



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/ 4123

Date - 05 SEP 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 12/09/2024 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 13/09/2024 at 12.30 P.M. in the office of Principal, Government Polytechnic, Pune.

Sr. No	Items Name	Qty	Unit Rate (Rs.)	GST %	Total Cost (Rs.)
1	Pen Drive -32GB sanDisk	5 Nos			
2	Pen Drive -64GB sanDisk	12 Nos			
4	White Board Duster-	6 Nos			
5	Black Board Duster-	47 Nos			
6	White Board Marker Pen-	20 Nos			
7	White Board Marker Pen ink Bottle -	3 Nos			
8	Colour Chalk Box (Dustless)	27 Nos			
9	White Chalk Box (Dustless)	64 Nos			
10	Scissor (Small)	12 Nos			
11	100 Pages Register	10 Nos			
12	200 Pages Register	9 Nos			
13	300 Pages Register	5 Nos			
15	Brown Colour Cello Tape -2''	2 Nos			
17	Cello Tape - 2"	2 Nos			
18	Binder Clip No. 224(Small) in pkt	50 Pkt			
19	Binder Clip No. 224(Big) in pkt	50 Pkt			
20	Stamp Pad (Big)	22 Nos			
21	Stamp pad Ink Bottle Small	2 Nos			
22	Sutali	20 kg			
23	Stapler (Small) 10 No.	41 Nos			
24	Stapler (Big)) HP-45	8 Nos			
25	Stapler Pin (Small) Max HD-10	123 Nos			
26	Stapler Pin (Big) HP-45	2 Nos			
27	Punching Machine (Big)	9 Nos			
28	Punching Machine (Small)	13 Nos			
29	Permanent Marker Pen (Black, Green, Red, Blue 10 each) in pkt	70 Nos			
30	Permanent Marker Pen (Black, Green, Red, Blue - 02 each) Small Point	2 Nos			



32	Whitener Pen	27 Nos			
33	Highlighter Pen	60 Nos			
34	Box File(BIG)	92 Nos			
35	Box File (Small)	32 Nos			
36	Spring simple file (Office File)	130 Nos			
37	Patti File	100 Nos			
38	Gum bottle (Small) 300ml	55 Nos			
39	Pencile Pkt	30 Nos			
40	Cutter	20 Nos			
41	Blue Pen Make- Lexi or Equivalent	820 Nos			
42	Black Pen Make – Lexi or Equivalent	800 Nos			
43	Red Pen Make – Lexi or Equivalent	820 Nos			
44	Purple Pen	200 Nos			
45	Green Pocket A4 Size.	500 Nos			
46	Green Pocket A3 Size. 30x40cm	1000 Nos			
47	White Pocket A4 Size. 25x31cm	1000 Nos			
48	Eraser Medium size	70 Nos			
49	Colour Flag in pkt	82 Pkt			
50	Glue Fevi stick Big size	135 Nos			
51	File Tag (Small) in pkt	25 pkt			
53	Tachni in box	8 Box			
54	""U"Pin in Box	10 Box			
55	Fevicol 100 gm	60 Nos			
56	Calculator (big)	6 Nos			
57	Thread Box (Multicolor)	1 Box			
58	Steel Scale 12"	5 Nos			
59	Pencile Cell	12 Nos			
60	Sketch Pen in pkt	6 Pkt			

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 Workshp & Exam Department G.P.Pune regarding any query.

Yours Sincerely,

(Dr. Rajendra K. Patil)

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.



(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.)
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59	Pencile Cell	12 Nos			
60	Sketch Pen in pkt	6 Pkt			

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: