



Government of Maharashtra



GOVERNMENT POLYTECHNIC, PUNE

(An Autonomous Institute of Government of Maharashtra)

University Road, Shivaji Nagar, Pune - 411016



Phone: 020-25676818, 25559200

Email: principal.gppune@dtmaharashtra.gov.in

No/GPP/WS/ Exam/2023 / 1513

Date:-

11 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,

Bnd 11/4/2023
(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 .

28	Fevicol 50 gms tube.	49 Nos.			
29	Color Sketch Pen	10 Pocket			
30	Black color sketch Pen	04 Pocket			
31	Plastic File	100 Nos.			
32	File Tag small	50 bundle			
33	File Tag Big.	50 Bundle			
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. CPI7	48 Nos.			
36	Pin keeping container (टाचणी टेवण्याची डब्वी)	10 Nos.			
37	White Pocket Size A4	425 Nos.			

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: