

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

No.SGGSIE&T/Store-2981/ Envelope /Establishment/2020-2021 /35

Date:01/01/2021  
08-

To,  
All Addresses over the leaf.

**Subject :- Quotation for supply of Postal Envelope. (Detail specification and size attached copy here with.)**

Dear Sir,

You are requested to send your most competitive quotation for the supply of above Envelope/ as per list enclosed item/s, subject to Conditions mentioned. The quotation in sealed cover should reach this office on or before **18 January 2021**

The sealed cover should super scribe as QUOTATION for above **Envelope for out-word post (Details specification and sizes attached copy herewith)**; Due on **18 January 2021** The quotation will be opened on **18 January 2021** At. 04:00 pm. If possible in the presence of such suppliers who remain present.

**TERMS AND CONDITIONS:**

1. Rates should include in all Taxes.
2. The GST, Insurance, Freight, Packing & forwarding charges etc. If any must has mentioned separately. Supplier should have attached the Xerox paper of shop Act, GST No. and PAN card.
3. The item/s quoted should be confirm to the specification given please furnish your detail Specifications against each item quoted. The relevant catalogue/pamphlet should necessary accompany the quotations.  
(A) Rate show be included in all Taxes Rate should not be conditional. Conditional Rate not be accepted and Rate must have mentioned clearly and not for over writing.
4. The institution reserves the right to accept any quotation or reject any/all quotations and to order any of the item/s in any quantity without assigning any reason.
5. The item/s will have checked at the institute level and acceptance is subject to the approval of the institute.
6. If institute thereof reject the supply of any part the supplier should have to bear all expenses incurred in matter including all charges for return and replacement of the item/s.
7. Suppliers have must be submitted G.S.T. No. along with Bill and Bill must be submitted in two copies.
8. Supply of Articles must be in specification of per supply order.
9. Articles must be supply within in 7 days from date of invoice of work order.
10. Supplier has Binding for time limit supplying material which is maintained in work order.
11. 100% payment will be made after receipt of material in good condition and approved by this institute.
12. The Quotation which are rejected. The Vender have not any rights for correspondence.

Thanking You,

  
DIRECTOR

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

लिफाफा आकार तपशील खालील प्रमाणे :-

अ.क.	लिफाफा प्रकार	साईज	ॐ
1.	विडो लिफाफा 100 जीएसएम मॅपलिथो पेपर	26 cm X 11 cm	1000
2.	लेजर हिरवा लिफाफा 100 जीएसएम पेपर व क्लॉथकोटेड	34 cm X 14 cm	1000
3.	पांढरा लिफाफा 100 जीएसएम मॅपलिथो पेपर व क्लॉथकोटेड	43 cm X 32 cm	1000
4.	लेजर हिरवा लिफाफा 100 जीएसएम लेजर पेपर व क्लॉथ कोटेड	48 cm X 32 cm	1000
5.	पांढरा लिफाफा 100 जीएसएम मॅपलिथो पेपर	33 cm X 24 cm	1000