

To,

Subject – Quotation for supply of Office Stationary...

Please arrange to send quotation for supply of Stationary with particulars and Conditions of supply is mention below.

Particulars of supply to be made :-

SN	Name of Item	Specification	Total No. Required
1	बील्ट कॉपी पावर पेपर (Bilt copy power Paper)	A4 size-21cm x 29.7cm, 2.30 kg, 80GSM	300 Ream
2	लीगल साईज कॉपी पावर पेपर (Legal size copy power Paper	A3 size-FS (215x 345mm) GSM 80 gsm	10 Ream
3	Ledger Paper (Matrix Make)	100gsm	30 rim
4	Ledger Paper (Matrix Make)	100gsm 12 x18 inch	02 rim

Terms and conditions of supply:

- 1) The sealed quotation should be in the of **Associate Dean, Lower Agriculture Education, Dr Panjabrao Deshmukh Krishi Vidyapeeth, Akola** mentioning quotation for **Stationary**.
- 2) The items in stock should only be quoted
- 3) The quotation should reach this office with samples of __ as specified, on Or before **Dated -- 15-11-2017 and Hrs. 05.00 pm**
- 4) The rates quoted should be valid for a period of **Three months** from the date fixed for opening of the quotations
- 5) **The Rates quoted will have to be Inclusive of All Taxes & GST with Delivery at this office.**
- 6) The right to accept whole or part of the quotation or reject without assigning any reason therefore is reserved with the undersigned.
- 7) The material should be supplied as per specifications asked for (and not for any other make) with **EIGHT Day's** for the date of acceptance of the quotation.
- 8) A separate reference be made for the item which are not in stock and the same be quoted, if particular Dealer takes the risk for its supply within specific time.
- 9) In the event of failure to supply the material within specified period, the undersigned is authorized to cancel the order for supply.
- 10) Quotation will be accepted only on working days.
- 11) The quantity required is subject to variation.
- 12) The above-mentioned quantity may be increased or decreased at the time of Purchase.


 Associate Dean
 Lower Agriculture Education,
 Dr. PDKV, AKOLA