



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@demaharashtra.gov.in

No/GPP/Stores/ Exam/Student Guardian Form/2025/ 4524

Date: - 21 AUG 2025

QUOTATION

Name of Work: - Invitation of Quotation for Student Guardian Form.

Dear Sir,


Please send your sealed quotation for the items detailed below in the printed overleaf format so as to reach this office on or before 02/09/2025 at 05.00 P.M. The quotation should be sent in sealed envelope super-scribed as for the "Quotation for Student Guardian Form" along with reference No of this letter and due date. The sealed quotation will be opened on 03/09/2025 at 12.30 P.M. in the office of Principal, Government Polytechnic, Pune.

| Sr. No | Items Name | Qty | Unit Rate (Rs.) | GST % | Total Cost (Rs.) |
|--------|--|------|-----------------|-------|------------------|
| 1 | Student Guardian Form - (Black & white print is attached for colour form collect sample softcopy from stores) | 3000 | | | |

Terms and conditions –

- 1.The sample attached is in black and white print as form is coloured bidder should collect coloured sample form softcopy from stores, before submitting quotation.
- 2.The prices of the material should be quoted F.O.R. this Institute.
- 3.Taxes if any should be stated separately.
- 4.The delivery period should be stated clearly.
- 5.The rates shall be valid for a period of 180 days from the date of opening.
6. The bidder should collect the colours of sample of Student Guardian Form in form of softcopy either by informing mail-id or visiting personally from purchase department.
7. This Institute is exempted from paying Octroi /LBT.
- 8.The supplier requires supplying the stores exactly as per the given sample & will be responsible to replace & take back the defective supplies at his risk &cost.
9. GST No.has to be provided along with Quotation. Otherwise the quotation will be treated as invalid.
10. Quotations should be in sealed envelope.
11. E-mail quotations will not be accepted.
- 12.The Supplier should contact Mechanical Department G.P.Pune regarding any query about Student Guardian Form.

Yours Sincerely,


(Dr.Rajendra K. Patil)
Principal
Govt. Polytechnic, Pune

Copy to –

1. By mail to 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, G. P. Pune
4. Mechanical Department



(To be submitted by Bidder on Letter head)
Quotation for Supply of Student Guardian Form

To,
Principal
Government Polytechnic,
Pune - 411016

Sub: Supply of Student Guardian Form

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 | Items Name | Qty | Unit Rate (Rs.) | GST % | Total Cost (Rs.) |
|--------|--|------|-----------------|-------|------------------|
| 1 | Student Guardian Form - (Black & white print is attached for colour form collect sample softcopy from stores) | 3000 | | | |

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: