



GOVERNMENT POLYTECHNIC, KHAMGAON

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No.: GPK/CStore/NBA/DisplayBoards/2024/ 1894

Date **20 AUG 2024**

To,
.....
.....
(Interested Parties).....

Enquiry Letter For Designing, Printing And Fixing of Display Boards for NBA

Sub: Inviting sealed QUOTATIONS for designing, printing and fixing of Display Boards, required at various departments in the institute for the NBA purpose.

(Due Date: 30/08/2024; 5:00 pm)

Dear Sir,

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

Sr. No.	Name of the Service	Specification	Quantity Required (Sq. Ft.)	Rate (Rs.)
1	Designing, printing and fixing of display boards of different sizes as per requirement	i. Best quality boards made up of 5 mm thick foam sheet of different sizes. ii. Printing quality: Vinyl or equivalent. iii. Colour combination and design duly approved by competent authority of the institute. iv. The text matter to be printed on display boards shall be provided by Institute with work order. v. Different Board Sizes shall be provided by Institute with work order.	(As per requirement)	----- (PER SQUARE FEET including GST)

(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) Sizes of the boards, 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, installation, testing of equipment, training and working trial and satisfactory working of equipments at consignee's place.
- (2) Advance payment is not admissible.

- (3) Payment is not permissible on dispatch documents through Bank or V.P.P.
- (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 "**Quotation for Designing, Printing and Fixing of Display Boards for NBA.**"
- b. The quotations should reach the undersigned **on or before Date 30/08/2024; 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 square feet.**
- e. No extra charges will be paid for cartage, packing etc. for the material rejected and replaced.
- f. Quotations will be opened at 11:00 AM on **Date 31/08/2024** at office of the Principal of Institute.
- g. Rates should be valid for the current financial year (i.e. up to 31st March 2025).
- h. Delivery to the consignee has to be effected within **10 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

Copy to: (For information & necessary actions)

- 1) NBA coordinator, Govt. Polytechnic, Khamgaon.
- 2) Workshop Superintendent, Govt. Polytechnic, Khamgaon.
- 3) Store Keeper, Govt. Polytechnic, Khamgaon.
- ✓ 4) Programmer, Govt. Polytechnic, Khamgaon for uploading on Institute website with immediate effect.
- 5) Institute's Main Notice board for display.