



GPH/Store/Purchase/2018-19/2224  
 Date: 5 DEC 2018

**Invitation for quotation**

Sealed quotations are invited from manufacturers/ their authorised supplier/Traders for supply of the following equipment's/machinery/furniture to this institute. The quotation in specific 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.

Sr. No.	Description of item	Qty
1.	Bio Metric Attendance machine for use Boys & Girl hostel	02
		APP. cost per unit Rs. 15,000/-

**Terms and Conditions**

- 1) The Quotation must be submitted in two sealed envelopes (Namely Technical & Financial).
- 2) Technical envelope should contain all following documents of supplier
  - a) Registration Certificate
  - b) GST Registration Certificate with No.
  - c) Proof of GST paid of last three years (2015-16, 2016-17, 2017-18)
- 3) Financial envelope should contain quoted price with specification of items.
- 4) Envelope should have heading mentioning Technical & Financial.
- 5) The quotation must be for all-inclusive prices of the goods must include transportation charge freight etc. GST percentage and amount per unit should mentioned in the quotation.
- 6) Make of equipment, model number and detailed specification should be mentioned in the quotation, otherwise will be rejected.
- 7) Warranty mention in quotation from the date of installation.
- 8) Delivery shall be given in two weeks from the date of issue of purchase order.
- 9) The quotation must comply with all technical requirements of the user department/consignee. mere quoting of lowest price will not be the criteria for award.
- 10) Purchase order will be place in the name of the supplier which has quoted the lowest rates and correct technical specification. Only lowest rate will not be the criteria for award.
- 11) Payment will be done only after delivery, successful installation and working trial at the concerned department of this institute. Advance payment will not be done.
- 12) This office may call for additional documents and/or information required for processing the bids.
- 13) This office reserves the rights to reject any or all quotations without any reason(s) thereof.
- 14) Validity of quotation shall remain up to 31 march 2019.
- 15) Due date: The sealed quotation with specifications and other particulars should be submitted on or before date (postal delay will not consider).

5 DEC 2018

Principal

Govt. Polytechnic, Hingoli  
 Govt Polytechnic, Hingoli

Copy to:

- 1) Account section, Govt. Polytechnic, Hingoli, 2) Notice board, 3) Website:- www.gphingoli.in.