



शासकीय तंत्रनिकेतन, छत्रपती संभाजीनगर

(महाराष्ट्र शासनाची स्वायत्त संस्था)

स्टेशन रोड उस्मानपुरा, छत्रपती संभाजीनगर - ४३१००५

दुरध्वनी कार्यालय - २३३४७२४, २३५३६४४ Website: www.gpabad.ac.in

E-mail ID: principal.gpaurangabad@dtmaharashtra.gov.in

No. : GPA /Store/ 2025-26/ 1558

Date: 28 APR 2025

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

(Due Date 08/05/2025)

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
१	बॉक्स फाईल मोठी	७५	
२	छोटया बॉक्स फाईल	१००	
३	स्प्रिंग फाईल small	१००	
४	फाईल पॅड / टपाल पॅड	३०	
५	पुठठा फाईल	३०	
६	झेरॉक्स रिम	१५०	
७	झेरॉक्स रिम ए-३	५	
८	सीडी मार्कर ohp	१०	
९	परमनंट मार्कर पेन	१०	
१०	फेवीकॉल २००ml	१५	
११	फेवीकॉल १००ml	२५	
१२	डिंक बॉटल ३००ml	१०	
१३	मोठी स्टॅपलर पीन २४	०५ Box	
१४	लहान स्टॅपलर पीन १०	०५ Box	
१५	लहान स्टॅपलर १०	१५	
१६	मोठे स्टॅपलर २४/६	००	
१७	कैची midium	०२	
१८	कटर	१२	
१९	हायलेटर	२०	
२०	फ्लॅग	२५	
२१	व्हाईटनर	१५	
२२	पेन्सिल बॉक्स	१५	
२३	शॉपनर	१ Box	
२४	स्केल पट्टी steel	५	
२५	पेन ड्राईव्ह ६४ जीबी	२	
२६	स्टॅम्प पॅड	१५	
२७	स्टॅम्प पॅड ink Blue	१५	
२८	रबर पॉकीट मोठे	२	
२९	तारखेचा शिक्क	०३	
३०	टाचपीन बॉक्स	०५	
३१	आवक जावक नॉदवही	०५	
३२	रजीस्टर २ qre ,३ qre 18 each	३६	
३३	पांढरा टॅग कॉटन	५०	
३४	लाल टॅग कॉटन	२५	
३५	टोच्या मोठी साईज	१५	
३६	सिंगल टोच्या मशिन	०१	

३७			
३८	सेलोटोप पांढरा 1inch	०५	
३९	सेलोटोप पांढरा 2inch	०५	
४०	सेलोटोप खाकी 1inch	०५	
४१	सेलोटोप खाकी 4inch	०५	
४२	कॅलक्युलेटर	१०	
४३	पांढरे पाकीट १७X१२	५००	
४४	पांढरे पाकीट १७ X १०	५००	

- 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 " supply of Stationery Items" and submit it to the Office in Main Building of the Institute due on 08.05.2025.**
- 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 2026.**
- 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 31/03/2026 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 pricribed format & given instruction.
- 17) Service provider Submit only one bill in month with Logbook


Principal
Government Polytechnic,
Chhatrapati Sambhajnagar.