



Govt. of Maharashtra



## Govt. College of Engineering, Nagpur

Sector- 27, Mihan Rehabilitation Colony Khapri, Nagpur-441 108 (Maharashtra State)

"To be an Institution of National Repute Creating Globally Competent Technocrats to Serve the Society"

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Ref. No: GCOEN/WS/CS/2025/ 2410

Date: 3 JUL 2025

### QUOTATION CALL LETTER

**Name of Work: Supply of Name Plate & other Board.**  
**(Deptt.: Workshop, Last Date : 14/07/2025)**

Sealed quotation are invited for the items given in the enclosed format (Annexure-I) so as to reach this office on or **before Dt. 14/07/2025 at 5:00 P.M.** The quotation should be sent in a sealed envelope, The envelope shall be super scribed as "**Quotation for the supply of Name Plate & other Board**" for Workshop deptt., along with reference number of this letter and last date. Quotations will be **opened on Dt. 15/07/2024 at 11:00 A.M.** in the office of the Workshop Deptt. Government College of Engineering, Nagpur.

#### Terms and conditions:-

1. The prices of the material shall be quoted as per F.O.R. to this Institute.
2. Quoted price shall be inclusive of all taxes.
3. The rates shall be valid for a period of 1 Year from the date of opening the quotation.
4. The rates should be clearly mentioned without overwriting, otherwise the quotation will be treated as invalid.
5. The delivery period shall be within 4 weeks from the date of supply order.
6. The delivery of material / items shall be F.O.R. to the institute. Material will be checked and accepted at this Institute only.
7. The sample of any item, if asked for, will have to be delivered to this Institute at the cost of Supplier.
8. The supplier shall supply the material exactly as per technical specifications & will be responsible to replace & take back the defective materials / items without additional cost.
9. GST No. has to be mentioned along with Quotation. Otherwise the quotation will be treated as invalid.
10. Quotations should be in sealed envelope.
11. E-mail quotations will not be accepted.

Principal,  
Govt. College of Engg. Nagpur

#### Copy to :

- 1) Institute's website incharge & Notice Board of the institute.

(Annexure-I)  
**[Format to be submitted by Bidder on Letter head]**  
**Quotation for: Supply of Name Plate & Other Board.**

To,  
 The Principal  
 Government College of Engineering,  
 Nagpur - 441108.

**Sub: Supply of Name Plate & other Board.**  
 Ref. No. GCOEN/WS/CS/2025/----- Date: -----

Sir,  
 I/We submit our most competitive offer in response to the letter as referred above in accordance with the conditions of contracts. Our quotation is given below.

Sr. No.	Description	Qty. (Approx)	Unit Rate (Rs.)	Total Cost (Rs.)
	<b>Name Plates : Material - Acrylic, Thickness - 4mm, Front Color - White, Back color - Blue, Border - White Border, No. of sided - Two Sided (English &amp; Marathi) One Side - English, Other Side - Marathi.</b>			
01	Faculty Name Plate - with Aluminum fixing Bracket, Size - 30 cm. (W) x 8 cm. (H)	50		
02	Post Designation Plate - with Aluminum fixing Bracket, Size - 30 cm.(W) x 8 cm. (H)	50		
03	HOD Plate fixing on Wall One Side printed English & Marathi. Size - 35 cm. (W) x 15 cm. (H)	50		
	<b>Vinyl Sticker on foam sheet Name Plate</b>			
04	Name Plate : Size - (12"x6")	50		
05	Name Plate : Size - (18"x6")	50		
06	Name Plate : Size - (18"x12")	50		
07	Name Plate : Size - (24"x12")	50		
08	Name Plate : Size - (24"x18")	50		
09	Name Plate : Size - (36"x6")	50		
10	Name Plate : Size - (36"x12")	50		
11	Name Plate : Size - (48"x24")	50		
12	Name Plate : Size - (48"x36")	50		
	<b>Table Name Plate : No. of sided - Two Sided (English &amp; Marathi) One Side - English, Other Side - Marathi.</b>			
13	Name Plate : Size - (14"x6")	50		
	<b>Name Plate : No. of sided -One Side - English &amp; Marathi.</b>			
14	Name Plate : Size - (14"x6")	50		
	<b>Name Plate : No. of sided -One Side - English &amp; Marathi.</b>			
15	Name Plate : Size - (48"x24")	50		
	<b>Name Plate : No. of sided - One Side - English.</b>			
16	Name Plate : Size - (48"x18")	50		



<b>Star flex Boards without Frame:</b>			
17	Flex Size : 24"x24"	50	
18	Flex Size : 36"x72"	50	
19	Flex Size : 48"x36"	50	
20	Flex Size : 48"x24"	50	
<b>Star flex Boards with Frame : with 18 mm. Gauge.</b>			
21	Flex Size : 24"x24"	50	
22	Flex Size : 36"x72"	50	
23	Flex Size : 48"x36"	50	
24	Flex Size : 48"x24"	50	
<b>Image Wise :</b>			
25	Image : Size – (18"x18")	50	
26	Image: Size – (24"x18")	50	
27	Institute boards with Logo, Size – 48' x 36'	50	
28	Departmental boards with Logo, Size – 48' x 24'	50	
<b>Acrylic Boards</b>			
29	Sandwich Board : Size – 4' x 3'	10	
30	<b>Wooden Board - Size : 2' x 4'</b> <u>Above all Plates, Flex &amp; boards complete installation at consignee's site.</u>	10	
<b>Material fitting Cost is included in the above quoted prices.</b>			

Above rates inclusive of all taxes.

Our GST number is -----,

We hereby confirm that this quotation is valid for 1 Year as required in clause 3 of the terms and conditions delivery period for above items is ---- days after receipt of the order.

**Details of matter to be printed in the above boards are given in the enclosed Annexure – I.**



Yours faithfully,

Signature of Supplier

Name & Title of Signatory:

Office Stamp:

Address: