



Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon ■ कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगांवची संलग्न

Government College of Engineering, Jalgaon

शासकीय अभियांत्रिकी महाविद्यालय, जळगांव

An Autonomous Institute of Government of Maharashtra ■ महाराष्ट्र शासनाची स्वायत्त संस्था

NAAC Accredited with grade B++ (2024-2029) ■ नेक द्वारा नामांकन ब++ (२०२४-२०२९)

NH53, Jalgaon, Maharashtra, PIN 425 002 INDIA ■ राष्ट्रीय महामार्ग ५३, जळगांव, महाराष्ट्र, पिन ४२५ ००२ भारत

+91-257-2281522 ■ principal.gcoejalgaon@dtmaharashtra.gov.in, principal@gcoej.ac.in

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जा.क्र: शाअमज / AEC / २०२५ / 284

दिनांक : 6 FEB 2025

ENQUIRY LETTER

To,

Subject: - Quotations for the supply of Printed Examination Stationery.

Shri/Smt,

With reference to above cited subject, sealed quotations are invited for the following items, on or before **10.02.2025** up to **05.30 pm**. Quotations received against this inquiry will be opened on **11.02.2025 at 04.00** p.m. in presence of AEC committee members or those who will be present on **11.02.2025 at 04.00 pm**. Those suppliers who will fulfill following terms and conditions will be considered for competitive bidding.

TERMS & CONDITIONS: -

1. Quotation shall be submitted in sealed envelope super scribing "Principal GCOEJ/ ESE printed stationery/ FEB 2025"
2. Rate shall be inclusive of all insurance, freight, packing and forwarding charges to the college site
3. GST if applicable (clear mention in quotation) will be as per latest Govt. rules against H/D forms.
4. Period of supply of these items shall be thirty days after issuing purchase order.
5. All other taxes and any miscellaneous expenses shall be inclusive in the quoted rate.
6. If you fail to supply item before due date and time, you should not dispatch item from your end without prior written /oral consent from Principal
7. Principal reserves the right to extend due date of delivery items with/without penalty as per Rules.
8. Penalty charges: - The above ordered material if not supplied within the stipulated date .The Penalty charges will be deducted from your bill @ 0.5% Per Week or part of the week, this may be noted.
9. Advance Payment :- If you wish to take advance payment against Purchase Order ; then it should be clearly mentioned in your quotation
10. The quantity shown is tentative & may vary as per institute requirements.
11. Your inability to supply these goods should be informed immediately, if any.
12. TDS applicable as per rule if any will be deducted by institute from final payment & final payment will be given by account payee cheque only.
13. Please mention validity of your quotation in your quotation letter.
14. Delivery of all ordered items should be at AEC Office GCOE Jalgaon as per rules.
15. Printed stationery samples of all the items will be provided by this institute & you will require submitting final print proof of all items & getting the same approved by institute after receiving purchase order.
16. All printed stationery should have serial no as per given format 2K25- printed in red ink on top right side.
17. Mis-print, wrong, spoiled printed Stationery items will not be accepted by institute.
18. Principal reserves the right to cancel this bidding process at any stage, reject any one or all incomplete wrong quotation/quotations, to change quotation opening date

without giving any reasons and decision in all matters is final and binding to all supplier persons.

19. The supplier will be required to sign the agreement as per institute requirements for supply of printed stationery items as per institute format.

20. Institute GSTN NO is 27AAAGG0862M1Z9

S.N	Description of the Items	Quantity -Nos	Cost per unit-Rs	Total Cost-Rs
1	Unit test Paper A4 Size (16 Pages) -70gsm with serial no printed in red ink and Box Packing (As per sample available in the college – (Two Staple Pins)	25000		
2	Answer papers A-4 size (36 pages)-70gsm-cover page 90gsm i.e. 4 pages with 90gsm & 32 pages with 70gsm serial no printed in red ink and Box Packing (As per sample available in the college -Shilai)	30000		
3	Graph Papers A-4 size-70gsm with printing the serial number and Box Packing (As per sample available in the college)	4000		
4	Semi Log Papers - A-4 size-70gsm with printing the serial number and Box Packing (As per sample available in the college)	1000		
5	Cover-F –(Blank) Printed Green Envelop made of cloth woven paper thickness greater than 140gsm Size- (360×268)mm Box Packing (As per sample available in the college)	500		
6	Drawing Sheets (Small) Size 385mmx280mm 15.15''x11.02'' with serial no printed in red ink, with metallic ring at left side for supplement tag and Box Packing (As per sample available in the college)	5000		
7	Drawing sheets (Big) Size- 563mmx385mm 22.16''x15.15'' with serial no printed in red ink, with metallic ring at left side for supplement tag and Box Packing (As per sample available in the college)	5000		
8	Grade Card –Normal A4 Size -120 GSM (As per sample available in the college)	5000		
9	Masking Stickers - Size- Outer size -85mmx85mm- 3.5''*3.5''-Inner size-62mmx62mm (As per sample available in the college)	30000		

Sr no 1 to 09 Total Cost: Rs -----
GST applicable if any : - Rs -----
Total Amount Payable = Rs -----
Total Amount Payable in words Rs-----

Dr.Suhas S Gajre
Principal

Government College of Engg, Jalgaon