

**MUZAFFARPUR INSTITUTE OF TECHNOLOGY**  
**MUZAFFARPUR 842003**

No. 1916-1921

Date. 11-9-17

To,  
 Web Site [www.mitmuzaffarpur.org](http://www.mitmuzaffarpur.org)

Dear Sir,

Sealed quotations are invited for the articles mentioned below on or before 18 September 2017 on term and conditions listed on the reverse. Your quotations shall be addressed to the Principal, Muzaffarpur Institute of Technology, Muzaffarpur - 842003. Quotations should be sent only by speed post/registered post/courier.

Sl. No.	Specification	Sl. No.	Specification
1	Century Xerox Paper	21	Calculator 12 Digit
2	Register 1qr	22	Stapler Pin Small
3	Register 2qr	23	Stapler Pin Medium
4	HP Laser toner cartridge 88A	24	Full-scalp Paper
5	HP Laser toner cartridge 12A	25	Pilot Pen (Green)
6	Stamp Pad	26	Glow Stick
7	Envelop Small Size Printed	27	Scissor
8	Envelop A4 Size Printed	28	Tag
9	Permanent Marker	29	Paper Weight
10	Stapler Small	30	Scale
11	Stapler Medium	31	Highlighter
12	Pen (a) Blue (b) Red (c) Green (d) Black	32	Takua
13	Fly Leaf Standard Quality Printed	33	Laser Cartridge 1043
14	Flat Fill	34	Inkjet Cartridge 678 (Colour/Black)
15	CD	35	Navtal Lock 5 lever
16	Carbon (Blue)	35	Favicol
17	T Pin	37	Whitener
18	Gum Tube	38	Attendance Register
19	Page Maker	39	Canon Cartridge 925
20	Cello Tape (Medium/Big)	40	Bond Paper

*Approved*  
 11.9.17  
**PURCHASE OFFICER**  
**M. I. T. MUZAFFARPUR**  
 11/09/17

*Approved*  
 11.9.17  
**PRINCIPAL**  
**MUZAFFARPUR INSTITUTE OF TECHNOLOGY**  
**MUZAFFARPUR**

## TERMS AND CONDITIONS FOR QUOTATIONS

1. Quotations are to be submitted in typed copy, duly sealed the envelope should be superscribed enquiry no..... Dated.....
2. Rate should be quoted both in digits and words any cutting or overwriting, on the rules quoted will not be entertained.
3. Since ours is a Govt. Institution, advance payment is not permissible. However, we may assure you of the payment within a month if the materials are received in good conditions.
4. Please quote for only those which are readily available or can be supplied within a month from the receipt of the order.
5. The rate quoted should be F.O.R. M.I.T, Muzaffarpur.
6. GST will be paid as per government rules.
7. The right of canceling the quotations is reserved with the principal, any legal dispute is subject to Muzaffarpur court jurisdictions.

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