



# GOVT. COLLEGE OF ENGINEERING, AMRAVATI

Near Kathora Naka, Amravati - 444604

(An Autonomous Institute of Govt. of Maharashtra)

Towards Global technological Excellence

Dr. A.M.Mahalle

(Principal)

Phone:(0721) 2531929,2531930

Website: www.gcoea.ac.in

## Inquiry Letter

No. GOCEA/C.Store//2025/ 2178

Date: 21/07/2025

To,

M/s. ....

.....

## **Subject: Regarding Submission of Quotation For Stationery Printing ..**

Dear Sir,

I have to request you to kindly quote your lowest reasonable rate for the following items and send the quotation in sealed cover so as to reach the undersigned on or before **28/07/2025 & open on date 29/07/2025** at 11.00 A.M.

| Sr.no. | Items Name / Description       | Specification /Size | Quantity |
|--------|--------------------------------|---------------------|----------|
| 1      | Envelope- A                    | 6.5 x 8 "           | 500      |
| 2      | Envelope- B                    | 6.5 x 8.5"          | 500      |
| 3      | Envelope- C                    | 10 x 8 "            | 1000     |
| 4      | Envelope- D                    | 14 x 10.5 "         | 1500     |
| 5      | Cover                          | 14 x 10.5 "         | 1000     |
| 6      | CT-MSE Answer sheet (16 Pages) | (16 Pages)          | 10000    |

### **Note:-The following should be mention on the Quotation**

**Address:-** Principal,

Government College of Engineering,

Near Katora Naka , VMV Road , Amaravati - 444604

- **Kind Attention** : - Central Store , Workshop
- Dispatch No.---- & Refrence No.----, with Quotation Date.....

### **TERMS AND CONDITIONS**

**Validity:** The rate offered should be valid for 31 March 2026 from the date of opening of Quotation.

**Delivery:** Rates quoted will be considered for free delivery at college premises (Door Delivery).

**Payment:** 100 % Payment is to be effected by this office receipt of the material in good Working conditions / after Satisfactory work.

**Taxes** : Rates quote will be presumed inclusive of all taxes unless otherwise stated.

**General:** 1) GST / Service Tax /Vat clearly mentioned in the quotation, otherwise Quotation will be treated invalid.

2) The rates shall preferably be quoted both in word, and figures. All cutting, Overwriting shall be duly Initialed failing which the quotation is liable to rejected.

3) Penalty for delivery after due date shall be clearly mentioned in the purchase order

4) Material for fitting or other works well be owned by the service Provider.

5) The undersigned reserves the right to reject any or all quotations without assigning reason.

( Dr. A. M. Mahalle )

Principal

Government College of Engineering,  
Amravati