

Quotation letter
no.

6259
04/02/2020

To

Sub: Quotation for purchase & supply of Library Requisites 2019-2021 reg.

Dear Sir,

This Institute intends to purchase the following materials as per the specifications given below. The sample copy of materials to be procured may be checked physically at the Library of the Institute before quote the rates.

Sl.No.	Name of the items	Qty. required Nos/Pcs/Pkts as applicable	Rate /Unit (1000 Nos) may be quoted of Rs. Amount
1	Book Pocket (Yellow Colour)	5000	
2	Library Gate Pass	5000	
3	Book Labels	3000	
4	Spine labels (Oval Shape)	3000	
5	Borrowers Cards (For Students)	2000	
6	Borrowers Cards (For Staffs)	1000	
7	Date Due Date Slip	5000	
8	Book Card	5000	
9	Borrowers Ticket	5000	
10	Catalogue Card	5000	
11	Bar code Labels (A4 Self Stick Label Sheet -65 labels/sheet)	20 pkts	

In case you are interested to undertake the said work, you are requested to submit your quotation along with samples with valid PAN No. and GST No. in a sealed cover super scribing on the envelope "Quotation for supply of Library Requisites 2019-2021 " so as to reach the undersigned on or before **13.02.2020**.

Please note that quotation received after due date, unsealed quotations and without samples, valid PAN No. & GST Regd. No. will not be taken into consideration. The rate to be quoted to be valid up-to **31.03.2021**. The sample must be enclosed as per the requirement of the Institute.

This Institute reserves the right to reject the quotation either in full or part without assigning any reason thereof.

This issues with the approval of the competent authority.

Yours faithfully,

[Signature]
Administrative Officer

[Signature]
24/2/2020