



ENQUIRY LETTER

GOVERNMENT POLYTECHNIC, PUNE.

University road, Pune-411016.

Phone: 020-25655907, 020-25676818 (Personal), Fax: 020-25656217.

Email: gppmain@dataone.in, gppune1@dataone.in Website: www.gppune.ac.in

Quotation

No.GPP/Stores/WS/2018-19/ 3134

date: 21 JUN 2018

Subject :- Quotation for Stationery Items.

Sealed Quotations are invited from eligible and interested manufactures/dealer/distributor/supplier for the following items on the terms and conditions mentioned below, mentioning our reference letter number, date and due date of quotation on your sealed envelope, on or before 5.7.2018. The quotation opened same day & time.

TERMS and CONDITIONS.

1. The rates shall be valid for a period of three months from the date of opening.
2. The rates should be quoted for Free-On-Railway, Government Polytechnic, Pune only.
3. The stores shall be checked and accepted at Government Polytechnic, Pune only.
4. The sample of any item, if asked for, will have to be delivered to Government Polytechnic, Pune, at your cost.
5. The rates may be quoted **inclusive of all taxes**, delivery, transport, loading, unloading, labour and other charges e. t .c.
6. The rejected material will be returned to you at your cost.
7. If you fail to supply any item within the stipulated period than the material in question will be purchased in the market and the difference in cost, if any will be recovered from you as government revenue.
8. Government Polytechnic, Pune, reserves the right to accept or reject any or all quotations at any time, prior to the award of order.
9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.



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S.N	Item name and specifications	Req. Qty
01	Xerox Papers A4 size. 70 GSM. B2B.	50 Ream.
02	Drafting Tools Set. (24" Transparent Ruler, HIP Curve, French Curve)	5 set
03	White Board Marker Red, Blue, Black.	12 Each
04	Permanent Marker.	12 Nos.
05	Box Files.	12 Nos.
06	Files	30 Nos.
07	Ball Pens Blue,Black,Red.	12 Each.
08	Staplers Big Kangaro HP-45 or equivalent	02 Nos.
09	Staplers small Kangaro 10 Nos. or equivalent	04 Nos.
10	Staplers Pin Kangaro HP-45 or equivalent	01 Box
11	Staplers Pin Kangaro 10 Nos. or equivalent	01 Box
12	Punching Machines Big. Kangaro 500 or equivalent	02 Nos
13	Punching Machines small. Kangaro DP 52 or equivalent	03 Nos
14	Celllo Tapes 50mm	10 Nos.
15	Brown Tapes 30 mm	05 Nos.
16	Transparent Tapes	03 Nos.
17	Push Pins	06 Box
18	U Pins	02 Box.
19	Dettol Hand Wash	06 Nos.
20	Envelopes regular	50 Nos.
21	Chalk Box White Dustless. Kores or equivalent.	100 boxes
22	Chalk Box Colour Dustless. Kores or equivalent.	50Boxes.


Principal

Government Polytechnic, Pune

Copy to 1. The Joint Director, R.O. Pune. It is requested to publish the enquiry on the website.

3. The Head of Computer Deptt. for publishing on the institute website

4. Main notice board. GP,Pune