



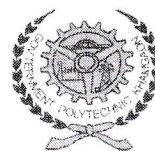
GOVERNMENT POLYTECHNIC, KHAMGAON

WINNER OF ISTE-NARSEE-MONJEE AWARD-2000

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Enquiry Letter

No. : GPK /Store/ NBA/ D boards/2022-23/2720

Date: 06/12/2022

By post / email

To,

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.....
.....

Sub: Inviting sealed quotation for designing, printing and fixing of Display boards at various places in the Institute Premises (**Due Date of submission of quotations 16 /12/2022**)

(**Date of Opening the received sealed quotations : 17/12/2022 @ 1 PM**)

Dear Sir,

Sealed Quotations are invited by the undersigned 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	Rates	Quantity required
1	_Designing, printing and fixing (with appropriate fixing material approved by concerned authority) Institute " Vision & Mission Display boards " at various places in the Institute Premises with essential material.	<ul style="list-style-type: none"> •A " Vision & Mission Display boards " made up of best quality foam sheet of size 3 feet X 4 feet X 5 mm thick , duly designed and printing in star grade quality. •Colour combination and design duly approved by competent authority of the institute . • The text matter to printed on display boards shall be provided by Institute 	Per square foot	20 boards
2	_Designing, printing and fixing (with appropriate fixing material approved by concerned authority) of Institute " Vision & Mission Display boards " at various places in the Institute Premises with essential material Inclusive all kinds of labour charges.	<ul style="list-style-type: none"> •A " Vision & Mission Display boards " made up of best quality acrylic sheet of size 3 feet X 4 feet X 5 mm thick , duly designed and printing in star grade quality. •Colour combination and design duly approved by competent authority of the institute . • The text matter to printed on display boards shall be provided by Institute 	Per square foot	20 boards
4	_Designing, printing and fixing (with appropriate fixing material approved by concerned authority) Department " Vision & Mission Display boards " at various places in the Institute Premises with essential material Inclusive all kinds of labour charges.	<ul style="list-style-type: none"> •A " Vision & Mission Display boards " made up of best quality foam sheet of size 3 feet X 4 feet X 5 mm thick , duly designed and printing in star grade quality. •Colour combination and design duly approved by competent authority of the institute . • The text matter to printed on display boards shall be provided by Institute 	Per square foot	3 boards per department for 6 departments (Total 18)

(Note : Please note the terms and conditions mentioned below)

TERMS AND CONDITIONS

- (1) The material quoted should confirm to the specifications given in the list. When specification of certain item is inadequately mentioned in the quotation form then the details from suppliers end must be mentioned with its make ,size of best quality.(2) The Undersigned reserves the right of rejecting all the quotations without assigning any reasons.(3) All rates quoted should be F.O.R. Government Polytechnic, Khamgaon including all applicable taxes otherwise the quotations will not be considered.(4) For sales Tax / GST or any other taxes , IF "D" , "AF" or any other equivalent form if required shall be furnished on the demand where applicable.(5)All the Rates should be F.O.R. at Government Polytechnic, Khamgaon(for local dealers(6) The quotation shall be valid up to 90 days from the date of opening(7)If supply of any part of the orders 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.(8) 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) address.(9) Registration letter of suppliers establishment (company/ organization)(10)GST registration certificate/ Number(11) GST Clearance Certificate/ GST Challan for last quarter of the Financial year .(Paid up to March 2022) (12) The envelope should be superscripted with a matter "Quotation for **Designing, printing and fixing of " Vision & Mission Display boards "** at various places in the Institute Premises with **essential material** " and writing complete address of the undersigned. (Address :Principal, Government Polytechnic, Khamgaon, Jalamb Road, Khamgaon, Dist : Buldana (M.S.) Pin 444 303) (13)The quotations should reach the undersigned on or **before Date 16/12/2022** during office hours only(14)**The draft copy must be checked from the competent authority from the Institute before final printing. Falling to this the undersigned shall not be responsible any kind of payments in this regard**(15)The boards size must be confirmed before preparing a frame (16) The rates should be quoted in per square feet (17)No extra charges will be paid for cartage, packing etc. for the material rejected and replaced(18)Quotations will be opened at 1.00 PM on **Date 17/12/2022** at office of the Principal of Institute.(19)Rates should be valid for 6 months from the date of confirmation letter.(20)Delivery to the consignee has to be effected within **2 week**from the date of issue of purchase order **on or before the prescribed date(if any)**(21)The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.(22)Sample must get approved before execution of work order . (23)Rates are inclusive of all charges viz all type of taxes, payable , transportation to the Institution etc.

PAYMENT TERMS

- 100% Payment against delivery, installation & satisfactory completion of work at consignee's place.
- Advance payment is not admissible
- Payment is not permissible on dispatch documents through Bank or V.P.P.
- Payments will be made only through CMP.
- The material will be dispatched at Khamgaon & rates should be quoted FOR Khamgaon or otherwise charges towards transport must be clearly mentioned in the quotation
- The material will be required to be insured with Government Insurance if specifically mentioned in the order.
- Quantity of work order may vary.
- Undersigned may cancel the purchase order in his discretionary power


Principal,
Govt. Polytechnic, Khamgaon .

- Copy to :1) Registrar for information and necessary follow up.
2) Service providers, printers, designers , as per list attached herewith.
3) Programmer, Govt. Polytechnic, Khamgaon for uploading on Institute website with Immediate effect.

4) Institute's Main Notice board for display.

5) N B A coordinator
