

GOVERNMENT POLYTECHNIC, DHULE.



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office.gpdhule@dtmaharashtra.gov.in

Website : gpdhule.org.in

DUE DATE :- 26/07/2018

ENQUIRY NO: GPD/CS/COMP.HARD/2018-19/2162

DATE :-

13 JUL 2018

To,

ENQUIRY LETTER

Sub:- QUOTATION FOR COMPUTER HARDWARE CONSUMABLE MATERIALS

List of Materials :- attached herewith .

Gentleman ,

You are requested to quote your most competitive rates for the consumable materials that you can supply. The quotation should be sent in a sealed envelope/cover and marked as "QUOTATION FOR COMPUTER HARDWARE CONSUMABLE MATERIALS" along with the enquiry no, Due date and the same must reach this office not later than 26/07/2018. The late quotations will not be considered. You may depute your authorized representatives who wish to be present during the time of opening of quotation on Date :- 27/07/2018.

THE FOLLOWING TERMS & CONDITIONS MAY PLEASE BE NOTED IN THIS CONNECTION WHILE SENDING YOUR QUOTATION.

A. REGARDING MATERIALS.

- 1.) Enclose the GST Acknowledgement certificate with your quotation , else your quotation would be strictly rejected.
- 2.) Quote your most competitive rates on your original letter head of your firms name as per our required detailed specification items only. The trade mark and the quality of origin (confirming to ISI specifications should be offered.) must be specified clearly.
- 3.) Manufacturer's name /its origin , Make and Model etc should be mentioned clearly .The catalogues, technical literature and samples wherever necessary should be forwarded by the supplier along with the quotation.
- 4.) Materials should be quoted for standard makes and minimum pkgs.
- 5.) Quotations shall be rejected if found Overwriting in quotation or Quotation sent without the authorized signature etc.
- 6.) Tax , if applicable, should specifically be mentioned in quotation which shall be as per latest Govt. Rules
- 7.) Rates you quote must be Inclusive of all freight, packing forwarding Insurance charges to the Central Stores/Electrical department, Govt. Polytechnic, Dhule. No extra charges shall be paid by this institute for such things.
- 8.) Immediately after delivery of goods, the supplier should 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.
- 9.) The amount of TDS shall be deducted from your total bill amount as per Govt. rules and procedures.
- 10.) If you want you may depute your representative on above mentioned opening date as mentioned above. Later, no excuses shall be entertained thereafter by this institute for quotation opening procedure and the same shall be opened before the institutes purchase committee members, this shall please be noted
- 11.) The undersigned reserves the right of ordering part quantities without assigning reasons and the supplier shall supply the ordered quantity at accepted rates.
- 12.) Items not up to the standard even at lowest in price will not be accepted and decision of the undersigned in the respect will be final.

B. VALIDITY OF THE QUOTATIONS:- The quotation must remain valid for a minimum period of six months from the date of opening the quotation.

C. INSURANCE :- The material will have to be insured for transit risk with the Government insurance finance fund, finance department, Mumbai and not with any other company.

D. DELIVERY TERMS :-

Rates should be free delivery of the material ordered at Central stores, Govt. Polytechnic, Dhule immediately after receipt of order / Within the stipulated period mentioned in purchase order.

E. 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 in warranty period and even after the warranty period is over.

F. PAYMENT TERMS :-

1. No advance payment is permissible.
2. 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.
3. Dispatched documents must be sent directly to this office and not through any bankers.
4. Material will be strictly rejected if they are not as per our ordered specification and all charges on same will have to be borne by the supplier .
5. 100% payment is to be effected by this office receipt of the material in good conditions from concerned department .

➤ **The undersigned reserves the rights to accept any quotations or reject any or all quotations and to order any of the items in any quantity without assigning any reasons thereof.**

(R.K.CHAUDHARI)

PRINCIPAL

GOVT.POLYTECHNIC,DHULE

Copy submitted to :-

1. THE DIRECTOR ,DIRECTORATE OF TECHNICAL EDUCATION , DESK NO.11 – IT IS REQUESTED TO PUBLISH THE ENQUIRY ON WEB PORTAL
2. THE JOINT DIRECTOR ,REGIONAL OFFICE NASHIK – IT IS REQUESTED TO PUBLISH THE ENQUIRY ON WEB PORTAL
3. GOVT.POLYTECHNIC,DHULE INSTITUTE WEB PORTAL - (SHRI. ARUTWAR SIR,COMPUTER DEPT.)
4. INSTITUTE NOTICE BOARD, GOVT.POLYTECHNIC,DHULE

