Ref.No./GCOPCSN/Library/2025-26/ 1378
Dt.28.08.2025

QUOTATION

Subject: Quotation for supply of Books for college library

Dear Sir/Madam,

You are requested to quote your discount rates **Publication wise** for the supply of books for the library of this institute and also for INDIAN PHARMACOPOEIA & UNITED STATE PHARMACOPOEIA (LATEST EDITION) on the conditions attached:

The quotation should be sent in sealed cover addressed to the undersigned superscripted **"Quotation for supply of Books for Library"** and should be sent to reach the undersigned on or before **16 September, 2025 up to 5.00 pm.**

Please acknowledge the receipt of this letter.

(Dr. P. B. Shamkuwar)
Principal
Dr P.B.SHAMKUWAR
Government College of Pharmacy
Chhatrapati Sambhajinagar

Enclosed:
1. Terms and conditions
2. Format of Quotation

Copy to: 1. Library / College Website
         2. Main Notice Board
         3. Guard file

TERMS AND CONDITIONS

1. Quotations received after the stipulated date and time will not be accepted.
2. E-mail quotations will not be accepted.
3. Your quotation will remain valid up to 31st March 2026.
4. Quote only the books which you can supply in stipulated time.
5. Your books should be for supply for Chhatrapati Sambhaji Nagar at the premises of the Institute within one month from the date of the supply order. If it is not possible to stick to this delivery period, the delivery period may clearly be stated. The undersigned can change this period subject to prevailing conditions.
6. The books supplied must be of latest edition unless otherwise specified.
7. After receiving the order if the books are not supplied within the prescribed time limit, the order will be treated as cancelled and the order will be given to the second party offering the next highest discount rate.
8. Any delay in the delivery of books/periodicals will be accepted only if the delivery period is extended by the undersigned.
9. No dispatch of R.R. through Bank or dispatch of goods by V.P.P. will be accepted. No advance payment will be given in any case.
10. If the supply is made by Registered Post, the postal charges will be borne by the supplier.
11. The books should be properly packed. Soiled or damaged books will not be accepted. Books should be supplied with their wrappers.
12. The entire responsibility as to the safety of books in transit will be borne by the supplier.
13. Payment of bill in respect of books supplied will be made only after the receipt of books in satisfactory condition.
14. Before the receipt of order for books, the supplier must fill the required Proforma A (Form to be submitted to Drawing & Disbursement officer by supplier) along with cancelled cheque of the supplier's current account.
15. Prices (in case of foreign books) will be converted in accordance with the conversion rates approved by the Good Offices Committee. Conversion rates may please be quoted in your quotation.
16. The undersigned does not bind himself to accept the highest rate of discount. The undersigned also reserves the right to reject any or all quotations without assigning any reason.
17. The undersigned shall not incur any liability to pay interest on the bill, the payment of which might have been delayed for any reasons whatsoever. However, every attempt will be made to make your payment at the earliest.

Dr P.B.SHAMKUWAR
PRINCIPAL
(Dr. P. B. Shamkuwar)
Principal
Government College of Pharmacy
Chhatrapati Sambhajinagar

FORMAT OF QUOTATION
(To be submitted on Letterhead)
Quotation for supply of Books for college library

NAME OF THE VENDOR:

ADDRESS:

TELEPHONE No.:

EMAIL:

FAX NO.

SR NO	LOCAL PUBLICATION	INDIAN PUBLICATION	FOREIGN PUBLICATION

Dated: _____

Signature and Seal of Vendor