

GOVERNMENT POLYTECHNIC, DHULE.



Vidyanagri Deopur , Dhule
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Website : gpdhule.org.in

No. : GPD/STORES/INST.PURC-EE+CO-A4/2017-18 / 348

Date: 13 FEB 2018

QUOTATION

To,

**Sub: Quotation for purchase of equipment.
(Due Date:- 09.02.2018)**

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

TERMS AND CONDITIONS

- The bid/quotation should be submitted in two bid format.
- The first envelope will contain Technical specifications of the product, technical literature/ leaflet and other documents mentioned below:-
 1. Covering Letter for tender on the company letter head mentioning official address, Contact No, e Mail address and website (if available) address
 2. GST registration certificate/ Number
 3. GST Clearance Certificate/ GST Challan for last quarter of the financial year.
 4. 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).
 5. Technical literature / leaflet of the make and model no of equipment quoted.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. Institute G.P.Dhule 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.
1.				

Date: -
Place: -

(Signature)
Rubber Stamp of organization.

- 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 ELECTRICAL AND COMPUTER EQUIPMENTS**” and writing complete address of the undersigned.
- The quotations should reach the undersigned on or before date **09.02.2018**
- The material will be checked at this institute.
- Prices should be quoted F.O.R Institute (Govt.Polytechnic Dhule) and no extra charges will be paid for cartage, packing etc. for the material rejected and replaced
- Quotations will be opened at **11:00 AM** on date **10.02.2018**
- 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 02 weeks from the date of issue of purchase order. Also the undersigned reserves the rights to reject the same if the delivery of the stores is delayed beyond the stipulated period.
- Immediately after delivery of goods, the supplier must send his team of expert for Demonstration/ Installation/ Commissioning/Erection/Testing and Checking which shall be carried out free of cost at Govt.Polytechnic, Dhule and also the material required for testing should be carried for demonstration.
- Prior information for delivery of goods as well as for Demonstration/ Installation/ Commissioning/Erection/Testing and checking should be communicated .
- No advance payment is permissible.
- Every case will be taken to clear up the bills in a least possible period, if acceptable material to the agreed specifications mentioned in the purchase order must be supplied immediately without any delay.
- Dispatched documents must be sent directly to this office and not through any bankers.
- Material will be strictly rejected if not found as per purchase order specifications and the same will be returned to your firm at your own cost.
- Warranty clause must be mentioned separately in quotation. The supplier shall ensure that all service calls will be attended by him/his authorized service provider promptly within the warranty period and even after the warranty period is over.
- The undersigned reserves the right to alter /amend any terms without prior reference to the supplier and ordering part quantities without assigning reasons and the supplier shall supply the ordered quantity at accepted rates.
- The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.


 (R.K.CHAUDHARI)
 PRINCIPAL
 GOVT.POLYTECHNIC,DHULE

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