



Government of Maharashtra
GOVERNMENT POLYTECHNIC, PUNE
(An Autonomous Institute of Government of Maharashtra)
University Road, Shivaji Nagar, Pune - 411016



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No./GPP/2023/2031

Date:- 18/05/2023

INVITATION OF QUOTATION

Nature of Work :- Invitation of Quotation for Printing of the College Magazine 2023.

To whomsoever it may concern -

You are hereby informed to send your sealed quotation for the required Printing of College Magazine, details of which are as mentioned below in the "Technical Specifications" with given "Terms and Conditions", so as to reach this office on or before **08.06.2023 up to 05.00 P.M.** The quotation should be sent in a sealed envelope superscribed as for the "**Quotation for Printing of College Magazine 2023**" along with reference No. of this letter and due date. The sealed quotation will be opened on **09.06.2023 at 12.30 P.M.** in the office of Principal, Government Polytechnic Pune.

Terms and conditions:-

1. The prices should be quoted F.O.R. this Institute.
2. Taxes if any should be stated separately.
3. The delivery period should be stated clearly.
4. The rates shall be valid for a period of 180 days from the date of opening.
5. The Sample or Draft copy of the magazine need to be submitted in the institute before final printing of the magazine. If any corrections / modifications required in the draft copy of the magazine as suggested by the magazine committee of the institute, all the corrections / modifications need to be done in the magazine before final printing.
6. This Institute is exempted from paying Octroi/LBT.
7. The supplier should ensure to complete the Magazine printing work as per the given technical specifications & will be responsible to replace & take back the defective supplies at his risk & cost.
8. GST No. has to be provided along with the Quotation. Otherwise, the quotation will be treated as invalid.
9. Quotation should be submitted in a sealed envelope.
10. E-mail quotation will NOT be accepted.

Technical Specifications for Printing of the College Magazine 2023 -

1. Nos. of Hard Copies of magazine to be printed – 100 Nos. + E Magazine one soft copy PDF format with flip page effect.
2. Nos. of Black and white pages – 80 Nos. +/- 15 Nos., 75 GSM.
3. Nos. of Inner color pages – 30 Nos. +/- 05 Nos., 130 GSM.
4. Nos. of Cover color pages – 04 Nos., 300 GSM, Laminated.
5. Size of all the pages – A4
6. Binding – Perfect / Hard binding.
7. Raw data (Articles, Paintings, Sketches, Poems, Photographs) will be provided by the institute. Concerned supplier need to do data typing, editing, spacing, formatting, designing and any other additional necessary tasks as required in the preparation and printing of the Magazine.


Principal
Govt. Polytechnic, Pune

Copy to –

1. By mail, The Joint Director, R.O. Pune It is requested to publish the enquiry on the web site.
2. The Head of Computer Department, for hosting on the Institute's website in time limit.
3. Main Notice Board, G. P. Pune.

(To be submitted by Bidder on Letter head)
Quotation for Supply of _____

To,
Principal
Government Polytechnic,
Pune – 411016

Sub: Supply of _____

Ref. No.: _____ Date:- _____

Sir,

I/We submit our most competitive offer in response to a letter as referred above in accordance with the conditions of contracts. Our quotation is given below.

Sr. No.	Description of Item	Qty.	Unit Rate (Rs.)	GST %	Total Cost (Rs.)
01					

We hereby confirm that this quotation is valid for 180 days as required in clause 4 of the Instructions to bidders.

Yours faithfully,

Authorized Signature
Name & Title of Signatory:
Name of Bidder/Office Stamp:
Address: