

Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad, Sub-Campus, Osmanabad

NOTICE FOR QUOTATION

Ref. No.

DATE:- 1/10/2019

To,

UNIC for display on University Website

Sub: Invitation of quotations for supply of stationeries for Workshop....

We, Department of English, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, Sub-Campus Osmanabad is inviting sealed quotations for purchase of **stationeries** from the Reputed Company/Firms/Suppliers by Director, Dr. Babasaheb Ambekar Marathwada University, Sub-Campus, Osmanabad for (English Department, National Workshop) on or before 11th October 2019 before Noon.

Sr. No.	Item Specification	Quantity	Brand	Rate
01.	Seminar Kit (Seminar pad, file, pen and bag)	180-200	--	
02.	Printing per page	5000 pages	--	
03.	A-4 Size blank paper	10 Rims	--	
04.	Printing of brochure & Certificates	250 brochure 250 Certificates	--	

TERMS AND CONDITION

- The number and date of this order and serial No. of the Articles overleaf must be quoted in the Bill land. The rates must be checked with your original Quotation/ Tender.
- Any variation in price and specification must be immediately intimated to this office and our approval should be obtained before effecting the supply.
- The bill should be prepared in ink (or typed) and submitted in triplicate duly pre-receipted with a revenue stamp, if bill amount is over Rs.500/-. Bills received without pre-receipt will be returned without any liability on this office for delays.
- In case your rates are F.O.R. dispatching station, transit and insurance charges will be payable only if vouchers for the same accompany the bill F.O.R. Destination prices will be deemed to include insurance charges unless otherwise specified.
- Payment of your bill will be made on receipt of the articles in good conditions, by crossed cheque. In case of any correspondence regarding your bills, please quote reference of this supply order number and date.
- All damaged or/and unapproved goods shall be returned at your cost and risk and the incidental expenses incurred thereon shall be recoverable from you/ from any of your bills.
- Please write "**quotation for supply of Stationeries for workshop English Department**" on the top of Envelop

- h. Packing list must be put inside all packages our Order No. and date.
- i. The quotations must be sent in the name of **Director, Dr. Babasaheb Ambedkar Marathwada University, Sub-Campus,, MIDC Area, Osmasabad-413501 (MS).**
- j. Please attach Xerox copies of past two years **ITR, PAN Card, GST and Shop act documents.** The goods must be delivered in Osmanabad city.

(Signature)

Director

Director

Dr. Babasaheb Ambedkar Marathwada University Sub-Campus, Osmasabad.

Sl. No.	Item Specification	Quantity	Unit	Rate
01	Stationery & Printing	100-100		
02	Printing and Paper	2000 pages		
03	4-4 1/2 inch paper	1000 pages		
04	Printing and Paper	2000 pages		