



SHRI GURU GOBIND SINGHJI

INSTITUTE OF ENGINEERING AND TECHNOLOGY, NANDED
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No. SGGSE&T/Store-3167/All in one color laser printer/Dean I I L office/2023-2024

Date: 16.01.2024

Inquiry

Sub: Quotation for supply of All in one color laser printer - 01 no. as per attached herewith Annexure 'A' for Dean I I L office.

Dear Sir,

You are requested to send your most competitive quotation for the supply of above / as per list enclosed item/s, subject to Conditions mentioned. The quotation in sealed cover should reach this office on or before 31/01/2024 at 4.00 PM.

The sealed cover should super scribe as QUOTATION for above All in one color laser printer - 01 no; Due on 31/01/2024. The quotation will be opened on 01/02/2024 At. 12=00 pm. If possible, in the presence of such suppliers who remain present.

COMPULSORY DOCUMENTS :-

1. Shop act.
2. GST Certificate.
3. Income Tax Return {Previous three years}
4. Quotation on your letter head.

TERMS AND CONDITIONS:

1. Rates quoted are F.O.R. At Vishnupuri, Nanded.
2. The validity period for the rates offered should be clearly mentioned and it should be 90 days from the date opening of the quotation.
3. The delivery period shall be clearly stated.
4. The institution reserves the right to accept any quotation or reject any/all quotations and to order any of the item/s in any quantity without assigning any reason.
5. The item will have checked at the institute level and acceptance is subject to the approval of the institute.
6. If the supply of any part thereof is reject by institute the supplier will have to bear all expenses. Incurred in the matter including all charges for return and replacement of the items.
7. Guarantee should be minimum Twelve months from demonstration/installation.
8. 100% payment will be made after receipt of material in good condition and approved by us.
9. If your item/s is /are PROPRIETARY item, then you may please send the **PROPRIETARY ITEM CERTIFICATE** along with the quotation.
10. If you are AUTHORISED DEALER of any manufactures, then please send the dealership certificate and company price list along with the quotation.
11. **Penalty clause:** If supplier fails to supply the ordered material within the scheduled delivery period, for late delivery of goods we will entitled to recover the liquidated damages as a sum equal to ½ percent of the price of stores delivered late per week. As per store purchase manual revised as per G.O.(P) No.3/2013/SPD, dated 21.06.2013

Thanking you,

[Signature]
DIRECTOR

Annexure "A"

➤ You must quote the rate of the following format on your letter head.

Sr. no.	Name of the material with details specification	Qty	@ Rate Rs. [Including with GST/Transportation and all]	Total amount Rs. [Including with GST/Transportation and all]
1.	All in one Color laser printer *Special feature-USB *Wireless color laser print, *Scan & copy with built-in Ethernet *Wi-fi direct, *Smallest color laser in its class <i>etc.</i>	01 no.		