



GOVERNMENT POLYTECHNIC, NAGPUR

(An Autonomous Institute of Government of Maharashtra)

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Quotation Enquiry Letter

No.GPNG/QUOT/WS/Computer,Pri./2018-19/ 7091

DATE:-

18 AUG 2018

TO,

Copy to Computer Deptt. For Publishing on Institute Web-site.

Subject :- Quotation for supply of Computer, Printer

Sir,

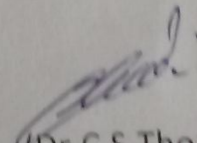
Quotations are invited for the supply of Desktop Computer, Printer given in the list attached herewith subject to conditions specified below.

01. Quotations should be typed with rates in figure and words. Quotations should be sent in an envelope duly sealed and super scribed as QUOTATIONS FOR THE SUPPLY OF Desktop Computer, Printer So as to reach this office latest by **28/08/2018** up to **5.00 P.M.** Quotation will be opened on dated **29/08/2018** at **11.30 A.M.**
02. Supply will have to be completed within 15 days from the date of issue of order for the supply. If this period is not acceptable for any or all items, the delivery period should be clearly stated in quotations which may not necessarily be acceptable.
03. Supply will have to be made at the premises of Government Polytechnic, Nagpur in case of local suppliers.
04. Quotations from outstations suppliers should be F.O.R. destination.
05. Rates quoted should be **inclusive of all taxes, GST, insurance, freight, packing, forwarding and Carting charges.** If taxes are quoted extra then admissible rate of taxes should be clearly stated in quotation.
06. Items quoted should be of the best Quality and should indicate specifically the make, name of manufacturer and should be in conformity with our specifications.
07. If any substitute or equivalent items are quoted then detailed specifications should be specified, attaching catalogues, leaflets etc. Items quoted should have warranty of minimum three years.
08. Your quotations and offer of supply should remain open for acceptance for Six months from date of opening of the quotations.

09. The entire responsibility of the safety of goods in transit and up to the place of delivery will be that of supplier.
10. Payment will be subjected to delivery of good in good condition, inspection and approval of the undersigned, after making deduction if any, in respect of short supply, damages penalty etc.
11. Bills must be submitted to the undersigned in triplicate within a week after supply of goods.
12. In no case the payment in advance will be made through Bank. The payment will be normally made by demand draft/Cheque to the suppliers outside the Nagpur and the local supplier will have to collect the cheque/amount from the institute during the working hours.
13. Undersigned reserves the right of withholding full or part payment for the supply not made according to the conditions and specifications of the materials. (Supplier will have to take back rejected material in part or full from the premises of institutions.)
14. The undersigned shall not incur any liability to pay interest for delay in payment of bills for any reasons what so ever.
15. Your Representative may attend if desired by you, at your cost, at the time of quotation opening.
16. The receipt of this letter should please be acknowledged.

List of Materials.

Sr.No.	Description of Items	Required Qty	Rate Per Unit
01	Computer :- Processor :- Intel Core i7 - 6820HQ RAM :- 4 GB Memory HDD :- 500 GB HDD OS :- Free DOS/Windows 10	01 No.	
02	HP Laser Jet Pro M1136 Multifunction Printer Print Scan Copy 600 x 600 DPI Resolution Up to 18 PPM A4	01 No.	
03	Printer 2900 B Canon 600 x 600 DPI Resoletion 12 ppm A4	01 No.	



(Dr.C.S.Thorat)

Principal

Govt. Polytechnic, Nagpur.