

MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING  
TECHNOLOGY AND RESEARCH SOCIETY, PUNE  
**MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT  
AND CATERING TECHNOLOGY,  
(UG & PG - HMCT)**

412 - C, K.M.Munshi Marg, Shivajinagar, Pune - 16.

☎ - 25676640 Email: [msihmcttpo@gmail.com](mailto:msihmcttpo@gmail.com) , [msihmct@gmail.com](mailto:msihmct@gmail.com) , web site: [msihmctrs.in](http://msihmctrs.in)

REF: MSIHMCTRS/BHMCT /NB/Public Area/2018/22

Date: 14-12-18

To,  
As mentioned  
Behind.


**Sub: Inviting Quotation for Plastic Stool and Chairs.**

Dear Sir/Madam,

We would like to Invite Quotation for Plastic Stool and Chairs as per the specifications detailed overleaf.

You are requested to send the quotation as per the terms and conditions for the same on or before 28/12/2018 till 03.00 pm by hand or by post.

Approximate Cost of this Plastic Stool will be Rs. 350/- and Plastic Chair will be Rs. 625/- including GST.

  
Principal  
(UG&PG - HMCT)  
MSIHMC, Pune.

**Term & conditions:**

1. The Institute has the right to reject the quotation received after due date s specified above.
2. Payment will be after 30 days of Delivery.
3. Free delivery as customer premises and installment in the designated area.
4. GST and other taxes as applicable should be mentioned separately.
5. The order must be completed and delivered within 30days from the date an P O is issued.
6. The quantity and quality must match with the requirement.
7. The Quotation must have a validity of 06 months.

8. Kindly mark Degree Office and reference number on top of the Quotation Envelope.
9. Quotations will be required in Two Envelope System As required one envelope will contain Technical Specification (Technical bid) & Another will Contain Commercial Quote.
10. The technical Specification Envelope must have the following documents:
  - Registration of the GST and number.
  - Registration of Business and Number.
  - Taxes paid up to July 2018.
  - Specification Sheet / leaflet if any to be provided.
  - Quality Certificate & Service assurance certificate to be provided.
  - If the supplier is not a manufacturer then all above for the manufacturer and / or Authorization Certificate.
11. Quotation form should be duly filled in, signed and stamped by authorized person, and should be accompanied by necessary documents attached in Envelope No. 1 ( Technical Bid) and Envelope No. 2 (Commercial Bid)

(To be printed on the letter head of the firm)

### FORMAT 1

Date:

No.

### AUTHORISATION LETTER

To,

The Principal

Maharashtra State Institute of Hotel Management and Catering Technology and Research Society, Pune.

Sub: Authorization for submission of Quotation for \_\_\_\_\_

Ref: Your Tender No.

Due on \_\_\_\_\_

Dear Sir,

With reference to above, this is to inform you that, We, \_\_\_\_\_ are an established manufacturer of \_\_\_\_\_ having factory at \_\_\_\_\_ since 19\_\_\_\_/20\_\_\_\_\_.

We do hereby authorize M/S \_\_\_\_\_ to quote and negotiate for items/s mentioned in Quotation enquiry number.

We further undertake that the products supplied by M/S \_\_\_\_\_ will be fully supported by us during and after the warranty period and all service calls will be attended by us / our authorized service provider promptly.

The list of Authorized service providers in India / Maharashtra is attached herewith.

Thanking you.

For \_\_\_\_\_

Authorized Signatory

Date Name:-

Place:-

Designation –

**Items Specification:**

**Plastic Stool and Chairs:-**

**Technical Specification:-**

1. Material – Plastic .
2. Plastic Chair - Size- 17" X 15" seating area 18" seating Height and 31" Total Height.
3. Plastic Stool – Size – 11" X 11" seating size and 19" Height.