req.	Rate per / Each / Unit	Remarks
01	आवक जावक नोंदवही रजिस्टर		12 Qty		
02	विभागीय चावी नोंदवही रजिस्टर		12 Qty		
03	वर्गखोली चावी नोंदवही रजिस्टर		12 Qty		
04	रोजंदारी कर्मचारी नोंदवही रजिस्टर		12 Qty		
05	कुलगुरु निवासस्थान नोंदवही रजिस्टर		12 Qty		
06	कुलगुरु कर्मचारी नोंदवही रजिस्टर		12 Qty		
07	अतिथी नोंदवही रजिस्टर		12 Qty		
08	कर्मचारी ये.जा नोंदवही रजिस्टर		12 Qty		
	रजिस्टर साठी विवरण १७X२७ १/४ साईज लेजर पेपर ८० GSM पेपर संपूर्ण फ्रेक्झीन बायडींग १०० पानी बुक				

- Quantity may vary