

**SHRI GURU GOBIND SINGHJI**  
**INSTITUTE OF ENGINEERING & TECHNOLOGY; VISHNUPURI, NANDED**

F. No: SGGSI&T/Store-2985/Letter Pad/Exam/2020-21

Date: 18.02.2021

**Inquiry**

**Sub: Quotation for supply of letter pad [Qty 150 Pad] for Exam Section.**

Dear Sir,

You are requested to send your most competitive quotation for the above material, subject to conditions mentioned below. The quotation in sealed cover should be reach this office on before 26.02.2021 at. 01=00 PM.

The sealed cover should super scribe as QUOTATION for above material; Due on 26.02.2021 at. 01=00 PM. The quotation will be opened on dated 27.02.2021.

**TERMS AND CONDITIONS:**

1. Rates quoted are F.O.R. At Vishnupuri.
2. The taxes, Insurance, Freight, Packing & forwarding charges etc. If any must mention separately.
3. The validity period for the rates offered should be clearly mentioned and it should be 90 days from the date opening of the quotations.
4. The delivery period shall be clearly stated.
5. The item quoted should be confirm to the specification given please furnish your Details Specification against each item quoted. The relevant catalogue/pomp let should necessary accompany the quotations.
6. The institution reserves the right to accept any quotation or reject any/all quotations and to order Any of the items in any quantity without assigning any reason
7. The items will have checked at the institute and acceptance is subject to the approval of the institute.
8. If the supply of any part thereof is reject by institute the supplier will have to bear all expenses. Incurred in the matter including all charges for return and replacement of the items.
9. Guarantee should be minimum 12 months from demonstration/installation.
10. 100% payment will be made after receipt of material in good condition and approved by us.
11. If you are having with DGS&D rate contract, or your item is proprietary then please send copy of rate contract or proprietary item certificate along with authorized dealership certificate.
12. If your item/s is /are PROPRIETARY item, then you may please send the PROPRIETARY ITEM CERTIFICATE along with the quotation.
13. If you are AUTHORISED DEALER of any manufacturers, then please send the dealership Certificate and company price list along with the quotation.

Thanking You,

Yours Faithfully,

  
DIRECTOR  
Director & Secretary  
SGGS Institute of Engg. & Tech.  
Vishnupuri, Nanded.