



Government College Of Engineering Amravati
(An Autonomous Institute of Govt of Maharashtra)
"Towards Global Technological Excellence"



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GCOEA/WS/PUR/ stationery/ 2023/ 1936
Date 20/5/2023

Enquiry Letter

To, _____
M/S Web site
GCOEA

Subject: - Quotation for the supply of Stationery **Material** for the Central Store: GCoE, Amravati

Dear Sir,

As per the Subject mentioned above, the Stationery **Material** for the Central Store is to be purchased in the Financial Year 2023-24 You are required to Quote the lowest reasonable rate for the following item mentioned below. The Sealed Quotation Should reach the Undersigned on or before 26/ 05/2023 3.00 PM. The Opening Date is 26/05/2023 5.00 P.M

Sr.No	Description/Specification	Quantity in Numbers
1	Main answer book (40 Pages) with Printing for ESE A4	25000
2	Answer book (16 Pages) with Printing for MSEA4	25000
3	Answer book (08 pages) with Printing for Practical ESE A4	20000
4	Grade Card with Printing size A4	5000
5	Drawing Sheets Full Size with Printing	1000
6	Drawing Sheets Half Size with Printing	2000

Note: The printing is to be done as per the Sample available with the Institute for the above Mentioned Stationery.

TERMS AND CONDITIONS

1. **Submission of Quotation:** Two Envelope method of submission of quotation should be followed. i.e. the Sealed Envelope of quotation should consists of two envelope viz., Envelope 1 (Technical Bid) and Envelope 2 (Commercial Bid).

Envelope 1 (Technical Bid) shall consist of following:

- Registration Certification of the manufacturer / Supplier / shop Act
- If supplier is not manufacturer, then Certificate of authorized dealership

- iii) G.S.T. Registration Certificate
- iv) Proof of payment of G.S.T. up to March 2023
- v) Proof of manufacturing / supplying the items in the quotation (List of Supply orders of other organizations / establishments).
- vi) Specifications of the Goods along with Product catalogue / leaflet / information brochure, photographs of the Equipment / Goods / Furniture.
- vii) Undertaking regarding quality and after sales service for the warranty period.
- viii) Conditions of supply, if any, should be properly and explicitly mentioned in the quotation.

Envelope 2 (Commercial Bid) shall consist of following:

- i) All inclusive Rates of Goods / Items / Equipment /Furniture, clearly mentioning the basic rates and various taxes. The rates shall be preferably mentioned both in words and figures.
- ii) All prices must be for destination at Government College of Engineering, Amravati and at specified place/ Laboratory /Department.
- iii) All prices must be for inclusive of Packing forwarding, freight & insurance.
- iv) All prices must be for inclusive of Installation, commissioning charges testing and training, if required.


The Reference no. of this letter and last date of submission of quotation must be mentioned on the envelope containing quotation. **The bidder unable to fulfill the requirements of Technical Bid shall be considered as Invalid and commercial bids of such bidders shall not be opened and considered for evaluation / comparison.**

2. **Validity:** The rates must be valid for 60 days from the date of opening of quotations.

The undersigned reserve the right, without assigning any reason, to:

- i) Cancel/ reject the entire lot of quotation
- ii) To extend the last date for submission of quotation

Address: - Principal, Government College of Engineering, Near Kathora Naka, Amravati444604


Principal
Govt. College of Engineering
Amravati