

Govt. Polytechnic Education Society (GPES) Manesar  
Near NSG & NBRC NH 48 Manesar-122051 (Gurugram)

Email: gpmansar@hry.nic.in , Website: gpmanesar.ac.in, 01242337243

**Quotation Form**

<b>Name of bidder &amp; Address:</b>	<b>Quotation No. GPM/NSS/2024-25/4863</b>	<b>Date of Issue:25.10.2024</b>
	<b>Submission of quotation: 11.11.2024; by 3.00 PM at Govt. Polytechnic Education Society Manesar</b>	<b>Bid Valid up to 6 Months</b>
	<b>Date &amp; time of opening of Quotation/Bid: on 12.11.2024 at 11 AM</b>	<b>Issued by: NSS Procurement Committee</b>
<b>Ph. No.:</b>		
<b>Email id:</b>		

We invite your Quotation for the item mentioned below. Please return this form and Annexure C, duly filled in all respects with all relevant documents in a sealed envelope so as to reach us on the above address and before the date specified above. Submitting this quotation implies agreement to the terms and conditions mentioned in Annexure B.

Sr. no	Description of Item	Qty.	Unit	Unit Rate (Rs)	GST % & Amount	Total Amount(Rs)
1	Supply of T-Shirt (White Color L Size with logo as per design and sample approval )	100	No's			
2.	Supply of Volunteer Head Cap (Blue Color with logo as per design and sample approval )	100	No's			
3.	Supply of Badge (Made of Standard material with logo as per design and sample approval )	100	No's			
<b>Total Amount including Freight/Transit Insurance/Installation and all Taxes:</b>						

**Total Amount in Words:(**

**)**

Payment terms: After delivery on submission of Tax Invoice by NEFT/RTGS & Delivery period: Within 2-3 weeks from the date of award of contract or Supply Order.

Note: GPES Manesar reserves the right to accept the quotation or to reject any or all quotations at any time without assigning any reasons thereof. Work will be awarded to the lowest total amount quoted by vendors **whose sample is approved.**

*Sign & Stamp of Bidder/Supplier*

## Annexure-A

Sr. No.	Name of Item & Description of Item	Sample Image
1	T-Shirt : Fabric Cotton, Collar T-shirt (Half Sleeves),White Color, L Size, design and logo as per sample)	
2	Cap : Cotton, Blue Color, design and logo as per sample	
3	Badge: Made of Standard metal material, design and logo as per sample	

Note : Vendor have to submit 1 sample of each item/ material along with this quotation.  
Vendor should check sample available with GPES Manesar.

*Sign & Stamp of Bidder/Supplier*

## General Terms and Conditions for Bidders (Annexure-B)

1. Bidder should be a registered manufacturer/authorized dealer/supplier of the item, All items to be delivered at GPES Manesar.
2. **Price:** Price quoted by supplier and accepted by the Institute are final and no deviation there from will be accepted without the Institute's specific agreement in writing.
3. **Contract:** Our Enquiry reference / Your offer / This purchase order / samples form part of this contract. Upon mutual consent, the client may award another similar type of work in campus based on this rates to the contractor, for which the rates may be valid up to 1 year from the date of issue of Purchase order. Quantity of items may increase or decrease as per actual requirement at the time of releasing Supply Order.
4. **Specifications:** All materials and goods shall be, in every respect equal to description, specifications and shall be subject to purchaser's inspection and approval within a reasonable time after delivery and, if rejected, shall be held at the supplier's risk or returned at the supplier's expense. It shall not count as having been delivered unless the purchaser elects to make the materials and goods fit for its purpose, in which case the supplier shall be debited with the cost thereof.
5. **Warranty:** Notwithstanding our acceptance, or right of inspection, and or any other terms and conditions in the purchase order, the supplier warrants that all goods supplied here are free from any defects in design, materials and workmanship and that they fully comply with the specifications. The purchase order is issued in reliance on the above mentioned warranty of the supplier. Defect liability period will be 6 Months.
6. **Delivery Period:** All materials should be dispatched within the delivery period specified in the order unless the time limit is extended by us. Any loss incurred due to on-supply of goods and/or intime will be to suppliers account. We have the option to cancel the order, in case of failure to effect delivery in time. Late delivery (LD) the liquidity damage shall be @1% of the contract amount per week delay. Maximum upto 5%.Beyond5weeksof delay order will be deemed cancelled
7. **Invoice:** To be sent in duplicate to us mentioning Deliver challan & Goods Receipt Memo No.and date as well as our purchase order no.and date. To ensure prompt payment, the order no. should be mentioned in the Invoice.
8. **Payment:**Payment will be made within the 15days after receipt, verification approval of office.
9. **Insurance:** In case, we have preferred to cover the mail,by insurance, please inform us the details of lorry way bill/R. Rand invoice value immediately on dispatch to enable us to arrange the same. Otherwise, any loss or damage in transit will be to your account.
10. **Packaging:** The goods should be securely packed to withstand rigors of rail, road, air, sea transport (as applicable) to avoid breakage / pilferage in transit. Delivery challan should be sent along with the material quoting our order reference. Indicate on all invoices / bills the name of the transport company L.R.No. and date. Freight value and freight to pay or paid.
11. **Removal of rejected goods:** All goods which are deemed to have been rejected by us shall be removed by the supplier at his own expenses and risk, within the time allowed by us. In the event the supplier fails to remove the rejected goods within the period allowed, we shall have the option to dispose such goods and all expenses incurred by us for such disposal shall be to the account of supplier.
12. **Control Regulation:** In case of anticipated delay in delivery the reason must be intimated to us within10 days.The supply and dispatch should be arranged in strict conformity with any control regulations applicable and after obtaining necessary permits in force from time to time.
13. **Jurisdiction:** For all intents and purposes any contract under order shall be deemed to have been concluded at Manesar (Gurugram).

*Sign & Stamp of Bidder/Supplier*

PARTICULARS OF BIDDER

1	Name of the Bidder	
	Trade name	
	Status of the bidder (Proprietorship/Partnership/LLP/Limited Co.)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No.(Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	Registration of the firm (Enclose self-attested copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this enquiry/ as stipulated in the Quotation No GPM/NSS/2024-25 dated 25.10.2024. We have checked the sample for T-shirt available at the institute and accordingly, I/we accept the terms and conditions and hereby offer the rates for **Supply of T-shirts, Cap and Badge** as per specifications in Annexure A.

Name of the BIDDER: \_\_\_\_\_

Signature of authorized person: \_\_\_\_\_

Official seal of BIDDER: