



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

No. MDC-II/1319/Pur. of Tab. Cloth & Runners
Date: - 15/06/2019.

To,

Sir,

Kindly forward your quotation for the following works.

Sr. No	Particulars / Description	Approx. Size of Curtain	Quantity	Stitching charges per piece	GST	Total cost inclusive of all Taxes, Stitching Charges, etc.
1	Round Table Top (White)	(Dai) 36" X (H) 27.5"	100 Nos			
2	Table Runner (Maroon)	45" X 54"	100 Nos			
Total Amount -						

Note :-

1. The sealed covers containing quotations with superscription like **"Quotation for Table Cloth & Runners-MDC"** should be addressed to the undersigned and sent as to reach him on or before 25/06/2019.
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 - cloth material, actual sizes & stitching work to be done before quoting the rates. Sample is available for inspection at YASHADA, MDC.
5. Before supply of material, vendor shall show the cloth sample to concerned person for choice of Color/quality.
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 complete the work within 20 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.