

Quotation Notice


To,

No HDB/BTC 11691/2017
Department of Agril. Botany
Dr. P. D. K. V. Akola
Date 1/3/2017

Subject: Purchase of office stationary items at Biotechnology Centre

Please arrange to send quotation for purchase of office stationary items under Strengthening Biotechnology Centre project- sponsored by Government of Maharashtra at Biotechnology Centre with particulars and conditions as mentioned below. The details of features are given in table on next page with form of quotation.

1. Particulars of supply to be made (Form attached).
2. The quotation should be given in the form enclosed.
3. **The quotation should be in the name of Head, Department of Agricultural Botany, Dr. PDKV, Akola mentioned "quotation for purchase of office stationary" on envelop.**
4. The quotation should reach to this office on or before **8/03/2017**.
5. The quotation will be accepted on all working days between 10.30 to 5.30 and will be opened on the last date of receiving quotation at 4.30 pm.
6. The quoted rate should be inclusive of all taxes with delivery at Biotechnology Centre, Department of Agril. Botany, Dr. PDKV, Akola.
7. The rates quoted should remain valid for a period of 6 months from the date of opening the quotation.
8. The right to accept whole or part of the quotation or reject is reserved with undersigned without assigning reason therefore.
9. The material will have to be supplied as per specifications within fifteen days from the date of issue of the order or as indicated in order.
10. In the event of failure to supply the material within the specified period the 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 it.
12. Authorized dealers in different product may send a photo copy of company rates along with quotation.
13. Samples wherever possible should be sent along with quotation.
14. **VAT/CST may be quoted on the quotation.**
15. Quotation should be in printed format of quotation.


Head

**Department of Agril. Botany
Dr. P. D. K. V., Akola**

FORM OF QUOTATION

Quotations for the Purchase of office Stationary as per the enquiry of the Department of Agricultural Botany, Dr. PDKV, Akola

S. No	PARTICULARS	Quantity
1.	A4 size Xerox paper Rim	250 no
2.	Legal Size Xerox paper Rim	50 no
3.	Board marker Pen	12 no
4.	Gum bottle 150ml	12 no
5.	Paper Pin box (Tachni)	20 pk
6.	U Pin box	20 pk
7.	Stapler Machine Kangaroo (small/medium/large)	5 no
8.	Stapler Pin pkt (small/medium/large)	12 no
9.	Pin Cushion (Tachni holder)	5 no
10.	Permanent marker Pen	12 no
11.	Duster Plastic with board marker holder	12 no
12.	Plastic folders	50 no
13.	Whitener Pen	12 no
14.	Register 01/02/03/04quire	25 no
15.	Cello tape 2 "	15 pk
16.	Envelop White / Brown / Plastic coated	12 pk each
17.	Metal Scale	10 no
18.	Office File	400 no
19.	Ink Pad	10 no
20.	A5 size envelope cotton coated	12 pk
21.	Liquid Hand wash	50 no
22.	Napthalene balls (Dambar Goli)	25 pk
23.	Soap	50 no
24.	Detergent Powder	25 no
25.	Napkin / Towel	12 no
26.	Dust Bin	12 no
27.	Emergency light	12 no
28.	Tea Tray	6 no
29.	Glass for Water	12 no
30.	Colin / Harpic	50 no
31.	Odonil	25 pk
32.	Stick It note (Flag)	22 pk
33.	Board Bandi	25 pk
34.	Rubber band (small/medium/large)	5 kg
35.	Punching machine Kangaroo (Small/Large)	6 no
36.	Tocha	6 no

The conditions in the quotation notice are accepted by me

Place:

Date:

Signature of the Supplier
& Seal of the firm