



Yashwantrao Chavan Academy of Development Administration
Raj Bhavan Complex, Baner Road, Pune 411 007
Tel.: 020-25608004 / 25608357

No. MDC-II/1319/Pur. of Linen
Date: - 30/10/2019.

To,

Sir,

Kindly forward your quotation for the following works.

Sr. No	Item / Description	Size	Quantity Required	Rate per piece	GST	Total Amount Per Piece	Total cost inclusive of all Taxes, & Door delivery.
1	White Pillow Cover (As per YASHADA Sample)	52" x 70"	700				
2	White Bath Towel (As per YASHADA Sample)	29" x 58"	650				
3	White Hand Towel (Turkish White) (As per YASHADA Sample)	16" x 24"	700				
4	Bath Mat (Turkish White) (As per YASHADA Sample)	20" x 30"	200				
Total Amount -							

Note :-

1. The sealed covers containing quotations with superscription like "Quotation for Linen - MDC" should be addressed to the undersigned and sent as to reach him on or before 06/11/2019.
2. Quotation after the said date will not be entertained. Undersigned reserves the right to reject all quotations without assigning reasons therefore.
3. It is mandatory for the supplier/firm to provide self-attested Xerox copy of -Valid Shop Act license, VAT / GST No, Pan Card, along with quotation.
4. Vendor shall come and inspect - YASHADA linen samples before quoting the rates. Sample is available for inspection at YASHADA, MDC.
5. Vendor shall provide sample of linen along with the quotation for inspection, After inspection of vendor sample and satisfaction of YASHADA authority towards the product final order will be placed.
6. Advance will not be given. Rejected articles/works for which no payment will be made will have to be collected by the supplier/firm.
7. Vendor shall give delivery of linen within 10 to 15 days for the date of issue of work order.
8. Payment will be given after supply of material & satisfaction of authority.

Yours faithfully,

Registrar

Yashwantrao Chavan Academy
of Development Administration
Pune - 411007.