

ANNEXURE-A

No.
Date

To,
The Director,
Director of Technical Education,
Maharashtra State,
3, Mahapalika Marg, Mumbai
MUMBAI

(Specimen pro-forma of covering letter of indent of
Procurement of equipment, Machinery etc. for the year 2007-08)

Subject:- Procurement of Equipment/Machinery.

Please find enclosed herewith the following information for procurement during 2007-08 for the -----(write name of institute) under the State Govt. Backlog/Non Backlog/MODROB/TAPTEC/RPS/IRG/Development Fund/Library/Development Grants/Library Fees/Internet Fees/Exam Fees/DTE PLA/RO PLA.(please tick appropriate grant head. Also attach a copy of sanction letter regarding grants. In case of State Govt. grants, mention the DTE letter no/ GR No only)

PROFORMA

(the following table must be in Excel)

Sr.No.	Name of the Item	Approximate Cost per Unit	Total Qty.	Approximate Total Cost Rs.
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01

Grand Total Rs.

Sr.No.	Name of Consignee	Qty.	Type of Grant
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01 The Principal,

Principal,
(Write name of institute)

Note for RC items only pro-forma A should be sent .For equipments/machinery/software etc pro-forma ABC together and for furniture ABC forms together as sometimes furniture items need to be tendered , if not available on RC)

ANNEXURE-B

(Specimen pro-forma of covering letter of covering letter indent of procurement of equipment, Machinery etc. for the year 2007-08)

(To be submitted in 1 print copy & 1 soft copy by email for each item)

Approximate Estimated cost with the :
standard accessories for each item
(**proof of estimate price must be attached and also scanned copy to be sent along with ABC forms together via Email**)

Sr. No. of equipment form covering :
Letter (Annexure-A)

Board general specification of each :
Item.

Scheme	Qty.	Approximate Cost per unit Rs.	Total Qty.	Approximate Total Cost Rs.	Department or trade for which equipment is needed
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Name & Addresses of the probable suppliers :-

1
2

Sr.No.	Name of Consignee	Qty.	Type of Grant
01	The Principal, Govt. ----- -----	--	-----

Principal,
Govt. -----

(Only 1 printed copy & 1 soft copy by email should be sent)

ANNEXURE-C

Sr.No. Tender No. /DTE/ / / /2006-07 Price Rs.

TENDER FORM

E.M.D. 3 % of the offer OR
Maximum Rs.5000/-

Attention is particularly invited to the IMPORTANT INSTRUCTION TO TENDERS.(Tender form should be duly filled, signed and stamped by authorized person, and should be accompanied (with your separate price quotation, if any) with envelope No.02 (Commercial Bid) otherwise the offer will be rejected).

- Tender No. :
- Last date of submission of Tender :
- Date of opening of tender :
- Tender shall remain valid till :

Sr.No.	Description of Goods	Qty	Price per unit(to be	Indian or Foreign if Indian state where manufactured
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01

Sr.No.	Name of Consignee	Qty.	Type of Grant
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01 The Principal,
Govt. -----
