



PURANMAL LAHOTI GOVT. POLYTECHNIC,
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PLGPL/Store/Inst. Purchase/2017-2018/ 698

Dated : 1 MAR 2018

QUOTATION

Sub :- Quotation for purchase of equipment.
(Due Date – 08/03/2018 Upto 12.00 PM)

Sealed Quotations are from eligible and interested manufacturers /dealers/distributors for the following items on the terms and conditions mentioned below.

Sr. No.	Name of the item with specifications	Quantity required	Estimated cost / Unit (Rs)
1	Steel Book Case Size :- 1675 X 840 X 305 mm	30 Nos	5500/-
2	Steel Cupboard (Major)	10 Nos	5000/-
3	Plastic Chair	200 Nos	800/-
4	Table with drawer Standrd Size -3'X2'	20 Nos	3000/-

TERMS AND CONDITIONS

- The bid / quotation should be submitted in two bid format.
- The first envelope will contain Technical Specifications of the product, technical literature/ leaflet and other documents mentioned below.
- 1. Covering Letter for tender on the company letter head mentioning official address, Contact No, e-mail address and Website (if available) address.
- 2. EMD (3% of the quoted cost or Rs. 5000 whichever is minimum) OR Exemption certificate from competent authorities, if exemption is claimed. Those who have already submitted EMD to this Institute are exempted to submit the EMD.
- 3. GST registration Certificate / Number
- 4. GST Clearance Certificate / GST Challan for last quarter of the Financial year.
- 5. Authorization / Distributorship certificate from manufacturer. Proof of permission to manufacture the equipment / item mentioned in the quotation from competent authorities (to be submitted if he bidder is not a manufacturer) .
- 6. Technical literature / leaflet of the make and model no of equipment quoted.

Additional documents may also be asked by undersigned for confirming the details.

- The Second envelope will contain the financial bid in which the all inclusive rates. F.O.R. Destination will be written and signed with the stamp of the establishment in the following format.

Sr.No.	Name of the item with specification	Quantity required	All inclusive cost per Unit	All inclusive cost for quantity mentioned

Date –

Place –

(Signature)

Rubber Stamp of Organisation

- The two envelope should be sealed with a mention of the type of envelope (technical / Financial), Reference no., Date of opening the quotation on the front side of the envelope. These two envelopes should be sealed in a third envelope by giving heading “ Quotation for supply of Material” and writing complete address of the undersigned..
- The Quotations should reach the undersigned on or before Dt.08/03/2018
- The material will be checked at this institute.
- No Extra charges will be paid for carage, packing etc. for the material rejected and replaced.
- Quotations will be opened at 12.30. PM on Dt. 08/03/2018 (If Possible)
- Rates should be valid for 6 months from the date of Confirmation letter.
- Materials should be quoted for standard makes and minimum pkgs.
- Delivery to the consignee has to be effected within 4 weeks from the date of issue of purchase order.
- The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.



Principal

P. L. Government Polytechnic, Latur