

To

Sub: Inviting Sealed Quotations for supply of Photocopier consumables.

Sir,

This Institute intend to procure Photocopier consumables for Xerox Make and Model 5016/5020 as and when required

In case you are interested to supply the same you may submit your Quotation along-with Terms and Conditions in a sealed cover mentioning the PAN No. and GST No. so as to reach the undersigned on or before 16/11/2018 duly superscribed "Quotation for Supply of Photocopier Consumables". The Quotation received after due date, unsealed condition and without PAN/GST No. will not be considered. If you are authorized dealer, a letter of authorization from Original Equipment Manufacturer (OEM) need to be attached for verification.

The Institute reserves right to reject any or all Quotation without assigning any reason thereof.

This issues with the approval of the Principal.

Yours faithfully

✓ Administrative Officer  
29/11/18

29/11/18  
9/11/18