



# GOVERNMENT POLYTECHNIC, DHULE.

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Website : [gpdhule.org.in](http://gpdhule.org.in)

**DUE DATE :- 18.08.2017**

ENQUIRY NO: GPD/CS/GYM/P.CHAIRS=R/2017-18/2763  
DATE :- 04.08.2017

To,

## ENQUIRY LETTER

*Sushi. S.P. Asubwar, Lecturer in Computers Dept, G.P. Dhule.  
for uploading Enquiry on Institute website.*

### Sub:- QUOTATION FOR PLASTIC CHAIRS

List of Materials :- Given below

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 PLASTIC CHAIRS**" 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 HAVING SPECIFICATIONS OTHER THAN OUR REQUIRED SPECIFICATIONS SHALL BE STRICTLY REJECTED, SO PLEASE MAKE SURE THAT YOU QUOTE YOUR COMPETITIVE RATES ONLY AS PER OUR REQUIRED SPECIFICATIONS ONLY.**

#### **A. REGARDING MATERIALS.**

- 1.) Mention your GST Number and also attached your GST Acknowledgment 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.) Quotations shall be rejected if found Overwriting in quotation or Quotation sent without the authorized signature etc.
- 5.) Taxes, 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**

Sr.no	Particulars	Qty reqd
1.	PLASTIC EXECUTIVE CHAIRS –WITH CUSHIONS SIZE :- H850XW560XD540	20NOS
2.	PLASTIC CHAIRS WITH ARMS SIZE :- H792X W538 X D545	100 NOS
3.	PLASTIC CHAIRS WITHOUT ARMS SIZE :- H870XW470XD493	300 NOS

*[Signature]*  
PRINCIPAL