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**Dr. PANJABRAO DESHMUKH KRISHI VIDYAPEETH, AKOLA
SCHOOL OF AGRIBUSINESS MANAGEMENT, NAGPUR**

Dr. K.D. Thakur
DIRECTOR



Phone No: 91-712-2542260
Fax: 91-712-2542260

NO. DSABM/ Quotation/ 59/2019

Date: 29/07/2019

To,

Subject: Supply of Quotation for computers' table, chair and storage unit

Sir,

This office is interested to purchase the following material for office use and hence please arrange to send the quotation for the following material with given details on or before 09/08/2019. The conditions for supply are as follows.

Details of Material

Sr. No.	Item	Approximate Quantity	Specification	Rate in Rs. (inclusive of all taxes)	Remark
1	Computers' table	20	Drawer, CPU storage unit, key board drawer, original wooden with sunmica pasting size = 900mm X 600mm X 750mm		
2	Computers' chair	20	Medium back, revolving, black colour		
3	Taxes				

Terms & Conditions

1. Particulars of supply to made in the following format.
2. The quotation should be sent to the Director, School of Agri-Business Management, Nagpur
3. On the envelop, '**Supply of Quotation for computers' table, chair and storage unit**' should be mentioned.
4. The quotation should reach this office on or before 09/08/2019
5. The quotation will be accepted on all official working days between 11.00 am to 4.00 pm and will be opened on the last date of receiving all the quotations at 4.30 pm.
6. The rates quoted will have to be inclusive of all taxes with delivery at Director, School of Agri-Business Management, Nagpur.
7. The rates quoted should remain valid for a period of three months from the date fixed for the opening the quotations.

8. The right to accept whole or the part of the quotation or reject is reserved with the undersigned without assigning reasons therefore.
9. The material will have to be supplied as per specifications with in 8 days from the date of issue of the order or as indicated in the order.
10. In the event of failure to supply of material within the specified period undersigned will be authorized to cancel the order for supply.
11. The quantity required is subject to variation and no reason will be assigned for that.
12. Authorized dealers in different product may send a photo copy of company rates along with quotation.
13. Information booklet of showing the details of item should be send along with quotation.
14. Samples wherever possible should be sent along with quotation.
15. CST/BST may be quoted on the quotation.
16. Quotation should be quoted on firms' letter head with duly signed and sealed.

Thanking You


Director
School of Agri-Business Management
Nagpur