

INVITATION FOR QUOTATION FOR SUPPLY OF GOODS

To

1. Notice Board & Website Govt. ITI Butana

Memo No. 3475

Date: 16-7-26

Sub: - Invitation of quotation for supply to store

1. You are invited to submit your most competitive quotation for the following goods: -

Sr. No.	Item Description	Size	Approx Qty.
1	Self Inking Digital Plastic Stamp (Without Spring) - Matter: "Principal, Govt. Industrial Training Institute, Butana (Sonipat)"	5.5" x 2.5 cm	06 Nos.
2	Self Inking Digital Plastic Stamp (Without Spring) - Matter: "Passed for Payment Rs."	7 x 3.5 cm	01 No.
3	Self Inking Digital Plastic Stamp (Without Spring) - Matter: "GeM Purchase Verification"	7 x 3.5 cm	01 No.
4	Rubber Stamp with Wooden Handle - Matter: "Tr. Bill No."	7 x 1 cm	01 No.
5	Flex (Normal) Printing Per Sq. Feet (Various Size under 50sq ft)		1-5 pcs

Terms & Conditions

2. Bid Price: The bidder shall quote the unit rate as well as the total amount for all the items specified in the quotation.

3. Award of Contract: The contract shall be awarded to the bidder quoting the lowest net evaluated price, subject to compliance with the prescribed specifications and terms & conditions.

a) The contract shall be awarded for the complete quantity specified in the quotation. Any correction or overwriting shall be authenticated by the authorized signatory with signature and seal.

b) The quoted rates shall be inclusive of packing, forwarding, transportation, delivery and all incidental charges. GST, if applicable, shall be shown separately.

c) The supplied items shall strictly conform to the specifications mentioned in the quotation. No deviation shall be accepted without prior approval of the Institute.

d) If any item is not available in the exact specification, the bidder shall clearly mention the available specification in the quotation. No substitute shall be supplied without prior approval.

e) The quoted rates shall remain firm and fixed throughout the contract period.

f) Each bidder shall submit only one quotation.

4. Currency: All prices shall be quoted in Indian Rupees (INR) only.

5. Validity: The quotation shall remain valid for 90 days from the last date of submission.

6. Evaluation: The quotations shall be evaluated only if they:

- a) are duly signed and stamped by the bidder; and

- b) conform to the prescribed specifications, terms and conditions.
7. Award: The contract shall be awarded to the lowest responsive bidder. The Institute reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason and to cancel the quotation process at any stage.
8. Payment: Payment shall be made after satisfactory supply, verification and acceptance of the material and submission of the original bill/invoice, as per Government rules.
9. Warranty/Replacement: Any defective stamp in respect of material, engraving, alignment or impression quality shall be replaced free of cost.
10. Stamp Matter: The final approved stamp matter (text/layout/design) shall be provided by the Institute along with the Supply Order. The supplier shall prepare the stamps strictly as per the approved matter.
11. Quality: Self-Inking Digital Stamps shall be Flash Type (Without Spring) with refillable ink and clear, durable impressions.
12. Delivery: The complete order shall be supplied within 03 working days from the date of issue of the Supply Order.
13. Submission: Sealed quotations should reach this office on or before 02:00 PM Hours on 23-07-2026.
14. Acceptance: The Institute reserves the right to increase or decrease the quantity of any item at the time of placing the Supply Order without assigning any reason.

✓ Principal 16-07-26
Govt. Industrial Training Institute
Butana, Sonipat