

# कोटेशन सादर करण्याचा नमुना (लेटर हेडवर)

जावक क्र .....  
दिनांक :- ...../08/2024

प्रति,  
मा. प्राचार्य,  
शासकीय तंत्रिकेतन,  
पुणे ४११०१६

विषय:- Supplying, lowering & laying sewer line & construction of chambers for the Same and JCB on rent as per requirement for the hostel in the campus of Government Polytechnic, Pune 411016

संदर्भ:- वेबसाईटवरील कोटेशन क्र ..... दि. ०७/०२/२४

महोदय,  
उपरोक्त कामासाठी संदर्भीय कोटेशनचे अनुषंगाने मी खालील दराने काम करण्यास तयार आहे.

| Sr. No.                                     | Item                                                                                                                        | Quantity | Rate (in rs.) | Unit    | Amount |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------|---------------|---------|--------|
| 1                                           | Supplying, lowering & laying R.C.C. pipe line of dia 200 mm for sewer line including excavation & backfilling ect. Complete | 100 rmt  |               | Per Rmt |        |
| 2                                           | Construction of chamber in B8M for sewer line including chamber frame and cover. Size 600mmx450mm                           | 10 nos   |               | Per No  |        |
| 3                                           | Repairing old chamber (major repair)                                                                                        | 10 nos   |               | Per No  |        |
| 4                                           | JCB on rent for cleaning of GPP campus                                                                                      | 5 days   |               | Per day |        |
| 5                                           | Supplying, lowering & laying UPVC pipeline 25mm dia with all specials & other material required                             | 125 rmt  |               | Per Rmt |        |
| (The rates are including GST & other Taxes) |                                                                                                                             |          |               |         | Total  |

कोटेशनमधील सर्व अटी व व शर्ती मला मान्य आहेत, मी सदरचे काम मुदतीत पूर्ण करून देईन.  
माझा GST No. .... आहे. मी सोबत खालील कागदपत्रे जोडत आहे.

1. GST Certificate
2. PWD Registration
3. अश्या प्रकारचे काम केल्याचा दाखला.

आपला विश्वासू





Government of Maharashtra  
**Government Polytechnic Pune**  
(An Autonomous Institute)  
University Road, Pune - 411016



No GPP/WS/Stores/Hostel/2024/.....3310, Date: **22 JUL 2024**

To,

.....  
.....  
.....

Subject:- Invitation of Quotation for  
Supplying, lowering & laying sewer line & construction of chambers for the  
Same and JCB on rent as per requirement for the hostel in the campus of  
Government Polytechnic, Pune 411016

Dear Sir,

Quotations are invited from the registered, experienced contractor for the subject work on or before  
05/08/2024. The quotation should be sent in a sealed envelope superscripted as for the name of the work as  
above.

The details of work in as below

| Sr.<br>No. | Description of item                                                                                                            | Quantity | Unit |
|------------|--------------------------------------------------------------------------------------------------------------------------------|----------|------|
| 1          | Supplying, lowering & laying R.C.C. pipe line of dia 200 mm for sewer<br>line including excavation & backfilling ect. Complete | 100      | Rmt  |
| 2          | Construction of chamber in B8M for sewer line including chamber<br>frame and cover. Size 600mmx450mm                           | 10       | Nos  |
| 3          | Repairing old chamber (major repair)                                                                                           | 10       | Nos  |
| 4          | JCB on rent for cleaning of GPP campus                                                                                         | 5        | Days |
| 5          | Supplying, lowering & laying UPVC pipeline 25mm dia with all specials<br>& other material required                             | 125      | Rmt  |

You are required to visit the GPP campus to ascertain the scope of work & submit the letter in given  
format containing the amount of the above said work, it should be including GST & other Taxes.

**Terms & Conditions**

1. The work should be carried out as per PWD / MJP specification
2. The time limit of the work is 10 days from the date of work order
3. GST number has to be provided along with Quotation, otherwise Quotation will be treated as invalid.
4. Quotation should be in sealed envelope
5. Email quotation will not be accepted
6. Contractor should quote the amount including all related works.
7. Quantities may increase or decrease as per site condition

End – Format of quotation letter

  
Dr. Rajendra K. Patil  
Principal  
Government Polytechnic Pune

Copy to

1. The Joint Director, Regional office of Technical Education Pune
2. The Head of Computer Department  
- For uploading the quotation on the institutes website immediately
3. Main Notice Board, Government Polytechnic Pune