



To,

Dear Sir,

Sub:- Budgetary quotation

You are requested to kindly furnish your budgetary quotation for the subject items in the following format:-

Code No.	Description	Qty.	U/Rate (Rs.)	HSN/ SAC No.	Others (Rs.)	GST (Rs.)
	Toner Cartridge No. BP-AT200 for Sharp Copier Machine Model No. BP- 20M22 PCL6					

- VALIDITY: Your quotation should be valid for 60 days from the date of opening. Confirm 1. acceptance.
- 2. Kindly mention the HSN/SAC No. at the time of quoting.
- 3. Kindly submit your budgetary quotation no. BQ/MM/NS/16/004 on or before due date i.e. on 09.05.2025.

Thanking you,

Yours faithfully,

Sr. DY. MATERIALS MANAGER