MM/16/2022/   04.05.2022

To,

Dear Sir,

Sub:- Budgetary quotation.

You are requested to kindly furnish your quotation for the below mentioned item in the following format:-

Code No.	Description	Unit	Qty.	U/Rate (Rs.)	Freight (Rs.)	HSN/ SAC No.	Others (Rs.)	GST (Rs.)	FOR Destination Amount (Rs.)
16050120	White Maplitho copier (Xerox) paper 75gsm, in A-4 size (210 mm X 297 mm) in reams of 500 sheets cut in uniform size, Mill packed.	Ream	1500						

Budgetary quotation No. MM/16/011 due on 13.05.2022

Kindly note that we are a Govt. of India organization, and as such:-

1. **VALIDITY:** Your quotation should be valid for 90 days from the date of opening of Tender. Confirm acceptance.

2. **Kindly mention the HSN/SAC No. and brand offered at the time of quoting.**

3. Kindly submit your budgetary quotation on or before 13.05.2022.

Note: Offers may also sent by e-mail if you wish so.

Thanking you,

Yours faithfully,

Sr. Dy. MATERIALS MANAGER
c.c.: MPA Website

GENERAL TERMS AND CONDITIONS

1. Incidence of GST is to be clearly indicated in the quotation failing this it will be presumed that the offer is inclusive of the Taxes. Firms GST registration number is to be furnished in the quotation. We are not entitled to 'C' or 'D' for tax concession. Hence full rate of tax will be applicable.

2. Brand against each item offered is to be indicated/samples are to accompany the quotation.

3. Rates in units specified must be quoted. Alternatively, conversion factor to the unit specified must to be given.

4. Tenderer should preferably quote his prices on FOR destination basis inclusive of taxes/duties etc.

5. The Administration reserves the right to accept plus or minus approximately 10% of the quantities ordered Bill to be submitted for actual quantity supplied.

6. Offer should be valid for a minimum period of 90 days.

7. The Administration reserves the right to reject any tender in whole or in part without assigning any reason.