



**SHIVAJI UNIVERSITY, KOLHAPUR**  
DEPARTMENT OF CHEMISTRY

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Gram: "UNISHIVAJI"  
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Vidyanagar,  
KOLHAPUR – 416004 (INDIA)

To avoid delay in reply, please quote.  
Enquiry Nos. SU/PG/ CHEM./

Date:

To,

Dear Sir,

**Re.: Quotations**

We are interested in the purchase of the articles mentioned below. Please send your quotation in a sealed cover so as to reach this office on or before –29.01.2022

No.	Description of Material	QTY
1	Air Conditioner Type: Split, Capacity: 2 Ton, 5 Star Rating, copper coil Condenser with remote. Single phase 230 Volt	1

While submitting quotation, the conditions Specified overleaf, specially condition No.1, may please be carefully observed. Quotations are liable to be cancelled if any of these conditions are not complied with.

Yours Sincerely,

  
Head

Department of Chemistry  
Department of Chemistry  
Shivaji University, Kolhapur-416004

**TERMS AND CONDITIONS**

- 1) While indicating the make of a product, the name of the manufacture may be clearly specified to enable us to consider your offer and expedite orders. Supplies are to be made in the manufactures packing only; your quotation should accordingly be adjusted to the nearest size of the original packing of the Manufacturers.
- 2) The price quoted may be as indicated below in clause (a) for outstation firms and (b) local firms
  - a) F.O.R. Destination /Dispatching Station by goods/passenger train.
  - b) For free delivery at the Chemistry Department, Shivaji University Kolhapur-4
- 3) Your rates are assumed to include packing and forwarding charges, unless separately stated, The goods Should be insured against theft, loss or breakage during transit and insurance charges should not exceed 3% of the cost of materials supplied.
- 4) The rate of Sales Tax, GST CST, and excise duty may be clearly indicated wherever chargeable, in the absence of which it will be deemed that no taxes are payable by us.
- 5) A.P.form for Sales Tax Concession will be sent to you after execution of order for claiming concession in payment of Sales Tax in the Maharashtra State.
- 6)
  - a) Specific information is required as to whether the items have been offered ex-stock or will have to be imported, as also how much time will be required for delivery after placing of the order.
  - b) Your offer should be kept open for at least 2 months from the date of opening of the tender.
- 7) Each quotation is to be enclosed in a double cover. The inner cover must be sealed and superscripted. "Quotation for-----your No. -----Date-----closing date-----" The outer cover may bear only the address of Head of the Chemistry Department.
- 8) Offers made on conditions like "Subject to prior sale" 'subject to availability of stores' 'taxes as applicable' or with similar other vague conditions are liable to be ignored.
- 9) In the case of supply order for the scientific equipment/apparatus/Glassware/Chemicals, the date of delivery should be strictly adhered to, otherwise the supply order is liable to be cancelled.