

DR PANJABRAO DESHMUKH KRISHI VIDYAPEETH AKOLA
VASANTRAO NAIK COLLEGE OF AGRICULTURE BIOTECHNOLOGY
WAGHAPUR ROAD, YAVATMAL

Dr. R.M. Gade
M.Sc., Ph.D. (Agri.)
Associate Dean

E-mail : VNCAB.vtl@gmail.com
Tel. No. : 07232-251745

No. VNCAB/Store/YTL/2144 of 2018
Date : 12/03/2017.

Quotation/Rate Inviting Letter/Notice

To,

M/s. _____,

_____.

Subject: Quotation /rate inviting letter for supply of Stationary material reg...

Sir,

It is requested to give your quotation or catalogue, price list for the items specified below so as to reach this office by / /2018 up to 15:00 hours.

Sr. No.	Items	Rate per items
1	A-4 Paper Rim (75 GSM)	
2	A-4 Paper Rim (100 GSM)	
3	A-4 Green Paper for Document Printing	
4	Legal size Green Paper Rim	
5	Legal size Paper Rim	
6	Plier type Stapler of Kangaro 10 No.	
7	Stapler Pins No.10	
8	Stapler Pins No. 24/6	
9	Scissors medium size	
10	Mettle Scale	
11	Ink Pad	
12	White less	
13	Red Tag	
14	Registers 1 quire, 2quiere, 3quire	
15	Color Flags	
16	White Board writing Pen	
17	Bag button type	
18	Eraser 01 Box	
19	Sharpener	
20	Green Tape 2"	
21	Transparent Tape 2"	
22	Box File	
23	Index file plastic coated	
24	Document File (12/24 Folders)	
25	Pocket Envelop (10'x 4.5")	

26	Envelop A-4 (Waterproof)	
27	DVD disc	
28	L Folders	
29	Whitener Pen	
30	Whitener Stripe	
31	Dak Pad	
32	Pen Stand Executive	
33	Dak Pad	
34	Report File	

While quoting the prices, the instructions may please be noted carefully.

Instructions:

- 23) The quotation should be sent in sealed envelope.
- 24) On the envelope following matter should be clearly mentioned in block capital letters:
QUOTATION FOR Supply of Stationary & Sanitary material ENQUIRY LETTER
No.VNCAB/YTL/ /of 2018 DATE: /0 /2018.
- 25) Prices or rates should be "All inclusive" (i.e. inclusive of all taxes and expenses).
- 26) The **GST/CST/BST/VAT** or Professional tax no. must be mentioned on quotation. Without that your quotations will not be considered.
- 27) The payment of bill can only be made after satisfactory compliance of complete order, and conditions such as full or partial payment in advance or against are not acceptable.
- 28) Quotation received after due date will not be considered.
- 29) Time, period for which the quotation will be valid should be clearly mentioned. Further, the validity period should be up to **31st March 2018**. Quotations of lesser validity are liable to be rejected.
- 30) Conditional quotations are liable to be rejected.
- 31) The undersigned reserves full right to reject any or all the quotations without assigning any reason thereof.
- 32) Warrantee period should be clearly mentioned.
- 33) The received sealed envelope/s will be opened on **21th March, 2018 at 17.00** hrs in the chamber of Associate Dean, Vasantao Naik College of Agril. Bio-Technology, (Dr.PDKV), Waghapur Road, Yavatmal-445001 before you or your representative and other staff member. However presence of you or your representative is not binding for us to open the envelope. Please note the same.

Associate Dean,
V.N. College of Agricultural Biotechnology,
Associate Dean
Vasantao Naik College of Agril. Biotechnology
Dr. PDKV, Yavatmal