



# GOVERNMENT POLYTECHNIC, DHULE.

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DUE DATE :- 11.02.2017

ENQUIRY NO:-GPD/CS/DF/PRINTERS/2016-17/246

DATE :- 16.01.2017

To,

## ENQUIRY LETTER

HEAD OF COMPUTER DEPARTMENT, G.P.DHULE=

FOR UPLOADING THE ENQUIRY ON THE INSTITUTE'S WEBSITE FOR PUBLICITY PURPOSE

Sub:- **QUOTATION FOR LASERJET PRINTERS -06 NOS**

List of Materials :- Given below / attached herewith .

Gentleman ,

You are requested to quote your most competitive rates for the equipment's/consumable materials that you can supply. The quotation should be sent in a sealed envelope/cover and marked as "**QUOTATION FOR LASERJET PRINTERS -06 NOS**" along with the Reference no , Date of the enquiry, Due date and should reach this office not later than **11.02.2017**. You may depute your representative at the time of opening of quotation on **13.02.2017 @ 11:00 A.M.**

Sr.No.	Name of the Equipment to be Procured	Qty	Specifications
01	LASERJET PRINTERS	06	Resolution ( in dpi): Mono 600x600, paper size: A4, Print speed in PPM (A4 size):25, Port: 1 USB

**THE FOLLOWING TERMS & CONDITIONS MAY PLEASE BE NOTED IN THIS CONNECTION WHILE SENDING YOUR QUOTATION.**

**A. REGARDING MATERIALS.**

- 1.) Mention your VAT TIN Number and PAN no. in quotation , else your quotation would be strictly rejected.
- 2.) Quote your most competitive rates on your original letter head of your firms name only as per our required detailed specification items only .The trade mark and the quality of origin (confirming to I S I specifications should be offered.) must be specified clearly.
- 3.) Manufacturer's name and its origin should be mentioned clearly .
- 4.) If found Overwriting in quotation or Quotation sent without the signature etc. in such cases the Quotations shall be rejected.
- 5.) Vat/ Tax , if applicable, should specifically be mentioned in quotation which shall be as per latest Govt. Rules
- 6.) **Rates you quote must be inclusive of all freight, packing forwarding Insurance charges to the C.Stores Govt. Polytechnic, Dhule.**
- 7.) Demonstration/Installation/Commissioning/Erection/Testing and Checking will be carried out free of cost at Govt.Polytechnic, Dhule.
- 8.) The amount of TDS shall be deducted from your total bill amount as per Govt. rule.
- 9.) If you want you may depute your representative on above mentioned opening date on time. Later, no excuses shall be entertained thereafter by this institute for quotation opening procedure.

**B. VALIDITY OF THE QUOTATIONS.**

The rates quoted by you must be valid for a period of **six months** from our due date of quotation.

**C. INSURANCE :-**

The material will have to be insured for transit risk with the Government insurance finance fund, finance department, Mumbai and not with any other company.

**D. DELIVERY TERMS :-**

Rates should be free delivery of the material ordered at Central stores, Govt. Polytechnic, Dhule (i.e without any extra payment being required to be made for local transport/hamali/carriage charges etc.)Within the stipulated period mentioned in purchase order.

**E. Warranty clause must be mentioned separately in quotation.**

**F. PAYMENT TERMS :-**

1. No advance payment is permissible.
2. Every case will be taken to clear up the bills in a lease possible period, if acceptable material to the agreed specifications mentioned in the order must be supplied immediately without any delay.
3. Dispatched documents must be sent directly to this office and not through any bankers.
4. Material will be strictly rejected if they are not as per our ordered specification and the same will be returned to your firm at your own cost .

➤ **The undersigned reserves the rights to reject any or all quotation without assigning any reasons therefore**

  
PRINCIPAL,

GOVT.POLYTECHNIC,DHULE.