



GOVERNMENT POLYTECHNIC, DHULE.

PH: 02562-272103. FAX: 02562-272103.

Email ID :- stores.gpdhule@dtmaharashtra.gov.in@gmail.com

office.gpdhule@dtmaharashtra.gov.in@gmail.com

Website : gpdhule.org.in

DUE DATE :-

18/8/17

ENQUIRY NO: GPD/CS/OFF.STAT/2017-18/2665

DATE :- 29-7-17

To,

ENQUIRY LETTER

SHRI.S.P. ARUTWAR, LECTURER IN COMPUTER DEPARTMENT, GOVT.POLYTECHNIC, DHULE
FOR UPLOADING THE ENQUIRY ON INSTITUTE WEBSITE AND ACKNOWLEDGE THE SAME TO
CENTRAL STORES

Sub:- QUOTATION FOR CONSUMABLE OFFICE STATIONARIES

List of Materials :- Given below / attached herewith .

Gentleman ,

You are requested to quote your most competitive rates for the equipment's/consumable materials that you can supply. The quotation should be sent in a sealed envelope/cover and marked as "**QUOTATION FOR CONSUMABLE OFFICE STATIONARIES**" along with the enquiry no, Due date and the same must reach this office not later than 18/08/2017 . 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 :- 19/08/2017 .

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

PLEASE NOTE THAT THE QUOTATIONS MUST BE STRICTLY QUOTED AS PER OUR SPECIFICATIONS ELSE SHALL NOT BE CONSIDERED.

SO PLEASE MAKE SURE THAT YOU QUOTE YOUR COMPETITIVE RATES ACCORDINGLY .

A. REGARDING MATERIALS.

- 1.) Mention your GST NUMBER /GST ACKNOWLEDGEMENT in 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.) Quotations shall be rejected if found Overwriting in quotation or Quotation sent without the authorized signature etc.
- 5.) Tax , if applicable, should specifically be mentioned in quotation which shall be as per latest Govt. Rules
- 6.) **Rates you quote must be inclusive of all freight, packing forwarding Insurance charges to the Central Stores Govt. Polytechnic, Dhule. No extra charges shall be paid by this institute for such things.**
- 7.) 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.
- 8.) The amount of TDS shall be deducted from your total bill amount as per Govt. rules and procedures.
- 9.) **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**
- 10.) The undersigned reserves the right of ordering part quantities without assigning reasons and the supplier shall supply the ordered quantity at accepted rates.

B. VALIDITY OF THE QUOTATIONS:- The quotation must remain valid for a minimum period of six months from our due date of 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 Within the stipulated period mentioned in purchase order. Thereafter penalty of sum of 0.5% of the total amount shall be charged for each week of delay of supply.

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 lease 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 .

➤ **The undersigned reserves the rights to reject any or all quotations without assigning any reasons therefore**


PRINCIPAL

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REQUIREMENT OF OFFICE STATIONARIES

SR.NO	PARTICULARS	QTY REQD
1.	A4 REGISTER 02 QR	10 EACH
2.	A4 REGISTER 03 QR	30 EACH
3.	BOX FILE BIG	12NOS
4.	CELLO TAPE 4"	04NOS
5.	CHALK COLOUR BOX DUSTLESS	10BOX
6.	CHALK WHITE BOX DUSTLESS	60BOX
7.	WOODEN DUSTER FOR BLACKBOARD	30NOS
8.	GUM BOTTLE 750 ML	20NOS
9.	HIGHLIGHTER PEN	06 NOS
10.	MARKER PEN PERMANENT	04 NOS
11.	PAD INK BOTTLE BLUE	06 BOTTLE
12.	PAINT MARKER BLACK	04NOS
13.	PAINT MARKER WHITE	04 NOS
14.	PLASTIC FILE TRAY	16NOS
15.	SKETCH PEN SET	10 PKTS
16.	SMALL RED TAG	10NOS
17.	STAMP PAD	01NO
18.	STEPLER PINS BIG 24X6NO	30NOS
19.	STEPLER PINS SMALL M10	40 NOS
20.	TACHNI	05 BOX
21.	U PINS BOX	10 NOS
22.	WHITE TAG	10NOS
23.	WHITNER PEN	06 NOS
24.	XEROX-RIM A4 SIZE	10NOS


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