

To,

Sub.: Submission of quotation for the Stationery & Other Item, G.M.C., Nagpur

The undersigned invited sealed quotation for the material as per enclosed statement for the use of Govt. Medical College, Nagpur. on the following terms and conditions...

- 1) The prices quoted should be for delivery FOR destination at college premises for local dealers of Nagpur and for outsiders also.
- 2) The prices quoted should be mentioned Inclusive. Rates & GST taxes mentioned *Inclusive*, duties if payable like custom, excise, CST, BST, The breakup of the taxes should also be shown separately where necessary. The sales tax and GST registration No should be quoted in your letters, Exemption of taxes, if any on AF form etc. be separately attached.
- 3) **The serial no of the items should not be changed while quoting rates. You may dropped in item if not interested.**
- 4) Rates should be quoted strictly for the items specified in the list and for standard quality of goods. In the case of alternate offer, the detailed.
- 5) The quotation submitted will be valid for the period of one year only from the date of acceptance.
- 6) Delivery period should be stated specifically like ready specification. Name of manufacturer or make etc. must invariably be stated, specification, other than specified in the schedule may be liable for rejection even though found lowest. stock, two weeks/four weeks etc and should be firm unit and supply of stores if ordered should be made with in the stipulated period. Failures are liable for dislist from the further offers.
- 7) The quotation received after the due date will not be accepted. The quotation should be submitted in the sealed cover. Unsealed quotation will not be accepted. The last date of receiving the quotation is dt. 2/07/2022 at 4 pm.
- 8) Supply of stores should be made in one installment unless otherwise ordered supply in part will not be accepted. Payment will be made within 4 to 8 weeks after receipt of full quantity and bill in quadruplicates and only satisfactory report of working etc. or part payment will not be released.
- 9) Quotation if asked with samples if not accompanies with sample will be liable for rejection even they are found. Lowest sample should be sent with proper attachment a liable attached quoting our ref. No of enquiry & item No. etc.
- 10) The Dean, Govt. Medical College, Nagpur. Does not pledge himself who accept the lowest or any quotation and reserve to himself. Right of acceptance of any quotation which suits to his requirements.
- 11) **Very Important** :- In case you are not interested in quoting your rates in reply to this enquiry a line in reply is must failing are liable for dislisting their names for further enquires from our list and no further request in this matter will be entertained.
- 12) **The price quoted in quotation should be write in type writing only. The price quoted in Handwriting will not be accepted & that quotation will be rejected automatically. Please take note of this.**
- 13) Literature, instructions showing specifications working etc. may also be be sent with quotations.


Dean,

Govt. Medical College, Nagpur

Sr.No	Name of Item	Qty.
1	Digital LED Square Wall Clock OLC – 302 (25.4 cm x 25.4 cm x 3.5 cm)	02 Nos.
2	Digital Thermo Hygrometer (Temp Range – 25 to 70 C	02 Nos.
3	Stock register 400 pgs	06 Nos.
4	Attendance Register – 30 Days (200pgs)	06 Nos.
5	Kangaro HD-23S13 Heavy Duty Stapler pins	02 Nos.

6	2D Ring Binder Files A4	24 Nos.
7	Paper File cobra	100 pcs.
8	Clip File	24 pcs.
9	Cello Tape – Rayal, 2 inch	24 Nos.
10	Cello Tape – Rayal, 3 inch	24 Nos.
11	Zip lock pouches – A4 size	500 Nos.
12	Transparent L folder (A4 Size)	200 Nos.
13	Ball Point Pen (Blue)	50 Nos.
14	Ball Point Pen (Red)	20 Nos.
15	Paper Cutter	12 Nos.
16	Permanent CD marker (Black)	60 Nos.
17	White board marker (Blue)	12 Nos.
18	White board marker (Black)	12 Nos.
19	Paper pins (U Pins)	01 Box
20	Magnetic Pin Holder	02 Nos.
21	Binder Clip 32mm	30 Nos.
22	Binder Clip 51mm	30 Nos.
23	Metal Ruler/Scale 30cm	06 Nos.



Dean,

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