



Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon ▪ कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगांवची 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

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जा.क्र: शाअमज / AEC / २०२६ / 140

दिनांक : 22 JAN 2026

ENQUIRY LETTER

To,

Subject: Invitation of quotations for the supply of – Tea, Snacks, Breakfast for Graduation Ceremony program

Shri/Smt,

With reference to above cited subject, sealed quotations are invited for the above items, on or before 28/01/2026 up to 05.00 pm. Quotations received against this inquiry will be opened on 29/01/2026 at 11.00 am, in presence of examination committee members or those who will be present on 29/01/2026 at 11.00 am. 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/AEC Dept/ Graduation Ceremony program in 2026 "
2. Rate shall be inclusive of all insurance, freight, packing and forwarding charges to the college site.
3. GST, if applicable (should be mentioned clearly in the quotation), will be as per latest Govt. rules.
4. Period of supply of these items shall be on 31.01.2026 – Graduation Ceremony program day after issuing purchase order.
5. All other taxes and any miscellaneous expenses shall be inclusive in the quoted rate.
6. Principal reserves the right to cancel the bidding process, without giving any reasons.
7. Tea, Snacks, Breakfast etc required for graduation Ceremony program should be of good quality and fresh stock material & cleanliness should be maintained.
8. The tentative requirement of number of persons for tea, snacks, breakfast is given below table and it is tentative in nature & ten persons can increase or decrease it should be noted.
9. 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 in 10 days after submitting bill.
10. Please mention validity of your quotation in your quotation letter.
11. Delivery of all ordered items should be at Graduation Ceremony program place as per instructions from time to time.
12. Principal reserves the right to cancel this bidding process, reject any one or all incomplete wrong quotation/quotations, to change quotation opening date without giving any reasons.

Details of Tea, Snacks, Breakfast etc Breakfast for Graduation Ceremony program

S.N.	Item Details	Time	No of Persons excepted	Remark /Place
1	Morning Breakfast- Misal Pav	10.00 am	150 nos	Canteen Hall
2	Tea & Biscuits (Smal Pack -Rs 5)	1.30 pm	30 Nos	Conference Hall
3	Tea & Biscuits (Smal Pack -Rs 5)	4.00 pm	150 Nos	Seminar Hall
4	Snacks - Khamang,-01 Plate of 100 gm ,Tea	4.00 pm	100 Nos	Conference Hall
5	Water Bottle -500 ml	1.30 pm	100 nos	Conference Hall

Plates, Tea cups etc should be provided by Supplier

Dr. Suhas S. Gajre
22/01/2026

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