



GOVERNMENT POLYTECHNIC, KHAMGAON

WINNER OF ISTE-NARSEE-MONJEE AWARD-2000

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Gram:- POLYTECH

Enquiry Letter

No. : GPK /Store/inst purchase/CED/2019-20/20

Date: 02 /01/2020

By post / email

QUOTATION

To,

.....
.....
.....

Sub: Quotation for purchase of equipment
(Due Date 21 /01/2019)

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	specification	Quantity required
1	Plane Table with accessories	Planned Table: Well-seasoned good quality drawing board made of pine or teak wood having smooth, plane finish, on its top and fitted with ball socket arrangement or a levelling head varying in size from 75cm x 60cm x 1.50cm or 60cm x 50cm x 1.50cm or 50cm x 40cm x 1.50cm. Plane Alidade: A plane alidade Metallic (Brass or Gun Metal) or good quality wooden rule with a fine beveled edge. Spirit Level: Tabular Level, which can be placed in two perpendicular positions. Trough Compass: Usually it is 15cm long and provided with magnetic needle to facilitate orientation of the plane table and to mark the north direction. U-Frame/Plumbing Fork: It is hair-pin shape brass frame having two arms of equal length. One end of frame is pointed; the end of the frame carries a plumb bob. Clamp: Steel or Plastic drawing sheet clamps of suitable size.	1
2	Thickness Gauge Variuos sizes	Thickness Gauge as per IS 2386, Part I, 1963	1
3	Length Gauge Various sizes	Length Gauge as per IS 2386, Part I, 1963	1
4	Orthotolodine Test Kit	Orthotolodine Test Rig: Free Chlorine Measurement Type: Colorimetric, Free Chlorine Range: 0.0 to 2.5 mg/L, Free Chlorine Resolution: 0.5 mg/L, Free Chlorine Number of Tests: 50, Chlorine Method: DPD, Weight : 176 g (6.6 oz.), Dimensions 220 x 145 x 55 mm (8.7 x 5.7 x 2.1"), Ordering Information: HI3831F test kit comes with color comparison cube, 20 mL reagent 1, and 15 mL reagent 2.	1

TERMS AND CONDITIONS

- The bid/quotation should be submitted in **two bid format**. (Technical bid & Commercial Bid)
- **The first envelope(Technical Bid) 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 on the company letter head mentioning official address, Contact No, e Mail address and website (if available) address etc.
 2. Registration letter of suppliers establishment (company/ organization)
 3. GST registration certificate/ Number
 4. GST Clearance Certificate/ GST Challan for last quarter of the Financial year.(Paid up to July 2019)
 5. 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). *Desired*
 6. Technical literature / leaflet (manufacturer /supplier) of the make and model no of equipment quoted.
 7. Under taking by supplier confirming quality of Equipment / Machinery
 8. 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 (or Commercial) bid** in which the all-inclusive rates / taxes/GST etc & 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 -

Place -

(Signature)

Rubber Stamp of Organisation

Important Instructions

- The two envelopes should be sealed with a mention of the type of envelope (technical / commercial or 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 " **Civil Engg Department Equipment**" and writing complete address of the undersigned as below. (**Address** :Principal, Government Polytechnic, Khamgaon , Jalamb Road , Khamgaon, Dist : Buldana (M.S.) Pin 444 303)
- The quotations should reach the undersigned on or before date **21/01/2020**
- The material will be checked at this institute.
- No extra charges will be paid for cartage, packing etc. for the material rejected and replaced if any
- Quotations will be opened at 1.00 AM/ PM on **Date 22/01/2020** 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

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 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 website as per instructions issued.

3) Head of Civil Engineering Department for information and n a

4) Suppliers as list attached herewith through email and by post

5) Shri Ambatakar , programmer through Registrar , Govt. Polytechnic , Khamgaon for uploading on Institute website.

6) Institute Main Notice Board for display