

**QUOTATION NOTICE**

Sub : Supplyco-MIS Division –Quotes-Microsoft Arc mouse & Micro soft surface pro7 type cover wireless keyboard -reg:


Ref : Order No MIS 4 – 502/19 , dated 19.11.2021 of General Manager, Supplyco

Quotes are invited for Microsoft Arc mouse & Micro soft surface pro7 type cover wireless keyboard which is to be supplied at MIS Division, Supplyco Head Office, Gandhinagar, Kadavanathara P O, Kochi- 682020

Sl No	Item ( Minimum Warrantee :1 Year)	Qty required (numbers)
1	Microsoft Arc mouse	01 Nos.
2	Micro soft surface pro7 type cover wireless keyboard	01 Nos.

**Conditions**

1. The rates of items should be quoted inclusive of all taxes, freight charges etc (Annexure-1)
2. The (L1) vendor should supply the items at MIS Division, Supplyco Head Office, Gandhinagar, Kadavanthara P O, Kochi – 682020.
3. Intending Tenderers may be submit the Quotations on their own letter head
4. The closed envelopes containing the quotation should bear the superscription **“Quotation for Supply of 01 No.of Microsoft Surface Pro 7 Type cover wireless key Board & 01 No. of Microsoft Arc Mouse”**
5. The quote to be submitted on or before **27-11-2021, 02.00 PM** to Manager(MIS), MIS Division, Supplyco Head Office, Gandhinagar, Kadavanthara P O, Kochi – 682020, Ph : 0484 2206791
6. Payment will be released within 15 days after successful working of the Items supplied.
7. Supplyco have the right to amend or cancel the tender without prior notice at any point of time.
8. The Quote should be valid for a minimum period of one month
9. The purchase order Stands cancelled, if the L1 bidder fails to supply the item within the stipulated time period.

  
 Manager (MIS)



**Annexure 1**

Name and address of company:

GSTIN :

SI No	Item	Quantity	Basic Rate	GST %	Rate inclusive of all taxes
1	01 Microsoft Arc mouse	1 No.			
2	01 Micro soft surface pro7 type cover wireless keyboard	1 No			
Total					

Signature with date &amp; seal