

MM/Procurement/

Date: 04.03.2021

To,

Dear Sir,

Sub:- Enquiry No. MM/02-07-13/0429 due on 12.03.2021

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

Code	Description	Qty.	Basic Rate/unit (Rs.)	Freight/unit (Rs.)	Insurance /unit (Rs.)	GST/unit (Rs.)	FOR Destination Amount/unit (Rs.)	HSN Code
02102900	Padlock, brass, 8 levers, size 85mm with two keys in duplicate.	4 nos						
02102500	Pad-lock, G.I. or C.P. steel, 7 levers, size 50.8mm (2"), with two keys	20 nos						
02102650	Pad-lock brass, 7 levers, size 65mm with two keys in duplicate.	10 nos						
07010110	Paint, white, synthetic enamel, high gloss exterior, in 4 ltrs. container.	24 ltrs						
07059350	Cement paint, brick red colour, to be supplied in 25 kg. bag.	25 kgs						
13102010	Cement, white, to be supplied in 1 kg. bag	20 kgs						

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

- PAYMENT:** Our payment shall be 100% payment within 30 days of receipt and installation of material/invoice/documents by ECS/EFT. Suppliers invoice should indicate the suppliers and MPT's GST numbers and suppliers HSN number. Confirm acceptance.
- DELIVERY:** The delivery period is within 4 week. You will have to dispatch the material, duly insured, on FOR Destination basis. Confirm acceptance.
- VALIDITY:** Your quotation should be valid for 30 days from the date of opening. **Confirm acceptance.**
- Note:** The prices should be quoted item wise separately. Offers should not contain any sort of conditional discounts based on quantity or value of order. The prices quoted should be valid for part quantities also.

Kindly furnish your offer in sealed cover marked "MM/02-07-13/0429 due on 12.03.2021", which shall be opened on **12.03.2021 at 15.30 hrs.** The cover (offer) should be typed and should reach this office latest by 15.00 hrs on the due date.

Offer may also be sent by e-mail, before the due date and time, if you wish so.

Thanking you,

Yours faithfully,

Dy MATERIALS MANAGER