

**SHRI G.S. INSTITUTE OF TECHNOLOGY AND SCIENCE, INDORE**

Fax: 0731-2432540  
E-mail: [Director@sgsits.ac.in](mailto:Director@sgsits.ac.in)  
Website: [www.sgsits.ac.in](http://www.sgsits.ac.in)

Telephone:  
Director Office; 0731-2544415

To,  
M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: - Quotations for material required:**

Enquiry No. GM/721 dated 6/8/2025

Due Date: 18/8/2025

Dear Sir,

Kindly quote your lowest price/rates for the following material(s) form ready stock, in sealed cover giving enquiry number and dates and due date on the cover of the quotations so as to reach the undersigned on or before 18/8/2023 failing which the quotation will not be considered. The rates should be for only the materials asked for and not for any other substitute. The quotations (tender) are not conforming with the terms and conditions given below may be rejected.

S. N.	Description of Gold medal	Quantity
1	Gold Medal [38 mm diameter] contains 30 gram silver with 1 gram gold ring/coin with gold polish in each	20 nos.
2	Gold medal [38 mm diameter] contains 30 gram silver with gold polish <i>in each</i>	28 nos.
3	Medal dori with box	48 nos.
<b>Terms &amp; Conditions:</b> 1. GST extra, firm should have valid GST Registration 2. Certificate of purity of silver & gold is required with invoice/bill 3. Delivery: FOR- Institute within 10 days from the date of PO 4. Payment: 100% after satisfactory receipts at our Institute		

Thanking you.

Yours faithfully,

  
DIRECTOR

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1. Quotations should be sealed.
2. Quotations shall be only for the item required.
3. Price quoted should exclude GST, in case of local firms they should quote F.O.R delivery in the Institute premises.
4. Tender may be accepted in part or in full or may be rejected summarily without assigning any reasons.
5. Rejected (not up to the standard) materials/items supplied by party should be retained/non-returnable and payment will be deducted as per Institute policy.
6. Delivery period must be mentioned.
7. Tender/Quotation should be valid for at least 45 days from the date of quotation.
8. In case of dispute the decision of the Director shall be final.
9. Ordinary the payment of the materials/equipment etc. shall be made only after receiving complete articles in a good and satisfactory condition unless, otherwise agreed.
10. Prices should be quoted F.O.R. destination, Indore.
11. Vendor invoice/bill should mention Institute GST no. which will mentioned on the Purchase order.
12. (a) Two copies of the orders are sent to supplier. The firm should send their bill along with the original copy of order. **The payment shall not be made without the original copy of the order.**  
(b) In case of the copy of the **indent is misplaced or lost**, the firm should produce the following certificate on **Non Judicial Stamp** paper of Rs.50/- only, which may be sent along with the bill for payment:

**CERTIFICATE:**

"Certified that the original indent No. \_\_\_\_\_ Dated \_\_\_\_\_ for the supply of \_\_\_\_\_ was sent to be submitted along with the Bill/Invoice No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ but the same is misplaced . The claim is put up for the first time and in case the original is found no further claim will be put up.

Place \_\_\_\_\_

Date \_\_\_\_\_

SIGNATURE  
With Rubber Stamp