



GOVERNEMENT COLLEGE OF PHARMACY

Kathora Naka, AMRAVATI 444 604

(0721) 2531690 (O)
www.gcopamravati.ac.in

Fax. No. (0721) 2531242 2531827
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GCOPA/Store/2016-17/403
Date: 16/5/16

Subject: Quotation for
For the Department of

Stationery Printing
Student sections

Dear Sir,

I have to request you to kindly quote your lowest reasonable rates for the following items and send the quotation in sealed cover so as to reach the undersigned on or before 31-5-16

Sr. No.	Specification of items	Qty. Required
①	Attendance Register size 19cm. x 30cm. Paper Ballarpur maplito 70gsm 36 pages B/w printing Cover 250 gsm sheet Cover no. 1st 4 pages one colour printing - swans Binding - center stitching.	
②	Practical Journal 100 pages size 22cm. x 28.5cm. Paper. Ballarpur maplito 80gsm 36 pages B/w printing Cover 350 gsm Board one colour printing Binding - center + stitching.	2580/16

Note :- The Dispatch number of this office and the department for which the quotation is desired should necessarily be superscripted on the envelop.

TERMS AND CONDITIONS

- Validity** :- The rates offered should be valid up to 31st March of year from the date of opening of Quotations.
- Delivery** :- Rates quoted will be considered for free delivery at College Store/Premises.
- Payment** :- Payment will be made as and when the funds will be available from Government.
- Taxes** :- Rates quoted will be presumed inclusive of all taxes unless otherwise stated.
- General** :- The undersigned reserves the right to reject any or all quotations without assigning reason therefore.

Principal
Govt. College of Pharmacy
Amravati.



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GCOPA/Store/2016-17/464
Date: 16/5/16

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For the Department of**

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Student sections

Dear Sir,

I have to request you to kindly quote your lowest reasonable rates for the following items and send the quotation in sealed cover so as to reach the undersigned on or before 31-5-16

Sr. No.	Specification of items	Qty. Required
①	Admission Form [Colour sheet] Paper-70gsm	500 Nos
②	List of Documents Required Paper-70gsm	500 Nos
③	Alumni Association membership Form	1000 Nos
④	T.C. In Return Deposit Amount Form	1000 Nos
⑤	Bonafide certificate.	600 Nos
⑥	Fee & Bank	1000 Nos
⑦	Parent Fee & Bank	1000 Nos
⑧	Student Fee & Bank for 2015-16	1000 Nos
⑨	mentee profile [Academic year 2015-16 size A-4 of pages 7. Binding	1000 Nos
⑩	Pharmacists Patient Documentation form	1000 Nos

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TERMS AND CONDITIONS FOR QUOTATIONS

The quotation should be submitted as per **TWO ENVELOPE SYSTEM ONLY**. Both the Bids (Technical as well as Commercial) shall have to be submitted. Bids not submitted will not be entertained.

i) Envelope No.1: Technical Bid

Technical Envelope shall contain following documents:-

- Technical literature/ Leaflet/ Samples/ Information/ of the make and model no etc quoted.
- Sales tax / VAT registration certificate.
- Authorization certificate from manufacturer.
- No deviation certificate.
- List of users with complete address, name of contact persons, contact numbers and email address.

ii) Envelope No.2: (Commercial Bid)

- The rate should be quoted only for the items specified in the Technical Bid (Envelope No.1) and should be for items of given specification / Mark /Model/ Manufacture.
- Bidder should not quote his offer any where directly or indirectly in Technical Envelope (T1), failing which the Commercial Envelope (C1) shall not be opened and his tender shall stand rejected.
- Inspection charges if any are to be borne by the supplier.

Validity: The rates offered should be valid up to 31st March of year from the date of opening of Quotations.

Delivery: Rates quoted will be considered FOR destination, Installation & training at College Premises unless otherwise stated.

Payment: Payment will be made as and when the grant is available after receiving the goods in satisfactory conditions and satisfactory demonstration/Installation etc. at the consignee's destination at cost of supplier.

Taxes: Rates quoted will be considered **inclusive of all taxes**, if not stated separately in the quotation. (Statement like taxes extra or as applicable will not be considered).

General Note:-

- The supply shall be executed according to instruction by Institute.
- The **technical support shall be provided by the vendor/ supplier without any additional charge during guarantees/ warranty period.**



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- In lieu of any defect in material, the agency shall replace the material if Institute desires so.
- The supplier has to submit copy of authorization letter from the company.
- Proof of permission to manufacture the equipment/ item mentioned in the tender document from competent authorities.
- Proof of permission for sales/trading of the equipment/ item or of similar kind mentioned in the quotation document from competent authorities.
- The Institute reserves the right to reject any or all quotations without assigning reason therefore.
- Warranty and AMC if applicable.
- **The dispatch number of this office should necessarily be superscripted on the Envelope.**
- Supplier must furnish following Registration Description on separate sheet with technical bid.

Description of Registration to be filled up by Agency

(PAN card, VAT, Professional Tax, Service Tax)

Sr. No.	Description of Registration	Registration No.	Validity Period	Copy attached	
				Yes	No
1.	PAN card				
2.	VAT				
3.	Professional Tax				
4.	Service Tax				

**Signature & Name of the authorized person
of quoting agency with the seal of the firm**

Date: