# Government Polytechnic, Murtijapur

National Highway No 6, Murtizapur - Amravati Road, Hendaj, Murtijapur
Tah.Murtijapur, Dist. Akola
☎ फोन.नं.9420939022 Pin Code 444 107
Email: *Email:-Principalgpmzr@gmail.com ,web:- www.gpmzr.ac.in*


**GPMZR/Store/Quot.Enq/** 638 **Date:** 02/05/2022 / **2022**

To,

Uploaded on

Website- Government Polytechnic Murtijapur

*(www.gpmzr.ac.in)*

Subject:- **Quotation for supply of Printed Answer Sheet & Supplement Sheet As per Sample Provided**

Sir,

With reference to above subject, I undersigned request you to kindly quote your rates for supply of Items/Consumables, detailed specifications of which are listed below, so as to reach this office on or before date **10/5/2022 time 5.00 PM**. Rates quoted should be for unit quantity Quotations received after the due date will not be considered.

The prices of the material should be quoted F.O.R. up to this Institute. Taxes if any should be stated separately. The delivery period should be stated clearly & strictly adhered to.

Your quotation should be valid at least for a period of 4 months from the date of opening. The quotation should be sent in sealed envelope, super scribed with the words **"Quotation for supply of "Printed Answer Sheet & Supplement Sheet As per Sample Provided"opened on date 11 .5 .2022 time 12.00 AM."**

| Sr. No. | Name & specifications of items | Quantity Required |
|---|---|---|
| 1 | Test Paper Answer Sheet (4 Pages) With Printing Top Cover As Per Sample Provided | 5000 No's |
| 2 | Test Paper Supplement Answer Sheet (2 Pages) With Printing Top Cover As Per Sample Provided | 2000 No's |

**Terms &Condition :-**

1. Rates quoted must be inclusive of all taxes. But the taxes should be mentioned separately in the invoice.
2. Materials quoted should confirm to the specifications given in the list. When specification is not particularly mentioned in the form, please mention the details with make & size of the best quality.
3. Materials must be supplied as per specifications in the order; otherwise material will not be accepted.
4. Warranty/Guarantee offered must be clearly mentioned.
5. Material should reach within 2 weeks from the date of supply order. After this date the penalty of ½ % per week will be charged. Delivery period will not be extended in any case. Maximum 5% penalty will be deducted from the total payable amount.
6. Delivery of material must be at Government Polytechnic, Hendaj, Murtijapur.
7. All the items supplied will be thoroughly inspected by the authorized officer at consignee's site.
8. If asked the supplier must be able to produce tax clearance certificate or advance tax receipt. Failing which adequate amount of income tax will be deducted from the bill amount.
9. Bill must be supplied in triplicate and it must be a tax invoice carrying GST/VAT/TIN registration number.

Scanned with CamScanner

10. 100% payment will be released only after complete delivery and satisfactory installation & commissioning of the machinery/equipment/materials
11. No penalty or interest of any kind will be paid for the late payments.
12. The undersigned reserves the right of rejecting all the quotations without mentioning any reasons.
13. Payment amounting more than Rs. 5000/- will be directly credited in supplier's bank account. For this supplier has to provide his bank details, PAN, TAN, UID (Aadhaar number), etc. And has to fill and sign PROFORMA – A as per state government treasury circular dated 04/03/2013.
14. Your firm must be register to income tax department and quote your registration number on quotation. If you get supply order it is compulsory to produce "No deduction of income tax certificate", otherwise TDS will deducted as per rules.

**Principal**

**Government Polytechnic, Murtizapur**

Scanned with CamScanner