



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/Reg/Annual Reports /2022/1975

Date: 03/10 /2022

Quotation For: Printing of Annual Reports

Due On: 15/10/2022

Date of Opening: 17/10/2022

Time: 11.00 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 15/10/2022

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, 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,

Registrar

Dr. Babasaheb Ambedkar Technological University, Lonere

List of Items

Sr. No	Description & Specifications	Make	Approx. Qty Req.	Rate per / Each / Unit	Remarks
A) Printing of annual reports for four years					
1	DTP - Layout- English paging DTP - Layout Marathi Paging		70 Copies Per year		
2	Front and back cover pages printed on both sides with good quality color printing on A4 size 300 gsm card paper				
3	Inner color pages with good quality color printing on A4 size glossy paper of 10 gsm (minimum 5 to 10 color pages)				
4	Inner black and white pages printed on A4 size Xerox paper of 75 gsm (about 90 to 95 pages)				
5	Binding (glue binding - no staples should be used)				
B) Soft copy of the above report					
1	Soft copy should be provided in a pen drive				
Note: 1. Processing inclusive of typing scanning, designing, inking, transport and delivery. 2. No. of pages may vary as per the requirement. 3. Rates should be provided separately for color/ black & white pages. 4. Experience of printing will be preferred.					