



Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon ■ कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगांवशी संलग्न

Government College of Engineering, Jalgaon

शासकीय अभियांत्रिकी महाविद्यालय, जळगांव

An Autonomous Institute of Government of Maharashtra ■ महाराष्ट्र शासनाची स्वायत्त संस्था

NAAC Accredited with grade B++ (2024-2029) ■ नेक द्वारा नामांकन ब++ (२०२४-२०२९)

NH53, Jalgaon, Maharashtra, PIN 425 002 INDIA ■ राष्ट्रीय महामार्ग ५३, जळगांव, महाराष्ट्र, पिन ४२५ ००२ भारत

+91-257-2281522 ■ principal.gcoejalgaon@dtmaharashtra.gov.in, principal@gcoej.ac.in

Vision: Globally Accepted Engineers with Human Skills ■ Website: <https://www.gcoej.ac.in> ■ DTE Code: 5004



जा.क्र: शाअमज / AEC /२०२५/२२४२

दिनांक 04 NOV 2025

ENQUIRY LETTER

To,

Subject: - Quotations for the supply of General Stationery item –A4 Size Paper Rims
Shri/Smt,

With reference to above cited subject, sealed quotations are invited for the following items, on or before 07/11/2025 up to 05.00 pm. Quotations received against this inquiry will be opened on 10/11/2025 at 04.00 p.m. in presence of examination committee members or those who will be present on 10/11/2025 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/ General Stationery/ A4 Size Paper Rims/ NOV 2025"
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 07 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. Not properly packed, open packets, wrong, spoiled Rim Stationery will not be accepted by institute.
16. 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. In all matters, the decision of the Principal shall be final and binding on all concerned.

S.N.	Description of the Items	Quantity nos	Cost per unit- Rs	Total Cost- Rs
1	A4 Size Paper Rim -75 GSM Paper ColorLok Technology Size 21.0 cmx29.7 cm (500 nos of Sheets per Unit Pack) With Proper packing Make -JK COPIER	120 Packets		

Total Cost: Rs -----
 GST applicable if any : - Rs -----
 Total Amount Payable = Rs -----
 Total Amount Payable in words Rs-----

H/S
 02/11/2025

Dr Suhas S.Gajre
 Principal
 Government College of Engg, Jalgaon.