

NATIONAL INSURANCE ACADEMY, PUNE

Ref. NIA/CC/Enq/20-21/004

21/12/2020

Dear Sir,

Re : Quotation for supply of USB hard disk, Pen Drive and Headphones

National Insurance Academy invites quotation for supply of following items.

| Sr. No. | Description | Qty |
|---------|--|-----|
| 1 | Pen Drive 16 GB Sandisk /Kigston | 20 |
| 2 | I Ball Rocky /Logitech /TAG Headphone with Mic | 10 |
| 3 | Seagate 1 TB USB(3.0) | 5 |

You are requested to send us your quotation on or before **30th December , 2020** by 5.00 P.M in a sealed envelope superscribing “Quotation for Supply of USB Hard Disk –Pen Drive- and Headphones ” on the following address.

National Insurance Academy
25, Balewadi, Baner Road,
NIA PO , Pune – 411045.

Terms and Conditions :

- 1) Your company should have GSTN number and following details should be provided on Company's letterhead.
 - i. TAXPAYERS TRADE NAME
 - ii. GSTIN NO
 - iii. ADDRESS
 - iv. HSN CODE
- 2) The price should be separately quoted for all taxes, GST, delivery charges (if any) etc.
- 3) 100% payment will be made within 15 days from the date of delivery.
- 4) **No quotation should be sent by fax or e-mail or any other soft format if so, the same will be rejected.**
- 5) In case the order is placed on you, you should be able to supply items within 2 days of Purchase Order.
- 6) All the items should be from original manufacturer. In case we find any discrepancy, the same will be returned to you without any cost to NIA.

Sincerely yours,

Seema Deshpande
Systems Manager