

**OFFICE OF THE ASSOCIATE DEAN,
COLLEGE OF AGRICULTURE, SONAPUR-GADCHIROLI**

Quotation Supply Letter

No. AD/GAD/ COM/ 1424/ 2020

Date: 21/12/2020

To,

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Subject: Provide quotation for annual maintenance of computers and purchase of spares of computer /printers.

Please arrange to send quotations for supply of annual maintenance of computers and Computer/printer spares and with particulars and conditions of supply as mentioned below. The quotation should reach to this office on or before 28/12/2020 up to 5.00 pm.

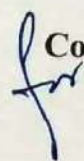
S.N.	Particulars	Quantity required	Charges /Amount/No. (Rs.)
1	Annual maintenance charges for computer	01	
2	Toner 88A	01	
	Toner 12 A		
3	Tonner Refilling charges	01	
4	Hard Disk External 500 GB	01	
5	Hard Disk Internal 1 TB	01	
6	Optical mouse	01	
7	Multimedia Keyboard	01	
8	Toner Drum 88A/12A	01	
9	Magnetic Roller	01	
10	Doctor Blade	01	
11	Wifer Blade	01	
12	RAM 2GB	01	
13	Slive for Printer	01	
14	SMPS	01	

D) Terms and conditions

- 1 The sealed quotation should be in the name of undersigned mentioning "Quotations for Annual Maintenance Contract & Computer and printer spare" on the envelope.
- 2 The quotation should reach to this office as specified on or before due date.
- 3 The quotation will be accepted on all working days between 10.30 am to 5.00 pm and will be opened on the closing date.
- 4 The rates quoted will have to be inclusive of all taxes with delivery at College of Agriculture, Sonapur, Gadachiroli .

- 5 The right to accept whole or part of the quotation or reject is reserved with the undersigned without assigning reason there for.
- 6 The rate quoted will have to be accepted for a period of 12 months from the date supply order.
- 7 The material will have to be supplied as per specification within **Ten** days from the date of supply order.
- 8 In the event of failure to supply the material within the specified period, the undersigned will have to right to cancel the order for supply.
- 9 The quantity required is subject to variation.
- 10 Conditional quotation will not be accepted.
- 11 Rates should be quoted in words and figures without any correction or overwriting.



 Associate Dean,
College of Agriculture, Sonapur
Gadchiroli