



### Government of Maharashtra

# **GOVERNMENT POLYTECHNIC, PUNE**



(An Automonous Institute of Government of Maharashtra) University Road, Shivaji Nagar, Pune - 411016

Phone: 020-25676818, 25559200

Email: principal.gppune@dtemaharashtra.gov.in

No/GPP/WS/ Exam/2023 / 1513

Date:- 1 1 APR 2023

#### **QUOTATION**

Name of Work:- Invitation of Quotation for supply of Stationery Items.

Dear Sir,

Please send your sealed quotation for the items detailed below in the following format so as to reach this office on or before 20/4/2023 at 05.00 P.M. The quotation should be sent in sealed envelope superscribed as for the "Stationery Items "along with reference No of this letter and due date. The sealed quotation will be opened on 21/4/2023 at 12.30 P.M. in the office of Principal, Government Polytechnic Pune.

#### Terms and conditions:-

- 1. The prices of the material should be quoted F.O.R. this Institute.
- 2. Taxes if any should be stated separately.
- 3. The delivery period should be stated clearly.
- 4. The rates shall be valid for a period of 180 days from the date of opening.
- 5. The stores shall be checked and accepted at this Institute only.
- 6. The sample of any item, if asked for, will have to be delivered to this Institute at your cost. This Institute is exempted from paying Octroi/LBT.
- 7. The supplier requires supplying the stores exactly as per technical specifications & will be responsible to replace & take back the defective supplies at his risk &cost.
- 8. GST No. has to be provided along with Quotation. Otherwise the quotation will be treated as invalid.
- 9. Quotations should be in sealed envelope.
- 10. E-mail quotations will not be accepted.

Yours Sincerely,

(Dr. V. S. Bandal)
Principal

Govt. Polytechnic, Pune

Copy to -

- 1.By mail The Joint Director, R.O. Pune It is requested to publish the enquiry on the web site.
- 2. The Head of Computer Department, for hosting on the Institute's website in time limit.
- 3. Main Notice Board, GP. Pune.

## (To be submitted by Bidder on Letter head] Quotation for Supply of Stationery Items.

To,

Principal Government Polytechnic, Pune – 411016

Sub: Supply of Stationery Items. Date:-Ref. No.:

Sir,

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

Sr.	Description of Item	Qty.	Unit Rate	GST	Total Cost
No.	Description of rem		(Rs.)	%	(Rs.)
01	Xerox Paper A4 Size 75 GSM	12 Rim			
02	Binder Clip No. 224	50 Nos.			
03	Blue Pen Make- Lexi or equivalent.	250 Nos.			
04	Black Pen Make – Lexi or equivalent.	180 Nos.			
05	Red Pen Make- Lexi or equivalent	600 Nos.			
06	Purple Pen	02 Nos.			
07	Rubber Band Big Size- 04 Inch ½ Kg Pocket	17 x ½ Kg			
08	Green Pocket A4 Size.	950 Nos.			
09	White Pocket Size 12 x 31 cms.	740 Nos.			
10	Green Pocket A3 Size 30 x 40 cms.	960 Nos.			
11	Sutali	08 Kg.			
12	Pocket Size- 27" x 13" (पांढरा, खाकी आणी बदामी	1000 Nos. each			
13	कलर) Pencil Make- Apasara, HP, Natraj or equivalent.	47 Nos.			
14	Fraser Medium size.	03 Box.			
15	Brown Paper Full size (1000)	05 Bundle			
16	Permanent Marker Pen Blue, Black, Green, Red	05 Pocket			
17	Color Flag	45 Pocket			
18	Glue Fevi stick Big size	10 Box.			
19	Whitner Pen	12 Nos.			
20	Brown Paper stick tape Size. ½"	09 Nos.			8
21	Stamp Pad Ink	20 bottle (small)			
22	Stapler Pin small Max HD-10	86 Pocket			
23	Stapler Big. Kangaro HP-45	02 Nos.			
24	Stamp Pad 110mm x 69 mm	10 Nos.			
25	Punching Machine Big. Kangaro DP-500	01 Nos.			
26	Spring simple file	60 Nos.			
27	High lighter Pen	17 Nos.			

/	•	49 Nos.
28	Fevicol 50 gms tube.	10 Pocket
29	Color Sketch Pen	04 Pocket
30	Black color sketch Pen	100 Nos.
31	Plastic File	50 bundle
32	File Tag small	50 Bundle
33	File Tag Big.	
34	Gestetner Copy Printer Roll Farbe/Encre/Tinta/Inchiostro Black/Schwarz/Noir/Negro/Nero 500ml/17.8oz. CPI7	05 Nos.
35	Gestetner Copy Printer Ink Farbe/Encre/Tinta/Inchiostro Black/Schwarz/Noir/Negro/Nero 500ml/17.8oz.	48 Nos.
	CDIT	10 Nos.
36	Pin keeping container ( टाचणी ठेवण्याची डब्बी )	425 Nos.
37	White Pocket Size A4	L. L. Highers

We hereby confirm that this quotation is valid for 180 days as required in clause 4 of the Instructions to bidders.

Yours faithfully, Authorized Signature Name & Title of Signatory: Name of Bidder/Office Stamp: Address: