



# GOVERNMENT POLYTECHNIC, KHAMGAON

Jalamb Road, Khamgaon, Dist: Buldhana 444303

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

E-mail: [office.gpkhamgaon@dtmaharashtra.gov.in](mailto:office.gpkhamgaon@dtmaharashtra.gov.in)

Web: [www.gpk.edu.in](http://www.gpk.edu.in)



No.: GPK/2024/ 1790

Date : 03/08/2024

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: 12/8/2024; 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	<ol style="list-style-type: none"><li>Best quality white paper of 68gsm shall be used.</li><li>Paper size: A4 size.</li><li>Except front page text matter all sides of pages must be lined and having left margin.</li><li>Main answer book must be of total 6 Pages. (12-sides).</li><li>It must be stapled at two points on the left edge of answer book.</li><li>Front page of Answer book on which Text matter to be printed must be of blank background, no lines or margin is allowed.</li><li>The text matter to be printed on front page of Answer book will be provided by Institute with work order.</li></ol>	Total Approx. Quantity 30,000 nos.	Rs. ____/- (Per Answer book including 18% GST and inclusive of all charges)
2.	Printing and supply of Supplement	<ol style="list-style-type: none"><li>Best quality white paper of 68gsm shall be used.</li><li>Paper size: A4 size.</li><li>Except front page text matter all sides of pages must be lined and having left margin.</li><li>Supplement answer book must be of total 2 Pages. (4-sides).</li><li>Front page of Answer book on which Text matter to be printed must be of blank background, no lines or margin is allowed.</li><li>The text matter to be printed on front page of Answer book will be provided by Institute with work order.</li></ol>	Total Approx. Quantity 32,000 nos.	Rs. ____/- (Per Supplement including 18% GST and inclusive of all charges)
3.	Printing and Supply of Drawing Sheet of A1-Size (Full Size)	<ol style="list-style-type: none"><li>Best quality white paper of 90-120gsm shall be used.</li><li>Paper size: A1 size.</li><li>The text matter to be printed on Drawing Sheet will be provided by Institute with work order.</li></ol>	Total Approx. Quantity 2000 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)	<ol style="list-style-type: none"><li>Best quality white paper of 90-120gsm shall be used.</li><li>Paper size: A2 size.</li><li>The text matter to be printed on Drawing Sheet will be provided by Institute with work order.</li></ol>	Total Approx. Quantity 2000 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: 12/08/2024; 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. 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: 13/08/2024** at office of the Principal of Institute.
- g. Rates should be valid upto 31-March-2025 from the date of confirmation letter.
- h. Delivery to the consignee has to be effected within **12 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. **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

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.