



# GOVERNMENT POLYTECHNIC, KHAMGAON

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No.: GPK/2025/1592

Date : 08/07/2025

To,

... (Interested Parties)...

## Enquiry Letter For Printing and Supply of Main Answer Book, Supplement and Drawing Sheet

Sub: Inviting sealed QUOTATIONS for Printing Main Answer Book, Supplement and Drawing Sheet  
(Due Date: 21/07/2025; upto 5:00 pm)

Dear Sir,

Sealed Quotations are invited from eligible and interested Service providers / Printers for the following items on the terms and conditions mentioned below.

Sr. No.	Name of the Service	Specification	Quantity Required (Nos.)	Rate (Rs.)
1.	Printing and Supply of Main Answer Book	i. Best quality white paper of 68gsm shall be used. ii. Paper size: A4 size. iii. Except front page text matter, all sides of pages must be lined and have left margin. iv. Main answer book must be of total 6 Pages. (12-sides). v. It must be stapled at two points on the left edge of the answer book. vi. Front page of Answer book on which Text matter to be printed must be of blank background, no lines or margin is allowed. vii. The text matter to be printed on the front page of the Answer book will be provided by Institute with work order.	Total Approx. Quantity 25,000 nos.	Rs. ____/- (Per Answer book including 18% GST and inclusive of all charges)
2.	Printing and supply of Supplement	i. Best quality white paper of 68gsm shall be used. ii. Paper size: A4 size. iii. Except front page text matter, all sides of pages must be lined and have left margin. iv. Supplement answer book must be of total 2 Pages. (4-sides). v. Front page of Answer book on which Text matter to be printed must be of blank background, no lines or margin is allowed. vi. The text matter to be printed on front page of Answer book will be provided by Institute with work order.	Total Approx. Quantity 10,000 nos.	Rs. ____/- (Per Supplement including 18% GST and inclusive of all charges)
3.	Printing and Supply of Drawing Sheet of A1-Size (Full Size)	i. Best quality white paper of 90-120gsm shall be used. ii. Paper size: A1 size. iii. The text matter to be printed on Drawing Sheet will be provided by Institute with work order.	Total Approx. Quantity 500 nos.	Rs. ____/- (Per Drawing Sheet including 18% GST and inclusive of all charges)
4.	Printing and Supply of Drawing Sheet of A2-Size (Half Size)	i. Best quality white paper of 90-120gsm shall be used. ii. Paper size: A2 size. iii. The text matter to be printed on Drawing Sheet will be provided by Institute with work order.	Total Approx. Quantity 500 nos.	Rs. ____/- (Per Drawing Sheet including 18% GST and inclusive of all charges)

(Note: Please note the *Terms & Conditions* mentioned below)

### TERMS AND CONDITIONS

- 1) Covering Letter for submitting quotation shall be given on the company letter head mentioning official address, Contact No, E-Mail address and website (if available) and other details.
- 2) Registration letter of supplier's establishment (company/ organization).
- 3) GST registration certificate/ Number.
- 4) GST Clearance Certificate/ GST Challan for last quarter of the financial year.
- 5) Material to be used will be mentioned in the work order and text matter to be printed will be provided by Institute, which shall be approved before the final printing.

### PAYMENT TERMS

- (1) 100% Payment against delivery after required quantity verification at consignee's place.
- (2) Advance payment is not admissible.
- (3) Payment is not permissible on dispatch documents through Bank or V.P.A.
- (4) Payment will be made only by Demand Draft/ Account Payee Cheque/ RTGS.
- (5) The material should be dispatched at G. P. Khamgaon & rates should be quoted FOR Khamgaon or otherwise charges towards transport must be clearly mentioned in the quotation.
- (6) The material will be required to be insured with Government Insurance if specifically mentioned in the order.
- (7) Undersigned may cancel the purchase order in discretionary power..

### IMPORTANT INSTRUCTIONS

- a. The envelope should be superscripted with a matter " **Printing and Supply of Main Answer Book, Supplement and Drawing Sheet**" and writing complete address of the undersigned. (Address: Principal, Government Polytechnic, Khamgaon, Jalamb Road, Khamgaon, Dist: Buldana (M.S.) Pin 444 303)
- b. The quotations should reach the undersigned **on or before Date: 21/07/2025; upto 5:00 pm only.**
- c. **The draft copy must be checked from the competent authority from the Institute before the final printing. Falling to this the undersigned shall not be responsible for any kind of payments in this regard.**
- d. **The rates should be quoted per Nos. only.**
- e. No extra charges will be paid for template making, packing etc. for the material rejected and replaced.
- f. Quotations will be opened at 11:00 AM on **Date: 22/07/2025** at the office of the Principal of Institute.
- g. Rates should be valid upto 31-March-2026 from the date of confirmation letter.
- h. Delivery to the consignee has to be effected within **30 days** from the date of issue of purchase order **on or before the prescribed date (if any).**
- i. The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.
- j. Sample must get approved before execution of work order.
- k. Attach the sample copy of the Main answer book with quotation to check paper & printing quality.
- l. **Rates quoted must be inclusive of 18% GST, including all charges viz all type of taxes, payables, transportation to the Institution etc.**



**Principal**  
**Govt. Polytechnic, Khamgaon**

Copy to: (For information & necessary actions)

1. Institute Class Test Coordinator and Co-coordinator, Govt. Polytechnic, Khamgaon.
2. Registrar, Govt. Polytechnic, Khamgaon.
3. Programmer, Govt. Polytechnic, Khamgaon for uploading on Institute website with immediate effect.
4. Account Section, Govt. Polytechnic, Khamgaon.
- ✓ 5. Institute's Main Notice board for display.





**GOVERNMENT POLYTECHNIC KHAMGAON (021)**  
**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**  
**CLASS TEST ANSWER BOOK**



**Institute Vision:** Centre Of Excellence Creating Globally Competent Engineers Satisfying Needs Of Industry And Society.  
**Mission:** M1. Educate and train in interdisciplinary Programs to develop competencies to serve Industrial and societal needs.

M2. Endeavor constantly for development of Infrastructure and facilities to cope up Technological progress.

M3. Enhance the skills through industry institute Interaction and inculcate leadership qualities, Ethical values and environmental awareness in Students to transform them into competent Human resource.

M4. Ensure facilities of employability, encourage Entrepreneurship and promote lifelong learning.

**TO BE FILLED BY THE CANDIDATE**

**ENROLLMENT NUMBER**

Programme : Diploma in \_\_\_\_\_ Engg. Sem : \_\_\_\_\_

Roll No : \_\_\_\_\_ Class Test : I / II Date of Exam: \_\_\_\_/\_\_\_\_/\_\_\_\_

Course Code & Abbr : \_\_\_\_\_

Course: \_\_\_\_\_ Academic Year: \_\_\_\_\_ Signature of Invigilator \_\_\_\_\_

**TO BE FILLED BY THE EXAMINER**

Que. No.	Bit								TOTAL
	a	b	c	d	e	f	g	h	
1									
2									
3									
Total Marks Obtained									

No. of Main Answer Book	
No. of Supplements	
Total	

Signature of Examiner

Start Writing Answer from Here .....