



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/Exam/ Stationery Items /2024/ 1994

Date - 18 APR 2024

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 printed overleaf format so as to reach this office on or before **25/04/2024 at 05.00 P.M.** The quotation should be sent in sealed envelope super-scribed as for the “Stationery Items” along with reference No of this letter and due date. The sealed quotation will be opened on **26/04/2024 at 12.30 P.M.** in the office of Principal, Government Polytechnic, Pune.

Sr. No	Items Name	Qty
1	200 Pages Register	17 Nos
2	300 Pages Register	12 Nos
3	Rubber Band (Big)	15 kg
4	Brown Colour Cello Tape -1”	54 Nos
5	Brown Colour Cello Tape -2”	63 Nos
6	Binder Clip No. 224 (Small)	50 Nos
7	Binder Clip No. 224 (Big)	50 Nos
8	Stamp Pad (Small) (110mmx69mm)	22 Nos
9	Stamp Pad (Big)	03 Nos
10	Stamp pad Ink Bottle Small	22 Bottle
11	Sketch Pen Black	7 pkt
12	Sutali	20 kg
13	Stapler (Small) 10 No.	27 Nos
14	Stapler (Big) HP-45	09 Nos
15	Stapler Pin (Big) HP-45	18 Nos
16	Stapler Pin (Small) Max HD-10	115 Nos
17	Punching machine (Small)	6 Nos
18	Punching Machine (Big)	4 Nos
19	Permanent Marker Pen (Black, Green, Red, Blue 10 each)	56 Nos
20	Permanent Marker Pen (Black, Green, Red, Blue - 02 each) Small Point	8 Nos
21	Whitener Pen	46 Nos
22	White Board Marker Pen	7 Nos
23	White Board Duster	7 Nos
24	Black Board Duster	3 Nos
25	Highlighter Pen	37 Nos

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P.T.O.

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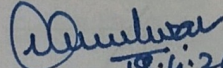
26	Box File	74 Nos
27	Spring simple file	75 Nos
28	Patti File	100 Nos
29	Gum bottle (Small)	50 Bottle
30	Pencile	22 Pkt.
31	Cutter	20 Nos
32	White Chalk Box (Dustless)	22 Box
33	Color Chalk Box (Dustless)	2 Box
34	Blue Pen Make- Lexi or Equivalent	256 Nos
35	Black Pen Make – Lexi or Equivalent	200 Nos
36	Red Pen Make – Lexi or Equivalent	608 Nos
37	Purple Pen Make – Lexi or Equivalent	50 Nos
38	Green Pocket A4 Size.	1040 Nos
39	Green Envelope small 4'' x 6''	30 Nos
40	Green Pocket A3 Size. 30x40cm	1030 Nos
41	White Pocket A4 Size. 25x31cm	1000 Nos
42	Eraser Medium size.in pkt	6 Pkt
43	Colour Flag	100 Nos
44	Glue Fevi stick Big size	108 Nos
45	Glue Fevi stick small size	02 Nos
46	File Tag (Small) in pkt	20 pkt
47	File Tag (Big) in pkt	10 pkt
48	Tachni box	7 Box
49	Fevicol 50 gm	58 Nos
50	Cello Tape-1''	10 Nos
51	Cello Tape-2''	05 Nos
52	Tissue Paper	02 Bundle
53	Calculator	06 Nos
54	Two side Folder	212 Nos
55	Mouse Pad	01 Nos
56	Table Cleaning Cloth	05 Nos
57	Scissors Small	06 Nos
58	Note Pad	05 Nos
59	Brown Paper Full Size	1000 Nos

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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 items above shall be checked and accepted at this Institute only.
6. The bidder should Visit the Exam Department of Govt. Polytechnic ,Pune to view the Sample of stationery itmes.
7. The sample of any item, if asked for, will have to be delivered to this Institute at your cost.
8. 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.
9. GST No.has to be provided 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.
12. **The Supplier should contact office & Exam Department G.P.Pune regarding any query.**

Yours Sincerely,


18.4.24
V.B. Kondawar
Principal

Govt. Polytechnic, Pune

Copy to –

1. By mail to 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, G. P. Pune 4. Office & Exam Department.



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(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

Ref. No.:

Date:-

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. No	Items Name	Qty	Unit Rate (Rs.)	GST %	Total Cost (Rs.)
1	200 Pages Register	17 Nos			
2	300 Pages Register	12 Nos			
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57	Scissors Small	06 Nos		
58	Note Pad	05 Nos		
59	Brown Paper Full Size	1000 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: