



GOVERNMENT ENGINEERING COLLEGE

(Dept. of Technical Education, Govt. of Gujarat)
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सत्यमेव जयते

No: GECR/Store/Pur/Inq/Xerox paper/17-18/ 185

Date: 05 /05/2017

To,

INQUIRIES

Subj.: Quotation for A3, A4, Legal Size Xerox Paper 70 GSM.

Sir,

I have to request you to sent your valued QUOTATION for the items mentioned in the statement enclosed (where necessary), with this letter. The following **Conditions** should be complied within your quotation and failure to which will render your quotation liable to rejection.

As the items quoted in this inquiry are frequently required, the price quoted should be valid for one year so that no inquiry be floated every now and than for the same, which may please be noted.

The quotation should be sent in a **sealed cover**. Outside the cover it should be clearly written **Quotation for A3, A4, Legal size Xerox Paper 70 GSM last date 26/05/2017**. If this writing is not shown outside the cover, the cover is likely to be opened earlier and be rejected.

1. The last date for receiving the quotation is 26/05/2017, and the quotations will be opened at 12.00 hrs on 29/05/2017. You may remain present at the time and date of opening, if you so desire.
2. Your rates should be strictly **F.O.R. Institute, inclusive of all taxes, VAT & whatsoever**. In case of Sales Tax, we shall furnish the tax exemption "P" or "D" form, as and when necessary (and if required), as the case may be. This being a Govt. Institute you are allowed to charge the sales tax as per the norms laid-down by the Central/State Govt.
3. The specifications of each item quoted should be completely described in the quotation. These specifications should be the same as those given in the statement enclosed herewith. In case you are unable to quote for one or more item/s, exactly as per the specifications of the tender/inquiry, you may quote for the item/s having identical or nearest resembling specifications stating respectively in accordance with specifications of the item offered by you differs with those prescribed by us.
4. Rate must be quoted in specified units mentioned in the tender/quotation form.
5. Conditional tender will not be accepted.
6. The validity period for the quotation should be at least 3(three) months or more from the date of opening of tender/quotation. Tender/Quotation once submitted shall remain final and irrevocable.
7. Items should be given in same serial number in the quotations as given in the tender form.
8. The inspection of the materials for approving them will be done only after the receipt of the goods by this Institution. Payment will be made only after the receipt of totally ordered acceptable items. Every effort will be made to make payment at an earliest, but in no circumstances any offer of discount for early payment will be accepted and any such offer of discount shall mean that you desire to give the said discount, and the said discount will be deducted from your bill under all circumstances.
9. Goods/Articles ordered are not receivable by retrieving documents through bank as no Security Deposits or Earnest Money Deposit are taken from the bidders nor the inspection of goods is carried out prior to the dispatch.
10. This Office reserves the right to accept or reject any or all quotation/s without assigning any reason.
11. You may please note that you have to quote only those items which are ready in your stock and the delivery can be made within One weeks.

Yours faithfully,