To,
4. Srinivas Traders, Thajavur
7. Chowdhary Enterprises, Mumbai
8. Samarth Traders, Panaji
9. Shree Chamundeshwari Marketing, Bicholim

Dear Sir,

Sub:- Enquiry No. MM/15/0379 due on 15.01.2020

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>M15085020</td>
<td>Cotton waste, white, quality No.2, in 25 kg bags, free from cotton flex, pins or any other waste material.</td>
<td>300 kgs</td>
</tr>
</tbody>
</table>

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

1. **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.
2. **DELIVERY:** The delivery period is within 4 weeks. You will have to dispatch the material, duly insured, on FOR Destination basis. Confirm acceptance.
3. **PACKING:** Supply in 25 kgs bag
4. **VALIDITY:** Your quotation should be valid for 30 days from the date of opening. Confirm acceptance.

Kindly furnish your offer in sealed cover marked “MM/15/0379 due on 15.01.2020”, which shall be opened on 15.01.2020 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