



GOVERNMENT POLYTECHNIC, KHAMGAON

Jalamb Road, Khamgaon, Dist: Buldhana 444303

☎ (07263) 295011 /295022

E-mail: office.gpkhamgaon@dtmaharashtra.gov.in

Web: www.gpk.edu.in



No.: GPK/CStore/Quot.Enq./Atte Book /2026/ 1398

Date : 31 JUL 2026

To,

... (Interested Parties)...

Enquiry Letter For Printing & Supply of Attendance Record Booklet

Sub: Inviting sealed QUOTATIONS Printing & Supply of Attendance Record Booklets.

(Due Date: 12/08/2026; 5:00 pm)

Sealed Quotations are invited from eligible and interested suppliers for the following items on the terms and conditions mentioned below. The quotation must be submitted along with necessary supporting documents as mentioned below in a sealed envelope and submitted to this office on or before the prescribed time and date mentioned.

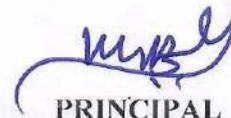
Name of item	Specification	Quantity Required	Unit Rate
PRINTING & SUPPLY OF ATTENDANCE RECORD BOOKLET	Printing on best quality 70 GSM A4 size White paper; Total 13 pages (26-sides); Stapled/ threaded along edge; Text design as per requirement; sample copy attached	(As per requirement*)	Rs. ____/- (Per Attendance Booklet including GST and all other charges)

(* Buyer has the right to change the quantity of items as per the need and the availability of the grant/ funds. Final requirement will be provided in the supply order.)

TERMS AND CONDITIONS

- 1) Two packet bid system will be applicable (Technical and Commercial bids only).
- 2) The Quotation must be submitted in sealed envelope, in prescribed format with details of enquiry (Quotation for Attendance Booklet) super scribed on envelope. Online / email Quotations will not be accepted.
- 3) The Quotation including technical envelope (envelope 1) and commercial envelope (envelope 2) should be submitted to this office on or before the due date.
- 4) The Quotation must be submitted with necessary technical literature and other documents as mentioned below.
- 5) Technical Envelope-1:
 - a. Covering letter with details of bidder, address, telephone number, mobile number, email ID, Name, signature and seal
 - b. Type of Business Entity; manufacturer/ authorized dealer, any other (to be specified).

- c. PAN card photocopy and GSTIN number and proof of GST paid for the last quarter.
- d. Undertaking from the bidder that he /She has not been blacklisted or debarred from supplying previously by Government.
- e. Undertaking about compliance of terms and conditions mentioned.
- f. Sample copy of Quality Paper to be used for Printing
- 6) Commercial Envelope-2:
 - a. Price quote along with taxation, Including all Taxes Charges delivery etc
- 7) Envelope-3: Envelope-1 and Envelope-2 are to sealed and packed in Envelope-3. Envelope-3 should be super scribed with **"Quotations Attendance Record Booklet"** and addressed to the **"PRINCIPAL, GOVERNMENT POLYTECHNIC, KHAMGAON"**. This envelope should be submitted on or before the last date and time mentioned in this document.
- 8) The bidder must not be a defaulter to any Government authorities and must not have been blacklisted/debarred from supplying of goods.
- 9) The bid must be for all-inclusive prices of the goods/ services, installation charges, demo, training, warranty and must include all taxes and levies, transportation charges, freight etc. Delivery to the consignee has to be completed within **10 days** from the date of issue of supply order or as per mentioned in the supply order.
- 10) Rates quoted should be valid until 31 March 2027.
- 11) Warranty: The bidder should undertake a guarantee of material quality and the fault-free function of the items provided. Warranty of all the items should be for 1 YEAR from the date of commissioning.
- 12) The supplier shall be liable for all direct or indirect damages as expenses incurred by us as a result of defects of goods and repair or replace the components at his own cost during warranty period.
- 13) Undersigned buyer has the right to change/alter the quantity of items as per the requirement and the availability of the grant/ funds. Final requirement will be provided in the supply order.
- 14) **PAYMENT TERMS:** 100% Payment against delivery, installation, testing of equipment, training and working trial and satisfactory working of equipments at consignee's place. Advance payment is not admissible.
- 15) Payment will be made only by Account Payee Cheque/NEFT/RTGS/ECS. Supplier should provide the necessary bank details.
- 16) Undersigned buyer may cancel the purchase order in discretionary power, without any reasons thereof.



PRINCIPAL
GOVT. POLYTECHNIC, KHAMGAON

Copy to:

- 1) Hon. Director, Technical Education, Mumbai. It is requested to publish this enquiry on website.
- 2) Hon. Joint Director, Technical Education, Amravati. It is requested to publish this enquiry on website.
- 3) Central Stores Officer, Govt. Polytechnic, Khamgaon.
- 4) Programmer, Govt. Polytechnic, Khamgaon for uploading on Institute website with immediate effect.
- ✓ 5) Institute's Main Notice Board for display.



GOVERNMENT POLYTECHNIC, KHAMGAON



ACADEMIC YEAR: 20 __ 20 __

SEMESTER: ODD SEM / EVEN SEM

ATTENDANCE & ASSESSMENT RECORD

ACADEMIC CALENDER

Sr. No.	Highlights	Schedule Date
1	Start of Academic Term	
2	First Class Test	
3	Internal Academic Monitoring	
4	Second Class Test	
5	External Monitoring	
6	End of Academic Term	
7	Practical Examination	
8	Theory Examination	
9	Start of Next Academic Term	

Name of Faculty	
Programme	
Course Title & Code	
Semester	

VISION

A CENTER OF EXCELLENCE CREATING GLOBALLY COMPETENT ENGINEERS
SATISFYING NEEDS OF INDUSTRY AND SOCIETY

MISSION

- Educate And Train in Multidisciplinary Programs to Develop Competencies to Serve Industrial and Societal Needs.
- Endeavor Constantly for Development of Infrastructure and Facilities to Cope Up Technological Progress.
- Enhance The Skills Through Industry Institute Interaction and Inculcate Leadership Qualities, Ethical Values and Environmental Awareness in Students to Transform Them into Competent Human Resource.
- Ensure Facilities of Employability Encourage Entrepreneurship and Promote Lifelong Learning.

GOVERNMENT POLYTECHNIC, KHAMGAON

Attendance Record of Theory

Programme Code:

Course:

Targeted Periods:

Ro ll No .	Enrolment No.	NAME OF STUDENT	DATE:																	
			MONTH:																	
			PERIOD:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
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Name & Sign of Faculty _____

Name & Sign of HOD _____

GOVERNMENT POLYTECHNIC, KHAMGAON

Attendance Record of Theory

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			MONTH:																		
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Name & Sign of Faculty _____

Name & Sign of HOD _____

GOVERNMENT POLYTECHNIC, KHAMGAON

Attendance Record of Theory

Programme Code:		Course:		Targeted Periods:																	
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			MONTH:																		
			PERIOD:	1 7	1 8	1 9	2 0	2 1	2 2	2 3	2 4	2 5	2 6	2 7	28	2 9	3 0	3 1	3 2		
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Name & Sign of HOD _____

GOVERNMENT POLYTECHNIC, KHAMGAON

Attendance Record of Theory

Programme Code:			Course:										Targeted Periods:									
Roll No.	Enrolment No.	NAME OF STUDENT	DATE:																			
			MONTH:																			
			PERIOD:	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32			
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Name & Sign of Faculty _____

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GOVERNMENT POLYTECHNIC, KHAMGAON

Attendance Record of Theory

Programme Code:		Course:		Targeted Periods:																	
R oll N o.	Enrolment No.	NAME OF STUDENT	DATE:																		
			MONTH:																		
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Name & Sign of Faculty _____

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GOVERNMENT POLYTECHNIC, KHAMGAON

Attendance Record of Theory

Programme Code:

Course:

Targeted Periods:

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			MONTH:																	
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GOVERNMENT POLYTECHNIC, KHAMGAON

Attendance Record of Theory

Programme Code:

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GOVERNMENT POLYTECHNIC, KHAMGAON

Attendance Record of Theory

Programme Code:		Course:		Targeted Periods:																	
Roll No.	Enrolment No.	NAME OF STUDENT	DATE:																		
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Name & Sign of Faculty _____

Name & Sign of HOD _____

GOVERNMENT POLYTECHNIC, KHAMGAON

Formative Assessment of Theory (FA-TH)

K - 5

Programme Code:

Course:

Roll No.	Enrolment No.	NAME OF STUDENT	UNIT TEST – 1	UNIT TEST – 2	Average of UNIT TEST Marks Out of	% Attendance
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Name & Sign of Faculty _____

Name & Sign of HOD _____

GOVERNMENT POLYTECHNIC, KHAMGAON

Formative Assessment of Theory (FA-TH)

K - 5

Programme Code:

Course:

Roll No.	Enrolment No.	NAME OF STUDENT	UNIT TEST – 1	UNIT TEST – 2	Average of UNIT TEST Marks Out of	% Attendance
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Name & Sign of Faculty _____

Name & Sign of HOD _____

GOVERNMENT POLYTECHNIC, KHAMGAON

Self-Learning Assessment (SLA)

K - 6

Programme Code:

Course:

Roll No.	Enrolment No.	NAME OF STUDENT	Micro Project Marks Out of _____	Assignment Marks Out of _____	Specific Learning/ Skill development Marks	SLA Marks As per Scheme
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Name & Sign of Faculty _____

Name & Sign of HOD _____

GOVERNMENT POLYTECHNIC, KHAMGAON

Self-Learning Assessment (SLA)

K - 6

Programme Code:

Course:

Roll No.	Enrolment No.	NAME OF STUDENT	Micro Project Marks Out of _____	Assignment Marks Out of _____	Specific Learning/ Skill development Marks	SLA Marks As per Scheme
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Name & Sign of Faculty _____

Name & Sign of HOD _____

GOVERNMENT POLYTECHNIC, KHAMGAON

Formative Assessment of Practical (FA-PR)

K - 3

Programme Code:

Batch 2: Roll No. _____ to _____

Total No. of Practical:

[illegible]

Name & Sign of Faculty _____

Name & Sign of HOD _____

GOVERNMENT POLYTECHNIC, KHAMGAON

Formative Assessment of Practical (FA-PR)

K - 3

Programme Code:

Batch 3: Roll No. _____ to _____

Total No. of Practical:

[illegible]

Name & Sign of Faculty _____

Name & Sign of HOD _____