



# GOVERNMENT POLYTECHNIC, NANDURBAR

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No. GPN/STOREME//M&E/2016-17/1408

DATE- 28/11/2016

## ENQUIRY -LETTER

### Under Posting Certificate 05

To,

Attached Suppliers List, 05

**Subject: - Quotation for department of Mechanical.**

Sir,

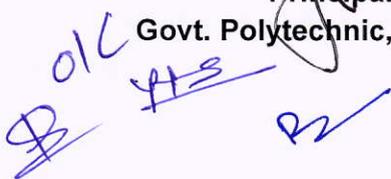
We wish to invite quotation for purchase of material listed below/on the attached sheets. You are requested to quote your most competitive rates for the material that you can supply. The quotation should be sent in a sealed envelope/cover and marked as "Quotation For below Material" along with the reference no, date of the enquiry, due date and should reach this office not later than- 13/12/2016

The quotation will be opened at **04:00 P.M. on 14/12/2016** you may depute your representative at the time of opening of quotation. The following terms and conditions may please be noted in this connection.

### TERMS & CONDITIONS: -

1. Detailed specification of each item should be given properly. The trade mark and the quality of origin (Confirming to ISI specification should be offered) must be specified clearly. If there is any variation in the specifications given by us and that of the material with you, it should be pointed out clearly.
2. When reference to a catalogue is given while quoting, the relevant catalogue should be furnished with quotation. Manufacturer's name and its origin should be mentioned clearly.
3. Unless stated otherwise it will be presumed that the rates quoted by you will be valid for a period of six months from due date.
4. The material shall be delivered at Govt. Polytechnic, Nandurbar.
5. Vat/Sales Tax if applicable (clearly mentioned in the quotation) shall be as per latest Govt. rules against H/D form.
6. Rate shall be inclusive of all freight, packing forwarding Insurance charges to the Govt. Polytechnic, Nandurbar site
7. 2.27% amount of the total bill will be deducted at the time of payment for Income Tax.
8. Maintenance and Service to be offered for 1 year without any extra charges.
9. 10% amount of the total bill shall be released only after satisfactory completion of successive warranty/guaranty service period.
10. Octroi should not be charged in bill as this institute is exempted for Octroi. Certificate will be given with supply order to you.
11. If any required-Demonstration/Installation/Commissioning shall be carried out free of cost at Govt. Polytechnic, Nandurbar.
12. Mention your PAN No in Enquiry Letter.
13. Payment:- a) No advance payment is permissible  
b) Every case will be taken to clear up the bills in a least possible period, if acceptable material to the agreed specifications mentioned in the order must be supplied immediately without any delay.  
c) Dispatched documents must be sent directly to this office and not through any bankers.  
d) Material will be rejected if they are not as per ordered specifications and the same will be returned to your firm at your cost.
14. Principal reserves the right to cancel the bidding process, without giving any reasons.
15. 100 % payment – to be made on installation and testing of the Equipment only after submitting 10 % security deposit/DD to be made to the institute which will be returned after satisfactory completion of successive warranty/guaranty service period.(DD In favor of- Principal, Government Polytechnic, Nandurbar.)

Attached :- 1) List of Materials. 2) List of Suppliers.

  
Principal  
Govt. Polytechnic, Nandurbar  


Government Polytechnic, Nandurbar.

No. GPN/STORE/ME/M&E/2016-17/1408

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Sr. No.	Item	Specification	Qty
1	Surface roughness measurement (surftest)	Surface roughness measurement (surftest) Ra, Rz digital with sample. length adjustment setting.	1 (ONE)

Principal  
Govt. Polytechnic, Nandurbar

*[Handwritten signature]*