

# GOVERNMENT ENGINEERING COLLEGE

(Dept. of Technical Education, Govt. of Gujarat)  
Mavdi Kankot Road, Near Krishnanagar - Rajkot  
email :- gec\_raj\_2004@yahoo.co.in Ph.9978287873



सत्यमेव जयते

Date: 03/01/2019  
04

No: GECR /Stores/SSIP/2018-19/Seminar-Workshop/KBR/ 1662  
To

## INQUIRIES

Subj.: Quotation for stationary items for SSIP seminar-workshop (spec. as per Annexure-1-).

Sir,

I have to request you to sent your valued QUOTATION for the items mentioned in the statement enclosed (where necessary), with this letter. The following **Conditions** should be complied within your quotation and failure to which will render your quotation liable to rejection.

The quotation should be sent in a **sealed cover at the institute address**. The quotations by email will not be accepted. Outside the cover it should be clearly written **Quotation of Project name and Inquiry Number**. If this writing is not shown outside the cover, the cover is likely to be opened earlier and be rejected. The details of Inquiry is as under.

Quotation for(Project Name)	Last Date and time for quotation receive	Quotation Validity Period	Delivery Period(Days)	Remarks if any
SSIP Seminar-Workshop	25-01-2019	365 Days	15 Days	

- The quotations will be opened at **15.30 hrs** on **28-01-2019**. You may remain present at the time and date of opening, if you so desire.
- Your rates should be strictly **F.O.R. Institute, inclusive of all taxes, GST**. In case of Sales Tax, we shall furnish the tax exemption "P" or "D" form, as and when necessary (and if required), as the case may be. This being a Govt. Institute you are allowed to charge the sales tax as per the norms laid-down by the Central/State Govt.
- The specifications of each item quoted should be completely described in the quotation. These specifications should be the same as those given in the statement enclosed herewith. In case you are unable to quote for one or more item/s, exactly as per the specifications of the tender/inquiry, you may quote for the item/s having identical or nearest resembling specifications stating respectively in accordance with specifications of the item offered by you differs with those prescribed by us.
- Rate must be quoted in specified units mentioned in the tender/quotation form.
- Conditional tender will not be accepted.
- The validity period for the quotation should be at least 3(three) months or more from the date of opening of tender/quotation. Tender/Quotation once submitted shall remain final and irrevocable.
- Items should be given in same serial number in the quotations as given in the tender form.
- The inspection of the materials for approving them will be done only after the receipt of the goods by this Institution. Payment will be made only after the receipt of totally ordered acceptable items. Every effort will be made to make payment at an earliest, but in no circumstances any offer of discount for early payment will be accepted and any such offer of discount shall mean that you desire to give the said discount, and the said discount will be deducted from your bill under all circumstances.
- Goods/Articles ordered are not receivable by retrieving documents through bank as no Security Deposits or Earnest Money Deposit are taken from the bidders nor the inspection of goods is carried out prior to the dispatch.
- This Office reserves the right to accept or reject any or all quotation/s without assigning any reason.
- The name of project and name of supplier must be mentioned on the cover of the quotation The covers without mentioning of the project name will not be considered.
- The rate of items/services must be mentioned as per annexure-R attached here with and the quotation must be on letterhead and duly signed and stamped by authority otherwise will be rejected.
- Incomplete quotation in any manner will be rejected without any intimation.
- You have to quote only one rate of the item more than one rate will result in rejection of quotation.
- Liquidated Damages: If the Seller fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the purchase order, the Authority will be entitled to deduct/recover the Liquidated Damages for the delay, @ 0.5% per week or part of the week of delayed period not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever.

Encl: Annexure-1, Annexure (R)

Yours faithfully,

*[Signature]*

PRINCIPAL,  
GOVT. ENGINEERING COLLEGE,  
RAJKOT.

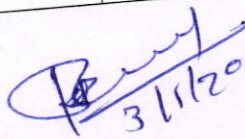


## Annexure – I





Name of Project :

Specification for Items/Services:

Sr. No.	Name of Item	Specification of item	Quantity	Delivery period
1	Button Folder	Legal Size, Transparent	1000	15 Days
2	Conference Pad	A4 size, 20 pages with lining, Single color printed Logo of GEC Rajkot	1000	15 Days
3	Ball Pen	Use n Through type 0.5 mm point, Blue color ink	1000	15 Days
4	Executive Dairy	Hard bound, 200 Pages, 70 GSM, Single color printed logo of GEC Rajkot	20	15 Days

  
3/11/2019  
Head of Dept.

Intender

- ①  - P.D. Mehetra
- ②  - R.K. Shrivastava
- ③  - P.A. Lathiya
- ④  - R.L. Patel



**Annexure-R**  
**(Must be on Letterhead, Duly signed and stamped)**

Please find Rate of the item/Services as specified in inquiry of \_\_\_\_\_ (Project Name) \_\_\_\_\_ vide inquiry number \_\_\_\_\_ as in below Table. The quoted rates are with acceptance of all the terms/conditions mentioned in the inquiry letter.

[illegible]

Sign and Stamp of the supplier

Note : The rates must be in the specified format as above and must be quoted on letterhead duly signed and stamped. The quotation with partial information/details will be liable for rejection.