



GOVERNMENT POLYTECHNIC, CHHATRAPATI SAMBAHJINAGAR

(An autonomous Institute of Govt. of Maharashtra)
Station Road, Osmanpura, Chhatrapati Sambhajinagar (M.H.)
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No. : GPA /Store/ 2024-25/ 431

Date: 29 JAN 2025

Sub: Quotation for supply of Stationery Items as per list attached

(Due Date 10/02/2025)

Sealed Quotations are invited for eligible and interested manufacturers/ dealers/distributors/
Suppliers for the following items on the terms and conditions mentioned below.

Sr. No.	Name of the item with required specification (Branded Only)	Quantity Required	Remark
01	4 Flap File Folder	10	
02	A-4 Xerox Rim	100	
03	Antivirus	125	
04	Ball pen Black	5	
05	Ball pen blue	25	
06	Ball pen Red	20	
07	Box File	40	
08	Box File Small	20	
09	Brown Tape 1"	5	
10	Calculator	3	
11	Cello Tape 1"	15	
12	Cello Tape 1.5"	10	
13	Cutter	2	
14	Coltyh /Busta Meeter	7	
15	Dater Stamp	2	
16	Dust Less Chalk Box Colour	26	
17	Dust Less Chalk Box White	31	
18	Duster	32	
19	Envelop A-4 Size	200	
20	Envelop A-3 Size	200	
21	Envelop Small	500	
22	Eraser	7	
23	Extension Board	1	
24	Fevicol 200 ML	19	
25	Fevicol 500 ML	1	
26	Flange Sticker (Post it)	8	
27	Gum Bottle 300 ML	9	
28	Highlighter	5	
29	Ink for Stamp Pad 100ML	5	
30	Ink Pad(Stamp Pad) small	10	
31	Lead Box .5	1	
32	Notice Board / Drawing Pin	5	
33	Office File	70	
34	Paper Weight	2	
35	Pencil Box	4	

36	Pencil Cell AA	20	
37	Pencil Cell AAA	20	
38	Permanent Marker	15	
39	Pin box	15	
40	Pin Cushion/Magnetic Box	2	
41	Plastic File Folder	5	
42	Register 1 Quire	6	
43	Register 3 Quire	20	
44	Register 4 Quire	5	
45	Register 2 Quire	10	
46	Room Freshener	10	
47	Rubber band Big size 500gm	5	
48	Rubber band small size 500 gm	5	
49	Seizer	5	
50	Stapler 10 No.	20	
51	Steel Scale	3	
52	Table Cloth	1	
53	Tag Bundle Big	15	
54	Tag Bundle small	5	
55	Whitener Pen	10	
56	Whiter Board Marker	110	
57	Damber Goli (Naphthalene Box) Kg	2	
58	colin	2	
59	Binder Clip Bpx	1	

- Quantity of above material will be purchased as per availability of funds and all purchase process may be cancelled if funds will not be received by the head office.

Terms and Conditions

- 01) The quotation should be submitted in sealed envelope.
- 02) Write on the envelope "Quotation for Refilling of Printer Toner Cartridges and accessories" and submit it to the Office in Main Building of the Institute due on 10.02.2025.
- 03) The Quotations received after given time period will not be considered in Purchase Process and will be rejected without giving any information.
- 04) **All Material of this Enquiry will not be purchase at a time. It will be purchased as per requirement of this Institute up to 31st March 2025.**
- 05) Rates quoted should be F.O.R. Chatrapati Sambhajnagar otherwise, it should be specified clearly.
- 06) **Taxes and Duties should be mentioned separately in the Quotation with appropriate percentage.(Specially in case of GST) (GST Certificate compalsorey it should be attached with Quotaion)**
- 07) Detailed specifications including make of material should be mentioned in the Quotation. If the quoted Item/Equipment/Peripheral is available with you in different brands/makes, the rates should be mentioned separately brand wise/specification wise. In case of branded items like Computer Peripherals, Electricals, Plastic Products, ISI marked Products etc. If the Make/Manufacturer name is not mentioned in the in the quotation, the Quotation will be rejected without giving any information to the supplier.
- 08) Purchase Order will be placed in the name of Supplier which has quoted the Lowest Rates per item.
- 09) Material should be supplied within 24 Hours from the date of order.
- 10) In case of Equipments/Machines bill will be passed after Equipment Testing, Installation, Demonstration and Training (If required) at the concerned Department. Installation report should be submitted to the Central Stores. (Workshop Department). If the Equipment/Machine does not match the required specification, it will be returned as it is at your cost.
- 11) In case of Consumable, Stationary and other miscellaneous items, the material will be inspected by the concerned department. If the material found correct subject to the required specifications, bill will be passed otherwise returned as it is at your cost.

- 12) Warranty should be mentioned in the Quotation as per given by the Manufacturers.
- 13) Quotation should be valid for 31/03/2024 from the date of opening or up to the next quotation enquiry whichever is earlier.
- 14) Efforts will be made to release the payment as early as possible we can but; sometimes it may be delayed due to no availability of grants.
- 15) The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.
- 16) The Service provider maintain Log book for every department with prcribed format & given instruction.
- 17) Service provider Submit only one bill in month with Logbook



Principal
Government Polytechnic,
Chhatrapati Sambhajinagar.