



GOVERNMENT POLYTECHNIC, KHAMGAON

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Inquiry Letter

No: GPK/MED /2019/ 296

DUE DATE:

Date: 28.01.2019

To,
M/s.....

Sub: Quotation for the supply of . Single User Server Ultra Edition Anti-Virus

Dear Sirs,

Sealed quotations are hereby invited by the undersigned for the supply of Machinery Equipment/Consumable materials / **Single User Server Ultra Edition Anti-Virus**. so as to reach this office on or before .20/02/2019, during office hours only. Please note the quotations received after the due date will not be considered.

TERMS & 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 envelope containing the quotations should be dully sealed and superscribed as " Quotation for" along with the date of submission of the quotation.(7) The quotation shall be valid up to 90 days from the date of opening .(8)Quotations will be opened on 21/02/19 at 9.00 am/pm.(9) Samples are required to be supplied for the items specifically mentioned in the reamrk column.(10)Railway receipts or motor receipt for goods shall be sent directly to undersigned by registered post only and will not be accepted through banker or V.P.P. (11) Testing of material will be done by the consignee at destination and bills will be paid thereafter if test results are found satisfactory(12)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.

PAYMENT TERMS : 100% Payment against delivery ,installation , testing of equipment,training and working trial and satisfactory working of equipments at consignee's place.(12) Advance payment is not admissible (13) Payment is not permissible on dispatch documents through Bank or V.P.P. (14) Payments will be made only by Demand Draft of State Bank of India.(16) 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(17) The material will be required to be Insured with Government Insurance if specifically mentioned in the order. (18) Undersigned may cancel the purchase order in discretionary power.

S.No.	Name Item	Specifications	Qty/ Nos	Remarks (if Any)
1	Single User Server Ultra Edition Anti-Virus	Single user server	02	

NOTE: Please mention PAN /TAN number of either supplier or supplier's firm.(or any other no.pertaining to Income tax) alongwith the current / saving account no of firm at the time of submission of quotation.

Your's

Principal,

Government Polytechnic, Khamgaon

Cc: 1) Suppliers as per List attached (2) Institute Notice Board (3) Institute website for uploading.