



GOVERNMENT POLYTECHNIC, KHAMGAON

WINNER OF ISTE-NARSEE-MONJEE AWARD-2000

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Gram:- POLYTECH

Enquiry Letter

No. : GPK /Store/inst purchase/List A/CO_SCI/2017-18/ 2.51

By post / email

Date: 25/01/2018

To,

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QUOTATION

Sub: Quotation for purchase of equipment / furniture.
(Due Date 2/02/2018)

Dear Sir,

Sealed Quotations are invited from eligible and interested manufacturers/
dealers/distributors/ for the following items on the terms and conditions mentioned below.

Sr No.	Name of the item with specification		Quantity required	Estimated cost (Exclusive of GST) (Rs.)
	Name of the item	Specification		
1	Scanner	<i>Specification : Scanner type : Sheet Fed, Technology : CIS, Document : A4, Scan size 290 mm, length 290 cm, Optical resolution 2400 dpi, Scan & colour speed 12, USB 2.0, OS compatibility : all, Scan file format : .jpg, .pdf, Power consumption 1 to 1.5 watt, Warranty : 3 years or more</i>	02	
2	Laser Jet Printers	Type: Single function model 1020plus, Printer output – monochrome, internet memory 2 GB	02	

(Note : Please note the terms and mentioned below)

TERMS AND CONDITIONS

- The bid/quotation should be submitted in two bid format. (Technical bid & Commercial Bid)
- The first envelope will contain **Technical specifications of the product, technical literature/ leaflet and other documents mentioned below.** It is mandatory to the suppliers to submit following documents without which your quotation will not be considered.

1. Covering Letter for tender / quotation on the company letter head mentioning official address, Contact No, e Mail address and website (if available) address.
2. Registration letter of suppliers establishment (company/ organization)
3. EMD in this regard (3% of the quoted cost or Re. 5000 whichever is minimum) to be paid in the form of DD of Nationalized Bank in favour of Principal, Govt. Polytechnic, Khamgaon OR Exemption certificate from competent authorities, if exemption is claimed.
4. GST registration certificate/ Number
5. GST Clearance Certificate/ GST Challan for last quarter of the Financial year.(Paid up to December 2017)
6. Authorization/ Distributorship certificate from manufacturer. Proof of permission to manufacture the equipment/ item mentioned in the quotation from competent authorities (to be submitted if the bidder is not a manufacturer).
7. Technical literature / leaflet of the make and model no of equipment quoted.
8. Under taking by supplier confirming quality of Equipment / Machinery
9. Under taking by supplier towards supply of equipment within prescribed date / period and post sales services.

(Additional document may also be asked by undersigned for confirming the details.)

- The second envelope will contain the financial bid in which the all inclusive rates F.O.R. Destination will be written and signed with the stamp of the establishment in the following format.

Sr. No.	Name of the item with specification		Quantity required	All inclusive cost per unit	All inclusive cost for quantity mentioned
	Name of the item	Specifications			

Date -

(Signature)

Place -

Rubber Stamp of Organisation

Important Instructions

- The two envelopes should be sealed with a mention of the type of envelope (technical / Financial), Reference no., Date of opening the quotation on the front side of the envelope. These two envelopes should be sealed in a third envelope by giving heading "Quotation for supply of "Computer Engg Department / Science Department Equipment" and writing complete address of the undersigned. Principal, Government Polytechnic, Khamgaon, Jalamb Road, Khamgaon, Dist : Buldana (M.S.) Pin 444 303
- The quotations should reach the undersigned on or before dt 02/02/2018
- The material will be checked at this institute.
- No extra charges will be paid for cartage, packing etc. for the material rejected and replaced
- Quotations will be opened at 1.00 AM/ PM on Date 03/02/2018 at office of the Principal of Institute.
- Rates should be valid for 6 months from the date of confirmation letter.
- Materials should be quoted for standard makes and minimum pkgs.
- Delivery to the consignee has to be effected within 1 week from the date of issue of purchase order or on or before the prescribed date (if any)
- The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.
- The said process is subjected to the necessary approval from higher authorities.


Principal
Government Polytechnic
Govt. Polytechnic Khamgaon.

- Copy to : 1) Hon. Director, Directorate of Technical Education M. S. Mumbai for information please. It is requested to do needful for uploading the same on Hon. DTE's website as per instructions issued.
- 2) Hon. Joint Directorate of Technical Education Amravati Region, Amravati for information please. It is requested to do needful for uploading the same on Hon JDTE's website as per instructions issued.
- 3) Head of Electrical Departments for information and necessary follow up.
- 4) Suppliers, as per list attached herewith.

5) Programmer, Govt. Polytechnic, Khamgaon through Head of Computer Engg Department for *uploading*

on website of Inst

6) Notice Board of Inst for display.