



GOVERNMENT POLYTECHNIC, KHAMGAON

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No.: GPK/2026/ 212

Date : 23/01/2026

To,

... (Interested Parties) ...

Enquiry Letter For Supply and Erection of pandal, seating arrangement, stage ,sound and lighting system for gathering event “ Kalasangam 2025-2026”

Sub: Inviting sealed QUOTATIONS for supply and erection of pandal, seating arrangement, stage ,sound and lighting system for gathering event “ Kalasangam 2025-2026 (Due Date: 10/02/2026; 12:30 pm)

Dear Sir,

Sealed Quotations are invited from eligible and interested Service providers /suppliers for the supply and erection of pandal, seating arrangement, stage, sound and lighting system for gathering event “ Kalasangam 2025-2026”

Sr. No.	Name of the Service	Specification with Quantity required	Rate (Rs.)
1.	Supply & erection of Pandal	i. Best quality material shall be used. ii. Pandal (75 feet X 60 feet Area) iii. Green Matting (75 feet X 60 feet Area) iv. Red Carpet (5 X 150 feet Area) v. Fan/ Coolers (4 Nos)	Rs. ____/- including GST
2.	Supply & erection of Stage for event	i. Best quality material shall be used. ii. Stage (30 feet X 20 feet Area) iii. Sofa for seating arrangement of at least 20 persons iv. Center table (2 Nos) v. Buffet table (6 Nos) vi. Podium (1 Nos) vii. Arrangement for inauguration viii. Fan/Coolers (4 Nos) ix. Samai (1 Nos)	Rs. ____/- including GST
3.	Supply & erection of Screen for stage	i. Two cotton screens of appropriate size for stage.	Rs.____/- including GST
4	Suppling plastic fiber Chairs	i. Plastic fiber Chairs (150 Nos)	Rs.____/- including GST

5	Supply & erection of Sound system	i) Sound system (with Mixer) ii) Cordless mike (4 Nos) iii) Corded mike (2 Nos)	Rs.____/- including GST
6	Supply & erection of Lighting system	i) Focus light & halogen lamps for stage (4 Nos) ii) Focus light for pandal (6 Nos)	Rs.____/- 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.

PAYMENT TERMS

- 1) 100% Payment against delivery after required quantity verification at consignee's place.
- (2) Advance payment is not admissible.
- (3) Payment is not permissible on dispatch documents through Bank or V.P.A.
- (4) Payment will be made only by Demand Draft/ Account Payee Cheque/ RTGS.
- (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 supply and erection of pandal, seating arrangement, stage, sound and lighting system for gathering event "Kalasangam 2025-2026" and writing complete address of the undersigned. (Address: Principal, Government Polytechnic, Khamgaon, Jalamb Road, Khamgaon, Dist: Buldana (M.S.) Pin 444 303)
- b. The quotations should reach the undersigned on or before Date: 10/02/2026; 12.30 P.M only.
- c. Quotations will be opened at 03.30 PM on Date: 10/02/2026 at the office of the Principal of Institute.
- d. Erection and supply work has to be completed 1 day before the commencement of the gathering event.
- e. The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.
- f. Sample must get approved before execution of work order.
- g. Rates must be inclusive of all charges viz all type of taxes, payable, transportation to the Institution etc.


Principal
Govt. Polytechnic, Khamgaon
Principal
Government Polytechnic,
Khamgaon

Copy to: (For information & necessary actions)

- 1) Kalasangam Event Coordinator, Govt. Polytechnic, Khamgaon.
- 2) Registrar, Govt. Polytechnic, Khamgaon.
- 3) Programmer, Govt. Polytechnic, Khamgaon for uploading on Institute website with immediate effect.
- 4) Account Section, Govt. Polytechnic, Khamgaon.
- 5) Institute's Main Notice board for display.