Sir/Madam,

Kindly submit your sealed quotation duly filled in, signed, and attested by you on or before 18th September, 2015 to Despatch Section addressing to the Section Officer, Purchase & Stores Section of the Institute on any working days between 10.30 a.m. and 4.00 p.m. prescribing our inquiry No. with due date and description of item(s) on the envelope.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of items</th>
<th>WARRANTY</th>
<th>QTY.</th>
<th>COST PER HEAD</th>
<th>TOTAL AMOUNT (Inclusive of all taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HP CC388A TONER CARTRIDGE</td>
<td></td>
<td>01 No.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The Validity of Quote should be of 60 days

**Less:** Discount, if any
(for Educational Institute - TISS)

Add: Sales Tax:

I. Resale Tax:

II. Octroi:

III. Excise Duty:

TOTAL (Rs.)

4. Warranty:

5. Terms & Conditions of Payment
(Use separate sheet, if required)
TERMS & CONDITIONS

1. The rates of sales Tax, excise duty and other statutory levies should be shown separately.

2. Please always quote your **VAT/ CST/ MSGST** Registration Number.

3. Free Delivery of the goods should be made at the Institute’s Purchase & Stores Section, Deonar, Mumbai 400 088..

4. Please indicate discount, if any offered by you for educational and non-profit organisation.

5. Dealer submitting insufficient information and not accepting the conditions specified in the quotation request form shall be liable for disqualification.

6. Institute reserves the right to accept or reject any one or more quotations for the same item without assigning any reason whatsoever and the decision of the Institute in this regard shall be final and binding on all dealers. Institute also reserves the right not to accept the lowest quotation as may be deemed necessary in the larger interest of the Institute.

7. The payment will be made after the successful supply of required materials, goods.