



GOVERNEMENT COLLEGE OF PHARMACY

Kathora Naka, AMRAVATI 444 604

(0721) 2531690 (O)
www.gcopamravati.ac.in

Fax. No. (0721) 2531242 2531827
e-mail: gcopamt@gmail.com

No. GCOPA/Store/Attendance Register/2021-22/213

Date: 18/03/22

Subject: Quotation for supply of Students Attendance Register.

Dear Sir,

I have to request you to kindly quote your lowest reasonable rates for the following item and send the quotation in the sealed cover, so as to reach the undersigned on or before **Dt. 17.03.2022, Date of Opening Dt.21.03.2022**.

Sr. No.	Specifications	Quantity
01	Attendance Register :- Size 19 cm x 30 cm (16/18 pages), Paper Ballarpur / Maflito 70 gsm, 36 pages B/W printing, Cover paper is 250 gsm sheet, cover no. first and last page is printing in one colour, and attendance register is staple.	500 nos.
	Note : Sample paper is attach with the quotation.	

TERMS AND CONDITIONS FOR QUOTATIONS

Validity: The rates offered should be valid up to 31st March of year from the date of opening of Quotations.

Delivery: Rates quoted will be considered FOR destination, in college Premises.

Payment: Payment will be made as and when the grant is available after receiving the goods in satisfactory conditions at the consignee's destination at cost of supplier.

Taxes: Rates quoted will be considered **inclusive of all taxes**, if not stated separately in the quotation. (Statement like taxes extra or as applicable will not be considered).

General Note:-

- The supply shall be executed according to instruction by Institute.
- In lieu of any defect in material, the agency shall replace the material.
- For any quoted brand if Authority letter from the company in original stating that he is authorized to participate in the quotation and minimum three quotations are not available it will be rejected.
- Do not quote for the brand for which authority letter is not available.
- Proof of permission for sales/trading of the equipment/ item or of similar kind mentioned in the quotation document from competent authorities.
- The Institute reserves the right to reject any or all quotations without assigning reason therefore.



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- **The dispatch number of this office should necessarily be superscripted on the Envelope.**
- Supplier also give the details of CMP registration no. for on line payment.

Description of Registration to be filled up by Agency

(PAN card, VAT, Professional Tax, Service Tax)

Sr. No.	Description of Registration	Registration No.	Validity Period	Copy attached	
				Yes	No
1.	<u>PAN card</u>				
2.	<u>GST Registration</u>				
3.	<u>Firm Registration</u>				
4.	<u>CMP Registration</u>				
5.	<u>Professional Tax</u>				
6.	<u>Service Tax</u>				

**Signature & Name of the authorized person
of quoting agency with the seal of the firm**

Date:

Principal
Govt. College of Pharmacy,
Amravati.