

Government Polytechnic Nanded

E-mail: principal.gpnanded@dtmaharashtra.gov.in, Website: www.gpnanded.org.in

No. GPND/Store/2025-26 / 332

Date: 18 MAR 2026

Quotations should reach on or before:- Date:- 24/03/2026 upto 4.00 PM

Subject:- Quotation for supply of stationary materials as per list.

Dear Sir,

You are requested to send your quotations subject to the following conditions, in a sealed envelope, for following work.

Terms and Conditions: -

1. The quotations received in open, unsealed, incomplete or mutilated condition may be rejected.
2. The net rate for each item including various taxes as applicable along with packing, forwarding, freight/transportation charges should be stated separately. Otherwise, it will be presumed that the rates include all these charges, expenses etc. and are for delivery F.O.R. Nanded.
3. The rates should be valid from the date of opening of the quotation to up to at least 3 months or max up to 31/03/2026. If your items have specifications different from those stipulated, the details of make of item and photograph indicating its physical layout etc. should be included wherever necessary.
4. Technical literature containing information about specifications, make, pictorial views, name of manufacturer etc. should be supplied along with the quotation, and otherwise it will not be compared.
5. Samples should be supplied wherever necessary.
6. The undersigned reserves the right not to consider the quotation in the absence of the detailed information of about the items.
7. In case of machinery, equipment, apparatus, instrument. etc. maintenance manual, demonstration etc. may be required before finalizing the order for supply of the stores.
8. The undersigned reserves the right (a) to reject the quotation in part or full (b) to extend the date of opening of the quotation and (c) to cancel the quotation in part or in full, without giving any reason.
9. If the quotation is accepted, the stores should be supplied at the destination / at the premises on or before the date mentioned in the order.
10. The bills of the stores or invoice in triplicate should be sent directly to the undersigned by hand delivery or by registered post.
11. Stores which are damaged, deficient or not in accordance with the stated specifications will have to be collected back by the supplier at his own cost and own risk or otherwise appropriate charges for such shortcomings may be deducted from the bill by mutual consultation.

12. The stores should be insured with the govt. insurance authority for transit risk. The supplier may pay the premium and the same may be charged in the bill separately.
13. The payment of the bill will be released only after the satisfactory completion of work / supply order.
14. GST / Registration. No. is essential on the quotation and bills.
15. The undersigned shall not incur any liability to pay interest for delayed payment of the bill for any reason.
16. Any deviation from any of these conditions should be conveyed to the undersigned before accepting the order for supply of the stores.
17. Reference of quotation no. should be made in all future correspondence.
18. If necessary, demonstration should be given before date of supply order.
19. Rates for spares and repair charges shall be quoted separately.
20. In case of maintenance work Tentative list of machinery for maintenance work, if any may be attached herewith. You have to fill the quotation after due inspection on the site during office time for checking such machines.
21. No TA/DA and professional charges will be paid for inspection of machines for submitting the quotation.
22. Orders shall be placed only as per budget availability.
23. The work should be done by licensed contractor for electrical work and licensed copy should be attached along with quotations in case of electrical work if any.
24. The warranty for the equipment should be as specified. AMC charges, if any should be clearly mentioned.
25. Prescribed guarantee /warranty shall be mentioned clearly in a quotation.


Principal

Govt. Polytechnic, Nanded

Copy to :-

1. To Website of institute
2. Notice board of institute
3. Students co operative store of institute

Government Polytechnic Nanded

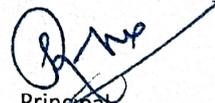
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Details for supply of stationary Materials.

Sr.No	Particulars	Quoted rates in Rs per unit
01	File cover separate	
02	Pad file 2 fold	
03	Putta file	
04	File cover closed	
05	Small size envelope (28 x 13 mm) green	
06	A4 size envelope green	
07	A3 size Big size envelope green	

Above rates shall be clearly quoted on letterhead of company /firm with seal and sign and in a closed envelope.

Order will be placed as per the work volume considering above quoted rates


Principal,

Govt. Polytechnic, Nanded.

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- 1) To website of the institute.
- 2) Notice board of the institute.