

GOVERNMENT POLYTECHNIC, KHAMGAON

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Inquiry Letter

DUE DATE: 14/06/2018

No: GPKWS/OE/2018-19/ 1570

Date: 28/05/2018

To.

- 1) Suppliers as per List attached
- 2) Institute Notice Board
- ✓ 3) Institute website for uploading.

Dear Sirs,

Sealed quotations are hereby invited by the undersigned for the supply of Machinery Equipment/Consumable materials/ **Stationary Items**..so as to reach this office on or before **14/06/2018** during office hours only. Please note the quotations received after the due date will not be considered.

TERMS & CONDITIONS: (1) The material quoted should confirm to the specifications given in the list. When specification of certain item is inadequately mentioned in the quotation form then the details from suppliers end must be mentioned with its make ,size of best quality.(2) The Undersigned reserves the right of rejecting all the quotations without assigning any reasons.(3) All rates quoted should be F.O.R. Government Polytechnic, Khamgaon including all applicable taxes otherwise the quotations will not be considered.(4) For sales Tax / GST or any other taxes , IF "D" , "AF" or any other equivalent form if required shall be furnished on the demand where applicable. (5)All the Rates should be F.O.R. at Government Polytechnic, Khamgaon(for local dealers) (6) The envelope containing the quotations should be dully sealed and superscribed as " Quotation for **Stationary Materials** " along with the date of submission of the quotation.(7) The quotation shall be valid up to 90 days from the date of opening .(8)Quotations will **be opened on 15/06/2018 at 3.00 pm** am/pm.(9) Samples are required to be supplied for the items specificaly mentioned in the reamrk column.(10)Railway receipts or motor receipt for goods shall be sent directly to undersigned by registered post only and will not be accepted through banker or V.P.P. (11) Testing of material will be done by the consignee at destination and bills will be paid thereafter if test results are found satisfactory(12)If supply of any part of the orders rejected by the Institute, the same will have to be replaced by the supplier within a specified time and all expenses including charges for return and replacement will have to be paid by supplier.

PAYMENT TERMS : 100% Payment against delivery ,installation , testing of equipment,training and working trial and satisfactory working of equipments at consignee's place.(12) Advance payment is not admissible (13) Payment is not permissible on dispatch documents through Bank or V.P.P. (14) Payments will be made only by Demand Draft of State Bank of India.(16) The material will be dispatched at Khamgaon & rates should be quoted FOR Khamgaon or otherwise charges towards transport must be clearly mentioned in the quotation(17) The material will be required to be Insured with Government Insurance if specifically mentioned in the order. (18) Undersigned may cancel the purchase order in discretionary power.

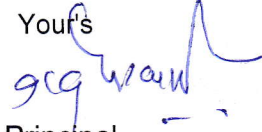
| S.No. | Name Item | Specifications | Qty/ Nos | Remarks (if Any) |
|-------|--------------------|--|----------|------------------|
| 1 | Xerox paper A4 | A4 size 75 GSM one Rim contain 500 paper | 150 Rim | |
| 2 | Register | 100 Pages | 06 डझन | |
| 3 | Office File | Spring Type of good quality. | 08 डझन | |
| 4 | Register | 200 Pages | 08 डझन | |
| 5 | Stamp Pad (small) | Of Best Quality | 10 Nos. | |
| 6 | Office File | Simple of good quality | 07 डझन | |
| 7 | Box File (Small) | Spring Type of good quality | 08 डझन | |

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|----|---------------------------------|---|-----------|--|
| 8 | Box File (Big) | of good quality | 06 डझन | |
| 9 | White Chalk (100 Pcs. Each Box) | Dustless of good quality | 60 Box | |
| 10 | Color Chalk (100 Pcs. Each Box) | Dustless of good quality | 1 Pkt. | |
| 11 | Printer Cartridge Canon | Canon – 303 , Toner Cartridge | 04 Nos | |
| 12 | HP Laser jet Printer cartridge | HP 1020 , 12 A | 02 Nos | |
| 13 | Xerox machine toner cartridge | Cartridge Canon NPG -28 | 02 Nos | |
| 14 | Xerox machine toner cartridge | Cartridge Canon NPG -26 | 02 Nos | |
| 15 | Pen Drive | 16 / 32 G.B. of Best quality | 10&08 Nos | |
| 16 | Stapler Pin 10 No. | of Best quality | 04 box | |
| 17 | Stapler Pin 24 No. | of Best quality | 02 Box | |
| 18 | Duster Wooden base | Namada with wooden base of best quality | 1 No. | |
| 19 | Permanent Marker Pen (Pointed) | Of Best Quality (Blue , Green, Red) | 30Nos | |
| 20 | Permanent Marker Pen (Big) | Of Best Quality | 30Nos | |
| 21 | White Board Marker Black | Of Best Quality | 20Nos | |
| 22 | White colour Marker Pens | Of Best Quality | 20Nos | |
| 23 | High Lighter Pen (Green, Pink) | Of Branded Company | 10 Nos | |
| 24 | Quick Hill (Anti Virus) | Antivirus Software (Latest) | 20 Nos | |
| 25 | Net Protector (Anti Virus) | Antivirus Software (Latest) | 30Nos | |
| 26 | Battery Pencil Cell | 1.5 Volt Of Branded Company | 50 Nos | |
| 27 | Stamp pad (Big size) | Of Best Quality | 05 Nos | |
| 28 | Dak Pad file (Plastic Coated) | Of Best Quality | 20 Nos. | |
| 29 | Whitener Pen | Of Branded Company | 20Nos. | |
| 30 | Flag Bundle (In 5 Color) | Of Best Quality | 10 Nos. | |
| 31 | Stamp Pad (Big) | Of Best Quality | 05 Nos. | |
| 32 | Pad ink Bottle | Of Branded Company | 05 No. | |

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|----|--|-----------------------------------|----------|--|
| 33 | Gum bottle 300 ml | Of Best quality | 25Nos. | |
| 34 | Gum bottle 700 ml | Of Best quality | 10No. | |
| 35 | Stapler (Small-10 No.) | Of Branded Company | 15 No. | |
| 36 | Stapler (Big - 24 No.) | Of Branded Company | 08 No. | |
| 37 | Less white (Big) | Of Branded Company | 05 बंडल. | |
| 38 | Less Red (Small) | Of Branded Company | 05 बंडल. | |
| 39 | Calculator | Of Branded Company | 10 No. | |
| 40 | Pen Stand with calendar & Paper roller (Big) | Of Best Quality | 02 No. | |
| 41 | Skecth Pen pkt | Of Best Quality | 01 No. | |
| 42 | Punching Machine with wooden Stand (Big) | Of Best Quality | 10 No. | |
| 43 | Punching Machine (Big) | Of Best Quality | 04 No. | |
| 44 | Tachani Pin Packet | Of Best Quality | 25 No. | |
| 45 | C. D. Box (50 Nos. Each Box) | Of Best Quality | 1 No. | |
| 46 | D. V. D. Box (50 Nos. Each Box) | Of Best Quality | 1 No. | |
| 47 | Plane Simple Paper A4 Size | (Unruled Paper) Of Best Quality | 1 No. | |
| 48 | Glue Stick | Of Best Quality | 15 No. | |
| 49 | Paper weight | Of Best Quality | 20 No. | |
| 50 | Tachani Pin Box | Of Best Quality | 2 No. | |
| 51 | Paper packet 16"x12" (Cloth) | Of Best Quality | 02डझन | |
| 52 | Cello Sticking Tape 2" | (Khaki) Of Best Quality | 12 No. | |
| 53 | Cello Sticking Tape 2" | (White) Of Best Quality | 12 No. | |
| 54 | Cello Sticking Tape 1" | (White) Of Best Quality | 10 No. | |
| 55 | Rubber Band (Medium Size) | Of Best Quality | 03 pkt. | |
| 56 | Scissor (Big Size) | Of Best Quality | 1 No. | |
| 57 | Brown Tape | 2" Of Best Quality | 05 No. | |
| 58 | Transperent tape big | 3" Of Best Quality | 02 No. | |
| 59 | Carbon paper (कार्बन पेपर) | Of Best Quality black/ Blue | 02 pkt | |

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| 60 | Tocha | Standard size Of Best Quality | 10 No. | |
| 61 | Ffevicol 400 ml bottle | Of Best Quality | 10 No. | |
| 62 | Plastic trays | Standard size & Of Best Quality | 10 No. | |
| 63 | Table Bell | Standard size & Of Best Quality | 1 No. | |
| 64 | U pins/clips- Box | Of Best Quality | 03 nos | |
| 65 | Flap files | Of Best Quality | 08 Nos | |
| 66 | Cotton Cloth for Cleaning | Of Best Quality (4 sq ft size) | 150mtr | |
| 67 | Lock- Big Size | Of Best Quality | 015Nos | |
| 68 | Multimeter Cell | Of Best Quality | 08 Nos | |
| 69 | Nataraj Pencil (sopner/cutter सह) | Of Best Quality | 10 pkt | |
| 70 | (Black board) Wooden Duster | Of Best Quality | 015Nos | |

NOTE: Please mention PAN /TAN number of either supplier or supplier's firm.(or any other no.pertaining to Income tax) alongwith the current / saving account no of firm at the time of submission of quotation.

Yours

Principal,
Government Polytechnic, Khamgaon

Cc: !) Suppliers as per List attached (2) Institute Notice Board (3) Institute website for uploading.