



YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

Dnyangangotry, Near Gangapur Dam, Nashik 422 222 (Maharashtra, India)

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Visit us on Internet <http://www.ycmou.digitaluniversity.ac>

To,

Enquiry No.: 864

Date: 6.02.2023

Subject: Quotation for "Purchase of A/4 Size Copier Paper"

Dear Sir,

- (01) We need the item listed in the table below from **only Authorised & Service Dealer. Rates are quoted on your letterhead.**
- (02) Please let us have your most competitive offer clearly stating your normal terms and conditions, Delivery Time, Payment Terms, GST.
- (03) Please send your sealed quotation to the "**Assistant Registrar, Purchase section, Yashwantrao Chavan Maharashtra Open University, Dnyangangotry, Near Gangapur Dam, Nashik 422222**".
- (04) **The final Date for receiving quotation as on 10.02.2023 at 4.00 P.M.**
- (05) The quotation should be valid for 60 days from the date of enquiry.
- (06) Please write on sealed envelope in bold letter '**Enquiry No. 864, date: 6.02.2023 and quotation for "Purchase of A/4 Size Copier Paper"**'.
- (07) The supplier should necessarily follow the above instructions otherwise quotation will not be considered for further process.
- (08) Your GST registration number must be shown in your invoice.
- (09) **Fax/Telegraphic/e-mail quotation will not be accepted.**

Rates Should be quoted as per our Proforma as per attached list

Sr.No	Description	Quantity	Rate per Ream (in Rs.)	GST %
01	A/4 Size Copier Paper (70GSM) (1 Ream=500 Sheets) Make:1. J.K. Premium Copier Paper 2. B2B (West Coast CO.) Paper	1000 Ream		

Yours Faithfully,

Assistant Registrar,
Purchase Section