



BANK OF MAHARASHTRA
HUMAN RESOURCES MANAGEMENT DEPARTMENT
CENTRAL OFFICE
LOKMANGAL, 1501, SHIVAJINAGAR, PUNE 05

Tel.No.25532731/25536977 E-Mail : bomcoper@mahabank.co.in Fax :
25532581

AX1/ST/HRD/2010

Date : 26.07.2010

Dear Sir,

Reg : Inviting Quotations for supply of Silver Salvers

Please let us have your quotations for supply of approximate 687 number of Silver Salvers of good quality along with sample of velvet box & a stand for the silver salver, which will be used for the delivery of the items.

Description of the goods:

Size

1.a. Silver Salver with engraving of Bank's name
& Emblem & name of the employee.

Oval Shape

Length	Breadth
22 c.m	14.5 c.m

b. Weight

100 gms/ 110 gms/ 120 gms/
130 gms (+/- 10 gms)
Quote separately for each gram

2. Silver Purity

Silver used for the salver must
be certified as minimum 90%
pure by Govt approved
Dharamkata Organization.

3. Making Charges

Quote rate per gram.

4. Engraving Charges

Quote rate per Salver

5. Acrylic Stand useful for display in showcase

Quote rate per stand / piece.

6. Velvet Box of necessary size

Quote rate per box		
Length	Breadth	Height
25 cms	19 cms	4.5 cms.

Quote Sales Tax, Discount separately, if any.

Sample prototype articles will be available for examination at HRM Deptt, Central Office, Pune, at the above address.

Please note that the name of the bank & the emblem to be engraved is same for all the salvers, while the names of the employees are different.

Delivery:

The delivery of the Silver Salvers, Velvet Boxes & the Acrylic Stands is expected within one month from the date of confirmed order. The delivery of the Silver Salvers, Velvet Boxes & the Acrylic Stands pertaining to Pune,(Pune City, Pune Rural & Central Office), Thane, Mumbai, Raigad, Bangalore, Hyderabad, Delhi, Kolkata & Chennai regions be made directly to the respective Regional Offices free of cost. The Silver Salvers, Velvet Boxes & the Acrylic Boxes of the remaining 22 regions will be delivered to the respective Regional Offices, by the supplier. The reasonable cost of the same will be borne by the bank. The payment will be made against the acknowledgement received from the regional offices. Acknowledgements should be submitted with the bills.

The bank may return unutilized Silver salvers to you & you will repurchase them at selling price, excluding the cost of engraving.

The Bank reserves the right to accept or reject any one or all the quotation/s without assigning any reasons.

Please send the quotations in a closed envelope marked as “Quotation for supply of Silver salvers” latest by 10.08.2010 at the following address:

The Dy. General Manager,
HRM,
Bank of Maharashtra,
Central Office, “Lokmangal”
1501, Shivajinagar, Pune 411 005

Yours faithfully,

**Chief Manager
Personnel Admin.**