

MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
AND RESEARCH SOCIETY, PUNE



MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY

(UG & PG – Degree Programme)

412 – C, K.M.MunshiMarg, BahiratPatilChowk, Shivajinagar, Pune – 16.

☎ - 25676640 Email: msihmcttpo@gmail.com , web site: msihmctrs.in

REF: MSIHMCTRS/BHMCT/2019/ 334 (1-7)

Date: 15 /05/2019

To,
AS Mentioned Behind

Sub: Inviting quotation for white boards

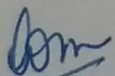
Dear Sir/Madam,

We would like to invite quotations for White boards for our classrooms as per the specifications detailed overleaf.

You are requested to send the quotation as per the terms and conditions for the same on or before 31st May 2019 till 05:00 pm by hand or by post.

The approximate cost for the white boards

Sr No	Item	Total Square Feet	Approx. Rate Per Square Feet	Approx. Rate Per Board	Total Nos Required	Approx. Rate
1	White Boards - Size: 8 feet X 6 feet. 1. Melamine Coated. 2. Non magnetic.	48 square feet	Rs. 225/-	Rs. 10800/-	8	Rs. 86400/-
2	White Boards - Size: 4 feet X 3 feet. 1. Melamine Coated. 2. Non magnetic.	12 Square Feet	Rs. 225/-	Rs. 2700/-	11	Rs. 29700/-
3	White Boards - Size: 1.5 feet X 2 feet. 1. Melamine Coated. 2. Non magnetic.	3 Square Feet	Rs. 225/-	Rs. 675/-	4	Rs. 2700/-
						Rs1,18,800/-


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
P.T.O.

Terms & Conditions:

1. The institute has the right to reject the quotation received after due date as specified above.
2. Payment will be after 30 days of Delivery.
3. Free delivery at customer premises and installment in the designated area.
4. GST and other taxes as applicable should be mentioned separately.
5. The order must be completed and delivered within 14 days from the date the PO is issued.
6. The quantity and quality must match with the requirement.
7. The Quotation must have a validity of 6 months.
8. **Kindly mark Degree Office and reference number on top of the Quotation Envelope.**
9. Quotations will be required in Two Envelope System as required one envelope will contain Technical Specification (Technical bid) & the other will Contain Commercial Quote.
10. The technical Specification Envelope must have the following documents:
 - Registration of the GST and Number
 - Registration of Business & Number.
 - Taxes paid up to March 2019.
 - Specification Sheet / leaflet if any to be provided.
 - Quality Certificate & Service assurance certificate to be provided.
 - If the supplier is not a manufacturer then all above for the manufacturer and / or Authorization Certificate
11. Quotation form should be duly filled in, signed and stamped by authorized person, and should be accompanied by necessary documents attached in Envelope no 1 (Technical Bid) and Envelope No.2 (Commercial Bid)



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O/c


P.T.O.

(To be printed on the letter head of the firm) (If Applicable)

FORMAT 1

Date:-

No.

AUTHORISATION LETTER

To

The Principal

Maharashtra State Institute of Hotel Management and Catering Technology and Research Society, Pune,

Sub: Authorisation for submission of Quotation for -----.

Ref: Your quotation No.

Due on

Dear Sir

With reference to above, this is to inform you that. We, _____ are an established manufacturer of _____, having factory at _____ since 19__ / 20__.

We do hereby authorise M/S _____ to quote and negotiate for item/s mentioned in Quotation enquiry number _____ Due on _____.

We further undertake that the products supplied by M/S _____ will be fully supported by us during and after the warranty period and all service calls will be attended by us / our authorised service provider promptly.

The list of Authorised service providers in India/ Maharashtra is attached herewith.

Thanking you.

For _____

Authorised Signatory

Date Name -

Place -

Designation -

P.T.O.

Items Specification for-White boards

SPECIFICATIONS:

Item A.: White Boards - Size: 8 feet X 6 feet.

1. Melamine Coated.
2. Non magnetic.

Item B.: White Boards - Size:4 feet X 3 feet.

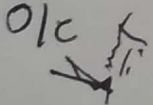
1. Melamine Coated.
2. Non magnetic.

Item B.: White Boards - Size:1.5 feet X 2 feet.

1. Melamine Coated.
2. Non magnetic.



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P.T.O.