



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. : GPCHN /Store/ 2026-27/ 2483

Date: 23.07.2026

INVITATION FOR QUOTATION

Sub: Quotation for supply of stationery material as per given below **(Due Date 31/07/2026)**

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	50	
02	A-4 Xerox Rim	100	
03	Box File	40	
04	Box File Small	20	
05	Brown Tape 1"	5	
06	Stapler Box 10 No.	1 Box	
07	Cello Tape 1"	15	
08	Cello Tape 1.5"	10	
09	Cutter medium size	10	
10	White Board Marker Duster	50	
11	Dust Less Chalk Box Colour	25	
12	Dust Less Chalk Box White	50	
13	Duster for Chalk	50	
14	Envelop A-4 Size	200	
15	Envelop A-3 Size	200	
16	Envelop Small	500	
17	Eraser	1 Box	
18	Extension Board	5	
19	Fevicol 100 ML	50	
20	Flange Sticker (Post it)	1 Box	
21	Whiter Board Marker Ink Blue, Red Black	10 Each	
22	Whiter Board Marker Blue, Red Black	20 Each	
23	Highlighter	5	
24	Ink for Stamp Pad 100ML	5	
25	Ink Pad(Stamp Pad) Big	10	
26	Punching Machine Small	10	
27	Notice Board / Drawing Pin	5	
28	Office File	70	

29	Damber Goli (Naphthalene Box) Kg	2	
30	Pencil Box	5	
31	Pencil Cell AA	20	
32	Pencil Cell AAA	20	
33	Permanent Marker	15	
34	Pin box	15	
35	Pin Cushion/Magnetic Box	2	
36	Plastic File Folder	5	
37	Register 1 Quire	10	
38	Register 2 Quire	20	
39	Register Regular	20	
40	Binder Clip Bpx	1	
41	Room Freshener	10	
42	Rubber band Big size 500gm	5	
43	Whitener Pen	10	
44	Seizer	5	
45	Stapler 10 No.	5 Box	
46	Steel Scale	5	
47	U pin box	20	
48	All Out /Good Knight Liquid	10	
49	Sketch pen Pkt	5	

- 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

- The quotation should be submitted in sealed envelope.
- Write on the envelope "Quotation for Supply of Material at Stores Department" and submit at inward section of the Institute, due on 31.07.2026 at 5:30 pm.
- The Quotations received after given time period will not be considered in purchase process and will be rejected without giving any information.
- 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 2027.**
- Rates quoted should be F.O.R.at Government Polytechnic, Chhatrapati Sambhajanagar otherwise, it should be specified clearly.
- Taxes and Duties should be mentioned separately in the Quotation with appropriate percentage. (Especially in case of GST)**
- Detailed specifications , Model 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.
- Purchase Order will be placed in the name of Supplier which has quoted the Lowest Rates per item.
- Material should be supplied within 15 days from the date of Purchase order.
- In case of Equipment's/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 31/03/2027 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) **GST Registration Certificate, Shop act License, Pan card Xerox copy must Attached with quotation otherwise quotation will be rejected without any Information.**


Principal
Government Polytechnic,
Chhatrapati Sambhajanagar.

To.

3. IT Department, to be uploading on institute Website.
4. For Display on Store Notice Board