GOVERNMENT POLYTECHNIC, KHAMGAON
Jalamb Road, Khamgaon, Dist: Buldhana 444303
 (07263) 56644 (O), 54609 (R), Fax - (07263) 52278
E-mail: office.gpolykhamgaon@dtemaharashtra.gov.in Web: www.gpk.edu.in

No.: GPK/2026/ 3383
Date : ~~30~~/10/2026
31

To,

... *(Interested Parties)*...
.....

.....

Enquiry Letter For Printing and Supply of Student Identity Card (I-Card)

Sub: Inviting sealed QUOTATIONS for Printing and Supply of Identity Card (I-Card).
(Due Date: 09/11/2026; up to 5:00 pm).

Dear Sir,

Sealed Quotations are invited from eligible and interested Service providers / Printers for the following items on the terms and conditions mentioned below.

Sr. No.	Name of the Service	Specification	Quantity Required (Nos.)	Rate (Rs.)
1.	Printing and Supply of Student Identity Card (I-Card).	**Student Identity Card Layout and Specification is attached to this Enquiry Letter.**	*Total Approx. Quantity* ***550 nos.***	**Rs._____/-** *(Per I-Card including 18% GST and inclusive of all charges)*

(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 the last quarter of the financial year.
5) Text matter to be printed will be provided by the Institute, which shall be approved before the final printing.
6) The material quoted should conform to the specification given in the attached document, if specification of certain item is inadequately mentioned then supplier must give the necessary details in the quotation with its make and size of best quality.
7) The undersigned reserved the right of rejecting all the quotations without assigning any reason.
8) **Samples are required to be supplied along with the quotation.**
9) If Supply of any part of the order 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.
10) In case of Lost or Damaged I-Cards, it shall be made available at the same rate as per quoted rates in quotation throughout the academic year.
11) **Photographs of students in Uniform for I-Card must be taken by Photographer (supplier) in the institute premises as per the schedule which will be provided by the institute.**

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.
(5) **The material should be dispatched at G. P. Khamgaon & rates should be quoted FOR Khamgaon or otherwise charges towards transport must be clearly mentioned in the quotation.**
(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 **"Printing and Supply of Identity Card Student (I-Card)"** matter 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: 09/11/2026; upto 5:00 pm** only.
c. **The draft copy must be checked from the competent authority from the Institute before the final printing. Falling to this the undersigned shall not be responsible for any kind of payments in this regard.**
d. **The rates should be quoted in per Nos. including 18% GST and all other charges.**
e. No extra charges will be paid for template making, packing etc. for the material rejected and replaced.
f. Quotations will be opened at 11:00 AM on **Date: 12/11/2026** at the office of the Principal of Institute.
g. Rates should be valid upto 31-March-2027 from the date of confirmation letter.
h. Delivery to the consignee has to be effected within **30 days** from the date of issue of purchase order or **on or before the prescribed date** *(if any)*.
i. The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.
j. Sample must get approved before execution of work order.
k. **Rates must be inclusive of all charges viz all types of taxes, payable, transportation to the Institution etc.**

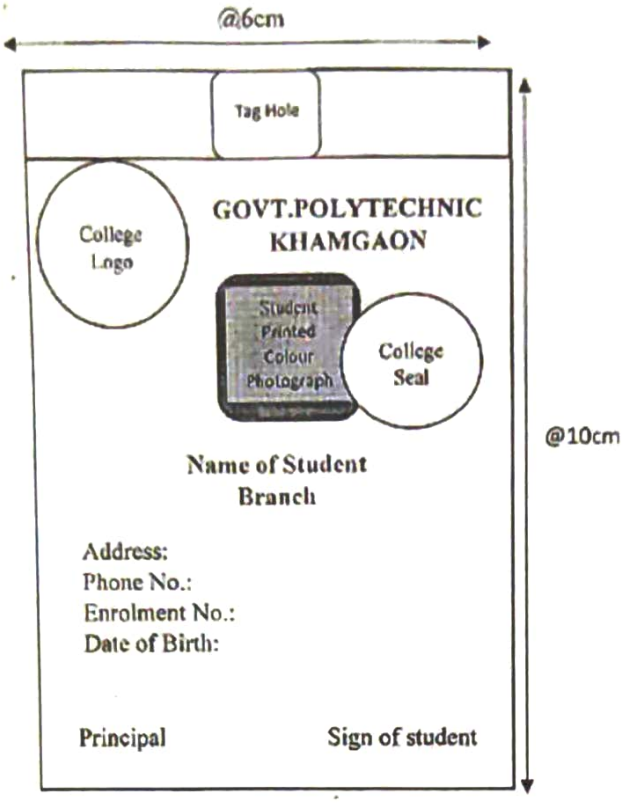
Principal
Govt. Polytechnic, Khamgaon

Enclosure: Student Identity Card Layout and Specification sheet attached to this enquiry Letter.

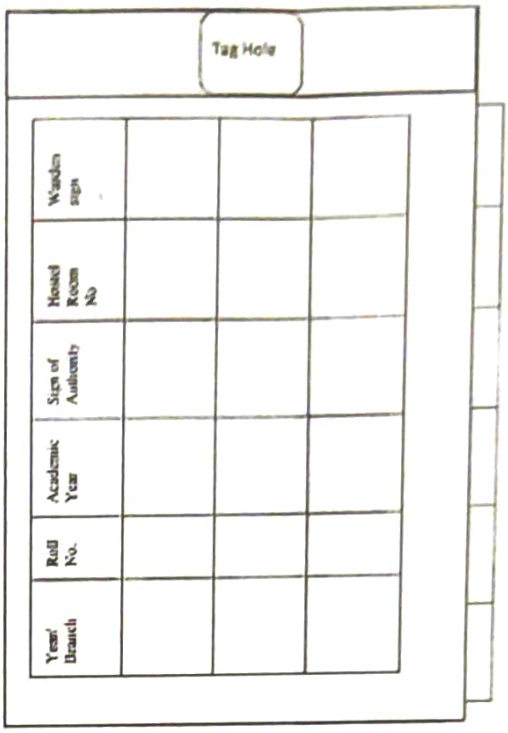
Copy to: (For information & necessary actions)

1) I-Card Committee Cordinator and Co-cordinator, 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.

प्रथम / थेट द्वितीय वर्षात प्रवेशित विद्यार्थी / विद्यार्थिनींचे ओळखपत्र चे विवरण (2026-2027)



Front side of I-card



Back side of I-card

Required ID Card Specification and image for reference :–

i. Required Quantity – Approx. 550 nos.
ii. Printing Type – Digital Printing
iii. Printing Surface – Glossy, Frosted
iv. Card Type – Double Sided Card holder of P.V.C. material.
v. Card Color – Bright / Milky White (as per requirement)
vi. Use – Office / College
vii. Thickness : @ 3mm
viii. Tag/Lace: @15inch (rounded length) pre-attached soft non-removable (dark blue color) tag/lace having college name printed in white color (as per requirement).



Principal
Government Polytechnic, Khamgaon