

**ENQUIRY**

Ref. No. CE/Acct./A-37/867/868/869/870/871/872
Date: Aug. 09, 2017
10

Subject : Quotation for the supply of Ink & Toner

Dear Sir,

The following types of Epson Politer Ink and Toner Brother is urgently required in the Office of the Controller of Examinations.

| Sl.No. | Particulars | |
|--------|------------------------|----------|
| 1. | TK Toner 6309 | |
| 2. | Epson Politer Ink | BKT-6945 |
| | | BKI-6941 |
| | | TM-6943 |
| | | CT-6942 |
| | | YT-6944 |
| 3. | Toner Brother | 3320 |
| | | 3290 |
| | | 3217 |
| | | 2255 |
| | | BK-261 |
| | | C-261 |
| | | M-261 |
| 4. | Toner TN-2280 and Drum | Y-261 |
| | | DR-2255 |

Kindly arrange to send your **QUOTATION** giving lowest rates per unit alongwith terms and conditions in **Sealed Cover** addressed to the Controller of Examinations so as to reach this office on or before **30.08.2017**.

THE WORD "**QUOTATION**," OUR REFERENCE NUMBER AND DATE SHOULD **BOLDLY** BE MENTIONED ON THE COVER.

1. While submitting the quotation, following should invariably be mentioned:
 - a) Name of the manufacturer of the item quoted.
 - b) Details of specification
 - c) Lowest rate F.O.R. destination.
 - d) G.S.T. Registration Numbers
 - e) Tax at concessional rate as applicable to the Educational Institutions.
 - f) Period of validity (minimum 06 months).
 - g) Firm delivery time from the date of receipt of confirmed order, condition of supply and terms of payment.



Established by Parliament by Notification No. 225 of 1916

2. If you are manufacturer of the items or if you have proprietary distribution/sales authorization, please mention it in the quotation.
3. For items of equipment nature the Instruction Manual, Diagram of the circuit drawing must be supplied alongwith supply without which the delivery shall be incomplete.

N.B.:

1. UNDER NO CIRCUMSTANCES UNSEALED QUOTATION WILL BE ENTERTAINED IN THE OFFICE.
2. QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL NOT BE CONSIDERED.

Yours faithfully,

[Handwritten Signature]

Asstt. Registrar (Exams-UET)

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[Handwritten Mark]