



GOVERNMENT POLYTECHNIC, KHAMGAON

WINNER OF ISTE-NARSEE-MONJEE AWARD-2000

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Gram:- POLYTECH

Enquiry Letter

No. : GPK /Store/ Office/ MSBTE/2020-21/ 1608

Date: 21 / 10 / 2020

By post / email

To,

.....
Programmer
for uploads
.....

QUOTATION

Sub: Quotation for purchase of Laptop / furniture-

(Due Date 4/11/2020 and date of opening 5/11/2020)

Dear Sir,

Sealed Quotations are invited from eligible and interested manufacturers/ dealers/distributors/ for the following items on the terms and conditions mentioned below.

| Sr. No. | Name of the item | specification | Quantity required | Estimated cost |
|---------|------------------|--|-------------------|----------------|
| 1 | Laptop | Ryzen 5 , RAM 8GB ,512 SSD , 15.6 " FHD,Radeon Graphic with Bag. Colour : Silver | 1 | 49500/- |

(Note : Please note the terms and mentioned below)

TERMS AND CONDITIONS

- 1 The bid/quotation should be submitted in two bid format. (Technical bid & Commercial Bid)
- 2 The first envelope will contain Technical specifications of the product, technical literature/ leaflet and other documents mentioned below. It is mandatory to the suppliers to submit following documents without which your quotation will not be considered.
 - 2.1 Covering Letter for tender on the company letter head mentioning official address, Contact No, e Mail address and website (if available) address.
 - 2.2 Registration letter of suppliers establishment (company/ organization)
 - 2.3 GST registration certificate/ Number
 - 2.4 GST Clearance Certificate/ GST Challan for last quarter of the Financial year.(Paid up to March 2020)
 - 2.5 Authorization/ Distributorship certificate from manufacturer. Proof of permission to manufacture the equipment/ item mentioned in the quotation from competent authorities (to be submitted if the bidder is not a manufacturer).
 - 2.6 Technical literature / leaflet of the make and model no of equipment quoted.
 - 2.7 Under taking by supplier confirming quality of Equipment / Machinery
 - 2.8 Under taking by supplier towards supply of equipment within prescribed date / period and post sales services. (Additional document may also be asked by undersigned for confirming the details.)

- The second envelope will contain the financial bid in which the all inclusive rates F.O.R. Destination will be written and signed with the stamp of the establishment in the following format.

| Sr. No. | Name of the item with specification | | Quantity required | All inclusive cost per unit | All inclusive cost for quantity mentioned. |
|---------|-------------------------------------|----------------|-------------------|-----------------------------|--|
| | Name of the item | Specifications | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Date -

(Signature)

Place -

Rubber Stamp of Organisation

Important Instructions

- The two envelopes should be sealed with a mention of the type of envelope (technical / Financial), Reference no., Date of opening the quotation on the front side of the envelope. These two envelopes should be sealed in a third envelope by giving heading "Quotation for supply of "LAPTOP" and writing complete address of the undersigned. (Address :Principal, Government Polytechnic, Khamgaon , Jalamb Road , Khamgaon, Dist : Buldana (M.S.) Pin 444 303)
- The quotations should reach the undersigned on or **before Date 4/11/2020**
- The material will be checked at this institute.
- No extra charges will be paid for cartage, packing etc. for the material rejected and replaced
- Quotations will be opened at 1.00 AM/ PM on **Date 5/11/2020** at office of the Principal of Institute.
- Rates should be valid for 6 months from the date of confirmation letter.
- Materials should be quoted for standard makes and minimum pkgs.
- 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)**
- The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.
- The said process is subjected to the necessary approval from higher authorities.



Principal
Govt. Polytechnic, Khamgaon .

Copy to :1) Registrar for information and necessary follow up.

2) Suppliers ,as-per list attached herewith.

✓ 3) Programmer, Govt. Polytechnic, Khamgaon through Registrar for uploading on Institute website with immediate effect.

4) Institute's Main Notice board for display.