

## Quotation Notice

No. HDB/1476/2025  
Department of Agril. Botany  
Dr. P.D.K.V., Akola  
Date 14/02/2025

To,

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**Subject: Permission to purchase Miscellaneous items for poster session of 18<sup>th</sup> Vasantao Naik Memorial National Agriculture Seminar-2025 through calling E-Quotation ... reg**

Please arrange to send quotation for the Purchase of Miscellaneous items for poster session for Technical sessions of 18<sup>th</sup> Vasantao Naik Memorial National Agriculture Seminar-2025 with particulars and conditions as mentioned below. The details of Memento are given in enclosed lists with form of quotation.

1. Particulars of supply to be made (Form attached).
2. The quotation should be given in the form enclosed format.
3. The quotation should be in the name of In-charge, Biotechnology Centre, Department of Agricultural Botany, Dr. PDKV, Akola mentioned "Quotation for Miscellaneous items for poster session of 18<sup>th</sup> Vasantao Naik Memorial National Agriculture Seminar-2025" on envelop.
4. The quotation should reach to this office on or before 28/2/2025.
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 a week 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. Authorization letter is essentially needed
13. Samples wherever possible should be sent along with quotation.
14. GST TIN No. may be quoted on the quotation.
15. Quotation should be in printed format of quotation.

Office In-charge  
Biotechnology Centre  
Department of Agril. Botany  
Dr. P. D. K. V., Akola

## FORM OF QUOTATION

Quotations for the purchasing of "Quotation for Miscellaneous items for poster session of 18<sup>th</sup> Vasantrao Naik Memorial National Agriculture Seminar-2025" per the enquiry of the In-charge, Biotechnology Centre, Department of Agricultural Botany, Dr. PDKV, Akola

The details of material to be furnished are as follows-

SN	Items	Specifications	Approx. Quantity required
1.	Folder	Plastic folder VIP	50
2.	Letter pad	Later-pad simple ~10 pages	50
3.	Pad	MDF board with clip	17
4.	Pen	Gel pen	30
5.	Pencil, Sharpener and eraser	Apsara	30
6.	Two-way tape 2"	2" of 5 Meter	2 Dozen
7.	Transparent Tape 2"	65 M long	2 Dozen
8.	Blade Cutter	Regular	5
9.	Pointer	Laser	6
10.	Battery cell for remote and Mic (AAA & AA)	Duracell	12 + 12
11.	Room Freshener-	Godrej Aer Spray	6
12.	Serving Bowl	200Ml capacity	15
13.	Toffees	Mix	2 Pack
14.	Printing paper	A4 Size	2 Rim
15.	Printer Cartridge	Hp Laser Jet 1020	01
16.	Ribbon 1"	Maroon color	10 Meter
17.	Scissor	Medium	1
18.	Stapler	Staple Kangaroo- 10	1
19.	Stapler Pin	Stapler Pin-10	1 pack
20.	Push pin	Round thump	5 Box
21.	Highlighter pen	Luxar- Pack of 6	1 Pack
22.	Paper Stick on paper flag	Colored	1 Pack

The conditions in the quotation notice are accepted by me.

Place:

Date:

Signature of the Supplier  
& Seal of the firm