



Government of Maharashtra



# GOVERNMENT POLYTECHNIC, PUNE

(An Autonomous Institute of Government of Maharashtra)

University Road, Shivaji Nagar, Pune - 411016



Phone: 020-25676818, 25559200

Email: [principal.gppune@dtmaharashtra.gov.in](mailto:principal.gppune@dtmaharashtra.gov.in)

No/GPP/Exam/Store/2022/18

Date: 12 JAN 2022

## QUOTATION

**Name of Work:** - Invitation of Quotation For supply of Envelopes.


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 20/01/2022 at 05.00 P.M. The quotation should be sent in sealed envelope super scribed as for the "Envelopes" along with reference no of this letter and due date. The sealed quotation will be opened on 21/01/2022 at 12.30 P.M. in the office of Hon. Principal, Government Polytechnic Pune.

### **Terms and condition :-**

- 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 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 & 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.

Your Sincerely,

  
(Dr. V.S.Bandal)

Principal  
Govt. Polytechnic, Pune

- Copy to :-
1. 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 Institutes website in time limit.
  3. Main Notice Board, G.P. Pune

**(To be submitted by bidder on Letter head)**  
Quotation for Supply of Envelopes.

To,  
Principal  
Government Polytechnic  
Pune - 411016

**Sub:** Supply of Envelopes.

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	Security Features	Qty.	Unit Rate (Rs.)	GST %	Total Cost (Rs.)
1	<ul style="list-style-type: none"><li>Remco Paper Net Envelopes 13" X 11" Inch with Single colour Printing and Self gumming.</li></ul> <p>On the upper side of Envelop write " SPEED POST" On the left down corner of envelop print matter First row : PRINCIPAL, Second Row : GOVERNMENT POLYTECHNIC PUNE, Third row : (An Automonous Institute of Government of Maharashtra) Fourth row : UNIVERSITY ROAD, SHIVAJI NAGAR PUNE 411 016 पोस्टमनसाठी सुचना :- कृपया पत्त्यावर रेघा मारून अन्य, खाडाखोड करू नये. Do Not Fold Please Handle with Care</p>	Envelope should be Water proof.	2400 Nos			
2	<ul style="list-style-type: none"><li>Adhesive Label A4 size (100 Sheets) 01 Box.</li></ul>	NA.	2 Box			

We hereby confirm that 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: