

Format of the label to be used on quotations

Envelope C: Quotation for the <items description>		
Department of <>	Your Reference No:<> /Reply to Quotation on your website	Dated: <>
Envelope A/ B	The Principal Bhaskaracharya College of Applied Sciences University of Delhi Sector-2, Phase I, Dwarka New Delhi- 110075	Last Date and Time of Receiving the Quotation: <>
A:<Technical Bid> OR B:<Financial Bid>		
From: <Vendor Details>		
Kind Attn: <Designation of the Procuring officer Concerned>		

Dummy Example:

Quotation for the <items description>		
Department of <Electronics >	Your Reference No:<BCAS/Polymer/1234 > /Reply to Quotation on your website	Dated: <December 23, 2013 >
Envelope A	The Principal Bhaskaracharya College of Applied Sciences University of Delhi Sector-2, Phase I, Dwarka New Delhi- 110075	Last Date and Time of Receiving the Quotation: <Wednesday 8, 2014 by 4:30 p.m. >
<Technical Bid>		
From: <M/S XYZ Delhi-110001>		
Kind Attn: <TIC, Department of Electronics>		