Education : An Ennobling Influence
Gopal Krishna Gokhale

Gokhale Institute of Politics and Economics

(Founded by Rao Bahadur R.R. Kale, Satara)
(Deemed to be University u/s 3 of the UGC Act, 1956)
846, Shivajinagar, B.M.C.C. Road
PUNE - 411 004 (INDIA)

Ref. No. 28.3.5/ 1209 /2026 November 2, 2026

REQUEST FOR QUOTATION (RFQ)
For
Supply of New Year Diaries – 2027

Subject: Request for Quotation for the Supply of 500 New Year Diaries for the Year 2027.

Gokhale Institute of Politics and Economics (GIPE), Pune, invites sealed quotations from eligible suppliers for the supply of 500 A5-size New Year Diaries for the calendar year 2027, with the Institute's logo and name printed or embossed on the cover, as per the specifications and terms and conditions mentioned below.

Specifications:

No.	Particulars	Required Specifications
1	Item	New Year Diary – 2027 with a ballpoint pen
2	Quantity	500 Nos.
3	Size	A5
4	Binding	Hardbound with durable and good-quality binding
5	Cover	Premium-quality customized cover with GIPE Branding an elegant finish
6	Branding	Customized printed cover and back page with GIPE logo and full name of the Institute printed on both pages
7	Calendar	Calendar for the year 2027
8	Diary Contents	Monthly planning pages, 200 notes pages, and standard sections for notes and personal information
9	Paper Quality	Good-quality, smooth writing paper suitable for regular use
10	Sample	A physical sample shall be submitted for approval before bulk production, if requested by the Institute

The supplier shall clearly mention the paper quality, number of pages, cover material, binding type and other relevant specifications in the quotation. Any proposed variation from the above specifications shall be explicitly indicated.

Quotation format:

The quotation must be submitted in following format including the mentioned price details:

No.	Description	Rate per Diary (₹)	Total for 500 Diaries (₹)
1	Basic cost of diary with a ballpoint pen		
2	Printing/embossing of GIPE logo and name		
3	Packing and transportation		
4	Other charges, if any		
5	Subtotal before GST		
6	GST at applicable rate @_____ %		
7	Total landed cost inclusive of all charges		

The supplier shall clearly indicate the applicable GST rate, GST amount and GSTIN. The total quoted price shall include all costs associated with supplying the diaries to the Institute's premises.

Delivery Requirements:

- Quantity: 500 diaries with a ballpoint pen.
- Delivery deadline: On or before **15 December 2026**.
- Delivery location: Gokhale Institute of Politics and Economics, Pune.

- The supplier shall ensure that all diaries are properly packed and delivered in good condition within the stipulated period.
- The supplier shall obtain approval of the cover design and branding artwork from the Institute before proceeding with bulk printing or production.
- The supplier shall be responsible for replacing, at no additional cost, any diaries found damaged, defective or not conforming to the approved specifications.

Terms and Conditions:

1. **Submission of Quotation:** Interested suppliers shall submit their quotations in a sealed envelope clearly mentioning "Quotation for Supply of New Year Diaries – 2027" on the envelope and addressed to the Administrative Officer, GIPE, Pune.
2. **Last Date for Submission:** Quotations shall be submitted on or before **30th November 5.00 PM** at the registered address of the institute.
3. **Quotation Validity:** The quotation shall remain valid upto 31st December 2026.
4. **Specifications and Quality:** The diaries supplied must conform to the approved specifications and artwork. The Institute reserves the right to inspect the supplies and reject any items that do not meet the required standards.
5. **Artwork Approval:** The supplier shall coordinate with the Institute for the logo, cover design and printing specifications. No bulk production involving GIPE branding shall commence without prior approval.
6. **Taxes and Other Charges:** All applicable taxes, printing charges, packing, forwarding, transportation and other costs shall be clearly indicated in the quotation. No additional charges shall be payable unless specifically quoted and accepted by the Institute.
7. **Payment Terms:** Payment shall be made after satisfactory delivery, inspection and acceptance of the diaries, against submission of a valid invoice and other requisite documents, in accordance with the Institute's applicable procedures.
8. **Purchase Order:** The successful supplier shall commence production and supply only upon receipt of the Institute's Purchase Order and approval of the branding artwork.
9. **Right to Accept or Reject:** The Institute reserves the right to accept or reject any or all quotations, wholly or partly, in accordance with its applicable rules and procedures.
10. **Compliance:** The supplier shall comply with all applicable statutory requirements and the terms specified in the Purchase Order.

The quotation should be addressed and submitted to following address

Administrative Officer
Gokhale Institute of Politics and Economics
846 – Shivajinagar, Pune, Maharashtra

For any clarification regarding the specifications or submission of quotations, suppliers may contact the Administration Department.

Yours faithfully,



Dr. Vishal Gaikwad
Officiating Deputy Registrar