



GOVERNMENT POLYTECHNIC, JALNA

AURANGABAD ROAD NAGEWADI, JALNA-431203 (Maharashtra)
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No. : GPJ /Store/inst .purchase/2019-20/

Date: . -

QUOTATION : 31 JAN 2020

Sub: Quotation for purchase following items.


(Due Date: 07 /02 /2020)

Sealed Quotations are invited for the supply of **Multifunctional Printer & etc.**
as described under due on **07/02/2020** subject to given terms and conditions.

Sr. No.	Name of the item with specification	Qty.	Rate per Unit	Taxes	Total Amount.
1	Multifunctional Printer All in One	02 No			
2	Digital Scanner	02 No			

TERMS AND CONDITIONS

- 1) The quotation should be submitted in sealed envelope.
- 2) Write on the envelope " Quotation for supply of Multifunctional Printer & etc . " and submit it to the Office in main Building of the Institute due On. 07/02/2020 at .5.30 pm.
- 3) The Quotations received after given time period will not be considered in purchase Process and will be rejected without giving any information.
- 4) All Material of this Inquiry will not be purchase at a time. It will be purchased as per requirement of this institute up to. 31st March 2020.
- 5) Rates quoted should be preferably F.O.R.Jalna otherwise, it should be specified clearly.
- 6) Taxes and duties should be mentioned separately in the Quotations with appropriate percentage .(Specially in case of GST.)
- 7) Detailed specifications including make of material should be mentioned in the Quotation. If the quoted Item/Equipment/Peripheral is available with you in different brands/makes, the rates should be mentioned separately brand wise. In case of branded items like computer Peripherals, Electricals, Plastic Products etc.If the Make/Manufacture name is not mentioned in the quotation, the quotation will be rejected without giving any information of the supplier.
- 8) Purchase Order Should be placed in the name of Supplier which has quoted the lowest Rates.
- 9) Material should be supplied within 10 days from the date of purchase order.
- 10) In case of Equipment's /Machines bill will be passed after equipment Testing. Installation, Demonstration and Training (If required) at the concerned Department. report should be submitted to the Central Stores. (Work shop Department).If the Equipment / Machine does not match the required specifications, will be returned as it is at your cost.
- 11) In case of consumable, Stationary and miscellaneous items, the material will be inspected by the concerned department. the material found correct subject to the required specifications, bill will passed otherwise returned as it is at your cost.
- 12) Warranty should be mentioned in the quotation as per given by the manufactures.
- 13) Quotation should be valid for 12 months from the date of opening or up to the next quotation enquiry whichever is earlier.
- 14) Efforts will be made to release the payment as early as possible , we can but some time it may be delayed due to no availability of grants.
- 15) If the quoted price is same priority given to local or nearest supplier.
- 16) All rights are reserved by the signing authority to reject the quotation.


Principal,
Govt. Polytechnic, Jalna