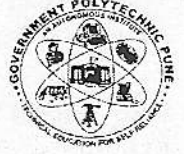


Government of Maharashtra
GOVERNMENT POLYTECHNIC, PUNE

(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/Stores/WS/2022/2741

Date:- 22 JUN 2022

QUOTATION

Name of Work:- Invitation of Quotation for Supply of Stationery Items.

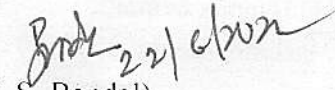
Dear Sir,

Please send your sealed quotation for the items detailed below in the following format So as to reach this office on or before **29/06/2022 at 05.00 P.M.** The quotation should be sent in sealed envelope superscribed as for the "**Stationery Items.**" along with reference No of this letter and due date. The sealed quotation will be opened on **30/06/2022 at 12.30 P.M.** in the office of Principal, Government Polytechnic Pune.

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 stores shall be checked and accepted at this Institute only.
6. The sample of any item, if asked for, will have to be delivered to this Institute at your cost. This Institute is exempted from paying Octroi/LBT.
7. 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.
8. GST No. has to be provided along with Quotation. Otherwise the quotation will be treated as invalid.
9. Quotations should be in sealed envelope.
10. E-mail quotations will not be accepted.

Yours Sincerely,


(Dr. V. S. Bandal)
Principal
Govt. Polytechnic. Pune

Copy to –

1. 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, GP. Pune .

PTO

(To be submitted by Bidder on Letter head)
Quotation for Supply of Stationery Items.

To,

Principal
Government Polytechnic,
Pune - 411016

Sub:- Supply 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.	Description of Item	Qty	Unit Rate (Rs.)	GST %	Total Cost (Rs.)
01	Xerox Paper A4 75 GSM built copy power or equivalent	100 Rim			
02	Xerox Paper A3 70 GSM	05 Rim			
03	Box File	75 Nos.			
04	Blue ball Pen, make Lexi or equivalent	100 Nos.			
05	Black ball Pen, make Lexi or equivalent	50 Nos.			
06	Red ball Pen, make Lexi or equivalent	50 Nos.			
07	Rubber band big 3 inch	02 Kg.			
08	Green Pocket A4 size	500 Nos.			
09	Green Pocket A3 Size 30 x 40 cms	500 Nos.			
10	Sutali	10 Kg			
11	Carbon Paper blue	05 Pkt			
12	Pencil make Apsara, HO, Natraj or equivalent	15 Pkt			
13	Eraser Medium size	15 Pocket			
14	Calculator Casio	04 Nos.			
15	Register Full Size Hard Bond 200 pages	15 Nos.			
16	Color Flag four colors Size 18mm x 75mm x4	50 Pkt			
17	Glue Fevi stick	50 Nos.			
18	Whitener Pen	05 Nos.			
19	Dora	100 Nos.			
20	Register 200 Pages full scape	25 Nos.			
21	Stepeler small (Max HD-10) or equivalent	20 Nos.			
22	Stepeler Big Kangaro HP-45 or equivalent	02 Nos.			
23	Stamp Pad (110mm x 69mm)	05 Nos.			
24	Punching Machine Kangaro DP-500 or equivalent	04 Nos.			
25	Spring file.	75 Nos			
26	Notice Board Pin	10 Box			
27	Note Pad (Stick it)	50 Nos			
28	High lighter Pen	10 Nos.			

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: