|  |  |
| --- | --- |
| Ref : <ReferenceNo> | Date: <FormDate> |

Dear Sir (s)

Submit your lowest quotations for the following items. <Table>

Terms and Conditions:

*1. Only good quality of Materials /Equipment should be supplied.*

*2. GST and other charges should be separately mentioned in your Quotation.*

*3. The above items are to be supplied to Thiagarajar Polytechnic College, Salem - 636 005 F.O.R*

*4. Quotations without proper specifications and details will be summarily rejected.*

*5. The last date of submissions of quotation <Tag>.*

*6. Your quotations are to be submitted in a sealed envelope addressed to ‘Head of the Institution’, Thiagarajar Polytechnic College, Salem–636 005’*

*7. The Payment will be made only after the receipt of the Materials by the institution in good condition.*

*8. Head of the Institution reserves the right to accept / reject the quotations without assigning any reasons.*

//Approved//

PRINCIPAL

<Checker4Date>

To

|  |  |
| --- | --- |
| <listOfRecommendedSupplier1> | <listOfRecommendedSupplier2> |
| <listOfRecommendedSupplier3> | <listOfRecommendedSupplier4> |