



GOVERNMENT POLYTECHNIC, AURANGABAD.

(An autonomous institute of govt. of Maharashtra)
Near Peer Bazar, Osmanpura Station road, Aurangabad
Phone: 2334724 /2321917/2353644 Resi : 2331562

Website : gpabad.ac.in E-mail: gpaurangabad@dtmaharashtra.gov.in

No.GPA/Store/2017-18/ 5698

Date:- 06 DEC 2017

Invitation for quotation

Sealed quotations are invited from manufacturers/ their authorised suppliers/Traders 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. **Envelope must be super scribed with enquiry number, item name and date & time of submission of the quotation in the following format.**

Sr.No.	Name of item*	Quantity	Make & Model No.	Rate per Unit	GST % and Amount per Unit	Rate per Unit including GST
1	Biometric Attendance Machine. (With 2 years warranty)	02 Nos.				

Last date for submission of above quotations to this office is 14/12/2017 till 5:30 pm

*Technical specifications are given in 'Annexure I' of this document.

Instructions to Suppliers and Terms & Conditions

1. The quotations must be submitted in sealed envelope, **Write on the envelope 'Quotation for supply of Biometric Attendance Machine' in the name of the Principal. Enquiry number, item name and due date must be written on the envelope.**
2. The quotations must be submitted in Inward department in the main building on or before **14/12/2017 till 5:30 pm.**
3. The quotations must be supported by necessary technical literature, and other documents as mentioned in this document.
4. The supplier must not be a defaulter to any Government authorities and must not have been black listed/debarred from supplying goods.
5. Quantity shown in this letter will not be purchased one time; it will be purchased as per time to time requirement of the Institute till 31/03/2018.
6. The quotation must be for all inclusive prices of the goods, must include transportation charges, freight etc. GST percentage and amount per unit should be mentioned in the quotation as shown in the above format and material should be supplied at the Institute in the concerned department.
7. Make of equipment, model number and detailed specifications should be mentioned in the quotation otherwise will be rejected.
8. Warranty of 2 years from the date of installation.
9. Delivery shall be given in 2 weeks from the date of issue of purchase order.

