

**Government Polytechnic, Pune**

(An Autonomous Institute of Govt. of Maharashtra)

Savitribai Phule Pune, University Road Pune- 411016 (Maharashtra)

☎ (020) 25676818

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Ref. No. GPP/WS/2019-20/ 2959

Date: 17 JUL 2019

**INVITATION OF QUOTATION****Name of Work:- Supply of Plywood, Formica etc Items.****Dear Sir,**

Please send your sealed quotation for the items detailed below in the following format so as to reach this office on or before **25/07/2019 at 05.00 P.M.** The quotation should be sent in a sealed envelope superscribed as "**Quotation for the supply of Plywood, Formica etc Items.**" along with reference No of this letter and due date. The sealed quotation will be opened on **26/07/2019 at 12.30 A.M.** in the office of Principal, Government Polytechnic Pune.

**Terms and conditions:-**

1. The prices of the material should be quoted F.O.R. this Institute.
2. Taxes if any should be stated separately.
3. The delivery period should be stated clearly.
4. The rates shall be valid for a period of 180 days from the date of opening.
5. The stores shall be checked and accepted at this Institute only.
6. The sample of any item, if asked for, will have to be delivered to this Institute at your cost. This Institute is exempted from paying Octroi/LBT.
7. The supplier requires supplying the stores exactly as per technical specifications & will be responsible to replace & take back the defective supplies at his risk & cost.
8. GST No. has to be provided along with Quotation. Otherwise the quotation will be treated as invalid.
9. Quotations should be in sealed envelope.
10. E-mail quotations will not be accepted.

Yours Sincerely,

(Dr. V. S. Bandal)

Principal

Govt. Polytechnic, Pune

Copy to –

1. The Joint Director, R.O. Pune It is requested to publish the enquiry on the web site.
2. The Head of Computer Department, for hosting on the Institute's website in time limit.
3. Main Notice Board, GP. Pune .

**[To be submitted by Bidder on Letter head]**  
**Quotation for: supply of Plywod,Formica etc Items**

Principal  
Government Polytechnic,  
Pune - 411016

**Sub: supply of Plywod,Formica etc Items**

Ref. No.:                      Date:

Sir,

I/We submit our most competitive offer in response to a letter as referred above in accordance with the conditions of contracts. Our quotation is given below.

Sr. No.	Description of Item	Qty.	Unit Rate (Rs.)	GST %	Total Cost (Rs.)
01	Plywood Size 4' x 8' x 18mm	20 Nos.			
02	Formica Size 4' x 8' x 1.5 mm	20 NOs.			
03	Fevicol ( One Kg.pack only )	07 Kg			
04	Teak wood Lipping 1" x ½" length 5 feet.	200 Nos.			

We hereby confirm that this quotation is valid for 180 days as required in clause 4 of the Instructions to bidders.

Yours faithfully,

Authorized Signature  
Name & Title of Signatory:  
Name of Bidder/Office Stamp:  
Address: