



# GOVERNMENT POLYTECHNIC, KHAMGAON

Jalamb Road, Khamgaon, Dist: Buldhana 444303

☎ (07263) 56644 (O), 54609 (R), Fax - (07263) 52278

E-mail: office.gpolykhamgaon@dtmaharashtra.gov.in Web: www.gpk.edu.in

No.: GPK/2025/1652

Date : 18/07/2025

To,

... (Interested Parties)...

## Enquiry Letter For Printing and Supply of Student Identity Card (I-Card)

**Sub:** Inviting sealed QUOTATIONS for Printing and Supply of Identity Card (I-Card).

**(Due Date: 30/07/2024; up to 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 Student Identity Card (I-Card). | Student Identity Card Layout and Specification is attached to this Enquiry Letter. | Total Approx. Quantity<br>550 nos. | Rs. ____/-<br>(Per I-Card 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) Text matter to be printed will be provided by Institute, which shall be approved before the final printing.
- 6) The material quoted should confirmed to the specification given in attached document, if specification of certain item is inadequately mentioned then supplier must give the necessary details in the quotation with its make and size of best quality.
- 7) The undersigned reserved the right of rejecting all the quotation without assigning any reason.
- 8) Samples are required to be supplied along with the quotation.
- 9) If Supply of any part of the order rejected by the institute the same will have to be replaced by the supplier within a specified time and all expenses including charges for return and replacement will have to be paid by supplier.
- 10) In case of Lost or Damaged I-Cards, it shall be made available with same rate as per quoted rates in quotation throughout the academic year.
- 11) Photographs of students in Uniform for I-Card must be taken by Photographer (supplier) in the institute premises as per the schedule which will be provided by institute.

### 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 "Printing and Supply of Identity Card Student (I-Card)" matter 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: 30/07/2025; 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 in per Nos. including 18% GST and all other charges.**
- 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: 31/07/2025** at 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 or **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. **Rates must be inclusive of all charges viz all type of taxes, payable, transportation to the Institution etc.**



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

**Enclosure:** Student Identity Card Layout and Specification sheet attached to this enquiry Letter.

Copy to: (For information & necessary actions)

- 1) I-Card Committee 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.



प्रथम / थेट द्वितीय वर्षात प्रवेशित विद्यार्थी / विद्यार्थिनींचे ओळखपत्र चे विवरण  
(2025-2026)

Diagram of the Front side of I-card:

Dimensions: @6cm (width), @10cm (height)

Layout:

- Top: Tag Hole
- Left: College Logo
- Center: GOVT.POLYTECHNIC KHAMGAON
- Below Center: Student Printed Colour Photograph
- Right: College Seal
- Below Center: Name of Student, Branch
- Bottom Left: Address, Phone No., Enrolment No., Date of Birth
- Bottom Left: Principal
- Bottom Right: Sign of student

Front side of I-card

Diagram of the Back side of I-card:

Layout:

- Top: Tag Hole
- Table with 5 rows and 4 columns:

|                   |  |  |  |
|-------------------|--|--|--|
| Warden sign       |  |  |  |
| Hostel Room No.   |  |  |  |
| Sign of Authority |  |  |  |
| Academic Year     |  |  |  |
| Roll No.          |  |  |  |
| Year/ Branch      |  |  |  |

Back side of I-card

Required ID Card Specification and image for reference :-

- Required Quantity – Approx. 550 nos.
- Printing Type – Digital Printing
- Printing Surface – Glossy, Frosted
- Card Type – Double Sided Card holder of P.V.C. material.
- Card Color – Bright / Milky White (as per requirement)
- Use – Office / College
- Thickness : @ 3mm
- Tag/Lace: @15inch (rounded length) pre-attached soft non-removable (dark blue color) tag/lace having college name printed in white color per requirement).



(as

*[Signature]*

Principal

Government Polytechnic, Khamgaon