



सत्यमेव जयते
महाराष्ट्र शासन

GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

(An Autonomous Institute of Government of Maharashtra)

शासकीय अभियांत्रिकी महाविद्यालय, जळगाव
(महाराष्ट्र शासनाची स्वायत्त संस्था)

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जा. क्र.:शाअमज/ AEC /२०२३/ ४३३

दिनांक: १९ MAY 2023

ENQUIRY LETTER

To,

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

Shri/Smt,

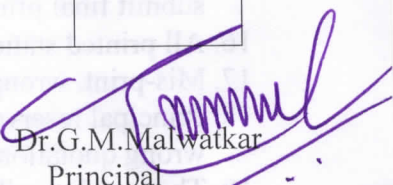
With reference to above cited subject, sealed quotations are invited for the following items, on or before 19/05/2023 up to 05.00 pm. Quotations received against this inquiry will be opened on 20/05/2023 at 04.00 p.m. in presence of examination committee members or those who will be present on 20/05/2023 at 4.00 pm. Those 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/ MAY 2023"
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.
15. Printed stationery samples of all the items will be provided by this institute & you will required to submit final print proof of all items & get the same approved by institute after receiving purchase order.
16. All printed stationery should have serial no as per given format printed in red ink on top right side.
17. Mis-print, wrong, spoiled printed Stationery 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.
19. The supplier will be required to sign the agreement as per institute requirements for supply of printed Stationery.

S.N.	Description of the Items	Quantity	Cost per unit	Total Cost
1	Unit test Paper A4 Size (4Pages) -70gsm with serial no printed in red ink and Box Packing (As per sample available in the college)	40000		
2	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)	25000		
3	Answer papers A-4 size (24 pages)-70gsm-Cover page 90gsm i.e. 4 pages with 90gsm & 20 pages with 70 gsm serial no printed in red ink and Box Packing (As per sample available in the college)	2500		
4	Answer papers A-4 size (36 pages)-70gsm-cover page 90gsm i.e. 4 pages with 90gsm & 32 pages with 70 gsm serial no printed in red ink and Box Packing (As per sample available in the college)	25000		
5	Graph Papers A-4 size-70gsm with printing the serial number and Box Packing (As per sample available in the college)	2500		
6	Semi Log Papers - A-4 size-70gsm with printing the serial number and Box Packing (As per sample available in the college)	1000		
7	Cover-F 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)	200-Blank		
		1000-Printed		
8	Cover-G Printed White Envelop 90gsm Size- (11×5)inch Box Packing (As per sample available in the college)	2000		
9	Cover-J –Folded as per print format Cover G Printed Green Envelop made of cloth woven paper thickness greater than 140gsm (25 mm(1 inch) Box Envelop) Size- (360×279)mm Box Packing (As per sample available in the college)	2000		
10	Drawing Sheets (Small) Size 385mmx280mm 15.15"x11.02" with serial no printed in red ink, with metallic ring for supplement tag and Box Packing (As per sample available in the college)	1500		
11	Drawing sheets (Big) Size- 563mmx385mm 22.16"×15.15" with serial no printed in red ink, with metallic ring for supplement tag and Box Packing (As per sample available in the college)	3000		
12	Masking Stickers - Size- Outer size -85mmx85mm- 3.5"*3.5"-Inner size-62mmx62mm (As per sample available in the college)	20000		
13	Rule Book Printing (As per sample available in the college)	100		

Sr no 1 to 13 Total Cost: Rs -----
 GST applicable if any : - Rs -----
 Total Amount Payable = Rs -----
 Total Amount Payable in words Rs-----


 Dr.G.M.Malwatkar
 Principal
 Government College of Engg, Jalgaon.