

**INVITATION FOR QUOTATION**

Our Ref No. : DBATU/Store/ Letter Head Printing /2022/ 1064

Date: 30/06/2022

Quotation For: Letter Head Printing

Due On: 14/07/2022

**01 JUL 2022**

Date of Opening: 15/07/2022

Time : 11:30

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 14/07/2022

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 its 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. livable
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. A Declaration in form I will be issued for 8% sales Tax concession for sales of scientific instruments by a Register dealer, as per Provision made, under Bombay, Sales Tax-Act-1959, vide Section 41, at entry No – 1095/37/Taxation 2, dated 22nd September,1935. If a change in declaration in form I will be issued according to the instruction issued by the Maharashtra Gov. time to time.
16. 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, Lone

### List of Items

Sr. No.	Description / Specification	Make	Approx. Qty. Req.	Rate per / Unit	Remarks
1	<b>Letter Head (English) Printing</b> 80 Gsm paper, 100 Pages book, four colour Printing, A4 size with printing.		200 Pad		
2	<b>Letter Head (Marathi) Printing</b> 80 Gsm paper, 100 Pages book, four colour Printing, A4 size with printing		200 Pad		

**\*sample available in Central Stores**

➤ Quantity may vary