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Government of Maharashtra

**Government College of Pharmacy,
Ratnagiri**

Near Thiba Palace, Govt. Polytechnic Campus, Ratnagiri
415612

No.GCOPR/Library/2023-24/ 1/ 49

Date 12 JAN 2024




Subject: Quotation for supply of Books for college library

Dear Sir/Madam,

You are requested to quote your discount rates book-wise for the supply of books for the library of this institute on the conditions attached:

The quotation should be sent in sealed cover addressed to the undersigned superscripted "**Quotation for supply of Books for Library**" and should be sent so as to reach the undersigned on or before Dt. .25/01/2024 up to 5.00pm. Please acknowledge the receipt of this letter.


Enclosed: 1. Terms and conditions
2. Format of Quotation


Principal,
Government College of Pharmacy,
Ratnagiri
o/c
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Copy to: 1. College Website
2. Main Notice Bord

TERMS AND CONDITIONS

1. Quotations received after the stipulated date and time will not be accepted.
2. E-mail quotations will not be accepted.
3. Your quotation will remain valid up to **31 March 2024**
4. Quote only the books which you can supply in stipulated time.
5. Your books should be for supply F.O.R. Ratnagiri at the premises of the Institute within one month from the date of the supply order. If it is not possible to stick to this delivery period, the delivery period may clearly be stated. The undersigned can change this period subject to prevailing conditions.
6. The books supplied must be of latest edition unless otherwise specified.
7. After receiving the order if the books are not supplied within the prescribed time limit, the order will be treated as cancelled and the order will be given to the second party offering the next highest discount rate.
8. Any delay in the delivery of books/periodicals will be accepted only if the delivery period is extended by the undersigned.
9. No dispatch of R.R. through Bank or dispatch of goods by V.P.P. will be accepted. No advance payment will be given in any case.
10. If the supply is made by Registered Post, the postal charges will be borne by the supplier.
11. The books should be properly packed. Soiled or damaged books will not be accepted. Books should be supplied with their wrappers.
12. The entire responsibility as to the safety of books in transit will be borne by the supplier.
13. Payment of bill in respect of books supplied will be made only after the receipt of books in satisfactory condition.
14. Before the receipt of order for books, the supplier must fill the required Proforma A (Form to be submitted to Drawing & Disbursement officer by supplier) along with cancelled cheque of the supplier's current account.
15. Prices (in case of foreign books) will be converted in accordance with the conversion rates approved by the Good Offices Committee. Conversion rates may please be quoted in your quotation.
16. The undersigned does not bind himself to accept the highest rate of discount. The undersigned also reserves the right to reject any or all quotations without assigning any reason.
17. The undersigned shall not incur any liability to pay interest on the bill, the payment of which might have been delayed for any reasons whatsoever. However every attempt will be made to make your payment at the earliest



Principal,
Government College of Pharmacy,
Ratnagiri

o/c
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FORMAT OF QUOTATION
(To be submitted on Letterhead)
Quotation for supply of Books for college library

NAME OF THE VENDOR:
ADDRESS:
TELEPHONE No.:
EMAIL:
FAX NO.

Sr. No	Item	Discount offered on printed price cost of books	Remarks
1.	Indian Publications		
2.	Foreign Publications		
3.	Foreign Publications for which cheap editions are available, such as Asian edition, International student edition etc.		

Dated: _____

Signature and Seal of Vendor

The Manager,