



शासकीय निवासी महिला तंत्रनिकेतन, लातूर
Government Residential Women's Polytechnic Latur
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No. : GRWPL/Store/ inst purchase / 2017-18/ 204

Date: - 31 JAN 2018

"INVITATION QUOTATION"

Sub: Quotation for purchase of Furniture Material (List. B)
(Due Date 06/02/2018)

Sealed Quotations are from eligible and interested manufacturers/ dealers/distributors/ for the following items on the terms and conditions mentioned below.

Sr. No.	Name of the item with specification	Quantity required	Estimated cost
1	Pigeon hole cupboard	4	80000
2	Revolving chairs	40	80000

TERMS AND CONDITIONS

- The bid/quotation should be submitted in two bid format.
- The first envelope will contain Technical specifications of the product, technical literature/ leaflet and other documents mentioned below.
 - 1.Covering Letter for tender on the company letter head mentioning official address, Contact No, e Mail address and website (if available) address
 - 2.Tender fee and EMD (3% of the quoted cost or Re. 5000 whichever is minimum) OR Exemption certificate from competent authorities, if exemption is claimed.
 3. GST registration certificate/ Number
 - 4.GST Clearance Certificate/ GST Challan for last quarter of the Financial year.
 - 5.Authorization/ Distributorship certificate from manufacturer. Proof of permission to manufacture the equipment/ item mentioned in the quotation from competent authorities (to be submitted if the bidder is not a manufacturer).
 - 6.Technical literature / leaflet of the make and model no of equipment quoted .

Additional document may also be asked by undersigned for confirming the details.

- The second envelope will contain the financial bid in which the all inclusive rates F.O.R. Destination will be written and signed with the stamp of the establishment in the following format.


Sr. No.	Name of the item with specification	Quantity required	All inclusive cost per unit	All inclusive cost for quantity mentioned.
1.				

(P.T.D.)

Date -
Place -

(Signature)
Rubber Stamp of organization

- The two envelopes should be sealed with a mention of the type of envelope (technical/ Financial), Reference no., Date of opening the quotation on the front side of the envelope. These two envelopes should be sealed in a third envelope by giving heading "Quotation for supply of **Furniture** at Site and writing complete address of the undersigned.
- The quotations should reach the undersigned on or before dt. **06/02/2018**
- The material will be checked at this institute.
- No extra charges will be paid for cartage, packing etc. for the material rejected and replaced
- Quotations will be opened at **11.30 AM/** on dt. **06/02/2018**
- Rates should be valid for 6 months from the date of confirmation letter.
- Materials should be quoted for standard makes and minimum pkgs.
- Delivery to the consignee has to be effected within 4weeks from the date of issue of purchase order.
- The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.



I/C. Principal
Govt. Residencial Womens Polytechnic,
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