

MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING
TECHNOLOGY AND RESEARCH SOCIETY, PUNE
MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
(UG & PG – Degree Programme)



412 /A-1, K.M. Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune – 16.
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REF: MSIHMCTRS/BHMCT/2024/ 678 (1-4)

Date: 10/07/2024

To,
As mentioned behind

Sub: - Inviting quotation for 'Supply and Installation of Fire extinguishers' at Maharashtra State Institute of Hotel Management and Catering Technology and Research Society, Pune.

Dear Sir/Madam,

We request you to provide 'Supply and Installation of Fire extinguishers', 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 24th July 2024 till 5:00 pm by hand or by post.

Dr. Seema Zagade

Principal
MSIHMC, Pune.

o/c
Hotel
Maharashtra State Institute of
Management & Catering Technology
Shivajinagar, Pune-411016

Terms & Conditions:

1. The institute has the right to reject the quotation received after due date as specified above.
2. Payment will be issued after one month upon successfully completing the Work
3. Free delivery at customer premises and installment in the designated area in case of any such requirement arises.
4. GST and other taxes as applicable should be mentioned separately.
5. The quantity and quality of service must match with the requirement.
6. The Quotation must have a validity of 6 months.
7. Kindly mark Degree Office and reference number on top of the Quotation Envelope.
8. Quotations will be required in Two Envelope System as required one envelope will contain Technical Specification (Technical bid) & another will Contain Commercial Quote.

P.T.O.

9. The Technical Specification Envelope must have the following documents: Envelope 1
- Registration of the GST and Number
 - Registration of Business & Number.
 - Taxes paid up to March 2024.
 - Specification Sheet / leaflet if any to be provided.
 - Quality & Service Assurance Certificate to be provided.(Annexure II)
 - If the supplier is not a manufacturer then all above for the manufacturer and / or Authorization Certificate for the parts the service provider has used should be provided.
10. 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)

Enclosed:

Annexure I: Authorisation Letter

Annexure II: Quality & Service Assurance Certificate.

Technical Specification:

Sr. No	Technical Specification	Quantity
1	Fire extinguisher - ABC type stored pressure, capacity 4 kg	15
2	Fire extinguisher CO2 type, Capacity 4.5 kg	02

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

Annexure I

No.

Date:-

AUTHORISATION LETTER

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

Sub: Authorisation for submission of Quotation for _____

Ref: Your Quotation Invite No.

Due on _____

Dear Madam,

With reference to above, this is to inform you that. We, _____ are an established manufacturer/ Service Provider of _____, having factory/ Workshop/ Registered Office at _____ since 19__ / 20__.

We do hereby authorise M/S _____ to quote and negotiate for item/s/ services mentioned in Quotation enquiry number

Due on _____.

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 authorised service provider promptly.

Thanking you.

For _____

Authorised Signatory

Date Name -

Place -

Designation -

P.T.O.

Annexure II

Quality & Service Assurance Certificate

(To be typed on Letterhead of Establishment)

To,
The Principal
Maharashtra State Institute of
Hotel Management and Catering Technology,
Pune, Maharashtra 411016

Dear Madam,

1. I/We _____ hereby offer to provide Supply and Installation of Fire extinguishers as specified at different areas as per the expected quality.
2. I/We _____ shall take utmost care in following Safety Norms while Installing the Fire extinguishers for the safety of our employees.
3. I/We _____ shall take utmost care in following Safety Norms while Installing the Fire extinguishers for the safety of employees of the Institute.
4. I/We _____ declared that the Supply and Installation of Fire extinguishers provided by us is of highest quality for usage of Fire extinguishers.

Yours faithfully,

Sign & Seal of contractor

Note: Duly signed Annexure should be submitted along with other documents.