



# GOVERNMENT POLYTECHNIC ARVI

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## Quotation

GPAR/Store /DCA/Lang Lab/Inst Level/2017-18/ 17

Date:- 01 /01/2018.

### Invitation for quotation

Sealed quotations are invited from manufacturers/ their authorised suppliers for supply of the following equipments/machinery to this institute. The quotation in specified format, along with necessary supporting documents should be sealed in an envelope and submitted to this office on or before the prescribed time and date mentioned in this invitation letter.

Separate quotations are to be submitted for each of the items mentioned below and such envelope must be super scribed with enquiry number and date & time of submission of the quotation for that item.

S.No t	Enquiry Number	Name of item*	Quantity	Consignee	Estimated cost/unit (Lacs)
1	GPAR/Store /DCA/Lang Lab/Inst Level/2017/1	All in one printer	01	Government Polytechnic Arvi	0.17
2	GPAR/Store /DCA/Lang Lab/Inst Level/2017/2.	UPS	02	Government Polytechnic Arvi	0.15
3	GPAR/Store /DCA/Lang Lab/Inst Level/2017/3.	Web camera	10	Government Polytechnic Arvi	.008
4	GPAR/Store /DCA/Lang Lab/Inst Level/2017/4.	Digital multimedia projector	01	Government Polytechnic Arvi	0.4

**Last date for submission of above quotations to this office is ,17/01/2018. 1.00pm\***

Technical specifications are given in Annexure I of this document.

  
प्रद्युम्न,  
शासकिय तंत्रनिकेतन,  
आर्वो,

### Instructions to bidders and Terms & Conditions

16. The quotations must be submitted in sealed envelope, in prescribed format with details of enquiry super scribed on envelope.
17. The quotations must be submitted in the drop box kept in **Government polytechnic Arvi** on or before the 1.00pm,17/01/2018. Quotations will be opened at 2.00pm on the same day.
18. The quotations must be supported by necessary technical literature, and other documents as mentioned in this document.
19. The bidder must not be a defaulter to any Government authorities and must not have been black listed/debarred from supplying goods.
20. The bid must be for all inclusive price of the goods. must include all taxes and levies, transportation charges, freight etc and for warranty of 2 years from the date of installation.
21. Delivery to the consignee has to be effected within 4-6 weeks from the date of issue of purchase order.
22. Rates quoted should be valid for 90 days from the last date of submission of offer.
23. The bidder will have to provide a performance bank guarantee to cover the period of warranty. Bank guarantee shall be of 3% amount and to be provided to the consignee.
24. The bid offer must comply with all technical requirements of the user department/consignee. Mere quoting of lowest price will not be the criteria for award.
25. The bidder must quote PAN number and GST number along with copies of GST registration and PAN card
26. The consignee will make payment for the goods received by way of RTGS/NEFT/ECS , so the supplier will have to provide bank details to the consignee.
27. Payments will be done only after delivery, successful installation and working trial at the consignee's place. Advance payments will not be done.
28. This office may call for additional documents and/or information required for processing the bids.
29. This office reserves the right to reject any or all bid offers , without assigning any reason(/s),thereof.
30. List of documents to be attached :- i) covering letter with details of bidders, address, telephone number, mobile number, email ID, name , signature and seal ii) type of business entity :- manufacturer/authorised dealer, any others (to be specified)iii)PAN card xerox iv) GST number registration certificate / print out v)offer letter stating make and model quoted, quantity , accessory, part number etc .(THIS OFFER LETTER SHOULD BE SEPARATE FROM OTHER DOCUMENTS mentioned herein) vi) authorization from manufacturer regarding support during bidding process and warranty period, in case the bidder is not a manufacturer. vii) technical literature of item quoted viii) price quote along with taxation, inclusions and exclusions, if any. ix) undertaking that the bidder has not been black listed or debarred from supplying previously. x) undertaking about compliance of terms and conditions mentioned in this quotation.

  
(Principal , Government Polytechnic Arvi )

Head of the institute and name of the institute

प्राचार्य,

शासकिय तंत्रनिकेतन,

आर्वा,

