



Stores Section Quotation Form/ Enquiry Letter

Date: 13.02.2016

Ref: 730/1328

To, website of this university

Sir,

Please quote your rates (all inclusive i.e. Vat, Transportation, other Taxes if any etc.) For Flash light set for Photography

Your quotation should reach the undersigned on or before 19.02.2016

Please quote the rates as per details given below:

S.NO	Description of Item / Work	Qty.	Rate
1.	Flash light set/ Unit for Photography, Model: Elinchrom Fx 200 R	08 Nos	

Terms & Conditions:

1. Avoid over writing while quoting Rates Discounts etc.
2. Please see the quotation envelope should be pasted, sealed properly addressed & super scribed as the quotation for
3. Sealed quotation can be droped in to the Letter Box provided on the outside wall of the Stores Section up to 16.00 hrs. on or before the due date as mentioned above.
4. Details of Warranty / Guarantee & Free servicing pl. be mentioned in the quotation.
5. Full & final payment will be made after satisfactory supply of material / completion of work
6. TDS will be deducted at source, if applicable.
7. Copies of Vat, PAN, Shop Act & Letter of authorisation in case of authorised dealer/distributor are to be attached.
8. We reserve the right to accept or reject any or all quotations without assigning any reason.

Yours faithfully,
Registrar

