



**SAVITRIBAI PHULE PUNE UNIVERSITY
DEPARTMENT OF PHYSICS**

Ref. No./Quot./PHY/

Date: / / 20

Name of the Administration

Branch/Department:

Quotations are invited for the supply of following goods/carrying out the work, so as to reach this office on or before

/ /20

Sr. No.	Description of Material/Item/work	Approximate Quantity	Rate Per unit	Amount (Rs.)	Remark

1. Octroi Exemption Certificate will be issue for the goods supplied from the places outside Pune Municipal Corporation Limits.
2. Excise duty, Custom duty Exemption Certificate will be issued if applicable.

Note: For other terms and conditions see overleaf.

Head, Department of Physics

Administrative Branch

Signature

Savitribai Phule Pune University

(Supplier)

Pune – 411 007.

(With Stamp)

TERMS AND CONDITIONS

1. Mention quotation No. on the envelope.
2. Quote rate per unit and date of validity, Date of Validity should be minimum of 30 days from the last date of submitting the quotation.
3. Submit sample/Catalogue of the material with quotation if necessary.
4. Quotation must be sent along with the covering letter on your letterhead quoting your sales tax Registration number.
5. Conditional quotation will not be accepted.
6. Delivery within Days from the date of order at the Physics, Department of the Savitribai Phule Pune University.
7. Work to be completed within Days from the date of order of the Savitribai Phule Pune University
8. Quotation will be rejected in case of even a single correction or overwriting. Only clear and uncorrected quotation will be accepted.
9. Payment as per actual measurements wherever applicable.
10. Payment will be made by cross cheque only.
11. Income tax will be deducted as per prevailing rule.
12. Water charges 2% will be recovered, if used.
13. In case of works and service contracts Security Deposit will have to be deposited by the contractor in following manner:
 - (a) 2.5% before commencing the work.
 - (b) 2.5% will be deduced from the R.A. Bill.
14. Electricity charges will be recovered as per rules if used.
15. Savitribai Phule Pune University will issue Octori Exemption Certificate, if applicable.
16. Excise duty exemption Certificate/Sales Tax form will be issued, if applicable.
17. Rates quoted should be Inclusive of all taxes with Tax details e.g. Excise duty, Custom duty, Sales tax, Packing forwarding etc.
18. The above terms and conditions are acceptable.

Signature of the Supplier/Contractor
(With Stamp)