



GOVERNMENT POLYTECHNIC, RATNAGIRI

Near Thiba Palace, Ratnagiri-425522

Tel.No. :- 02342-222434/222203

E-mail principal.gpratnagiri@demaharashtra.gov.in Website:-www.gpratnagiri.org.in

NO.GPR STORE/20-21/ 1693

Date : 04/09/2020

QUOTATION

To,

M/S _____

Sub: - Quotation for supply of **Stationery**

Sir,

Please send your rates on separate letter pad for the following items on the terms and conditions mentioned below. The quotation should be reached at this institute on 22/09/2020 Date of opening the quotation 22/09/2020 at 4.30 p.m.

Sr.No.	Item with brief specification	Qty. required	Unit in which rate should be quoted
1	As per list attached		

Yours faithfully,


Principal,

Government Polytechnic, Ratnagiri.

TERMS AND CONDITIONS:

- GST No.is essential on your Quotation letter.**
- Name of the manufacturer should be given against the item, whenever necessary.
- Goods not up to the standard and to our specifications will not be accepted. The decision of the undersigned will be final in that respect.
- In case of non standardized items, sample may be called from supplier for comparison purpose on non Refundable basis.
- The rates must be including all Taxes, delivery charges and any other taxes, Economical transport, packing and forwarding etc., up to the Institute or F.O.R at Ratnagiri only.**
- There is no Octroi charge for Ratnagiri.
- Delivery period should be mentioned separately.
- Quotation should be addressed to the Principal, Govt.Polytechnic. Thiba Palace, Ratnagiri,
- The undersigned reserved the right to reject any or all Quotation without assigning any reasons.
- This shall be valid for period of **six months** from the date of opening.

S. No.	Stationery	Unit in which rate should be quoted
	A4 Rim	Per rim
	White chalks box (Non-dust) Big (100 nos.) Hi-point	per box (100 nos.)
3	Colour chalks box (Non-dust) big (100 nos.) Hi-point	per box (100 nos.)
4	Duster (Cleaning Cloth)	Per No.
5	Highlighter	Per No.
6	Whitener	Per No.
7	Black Board Duster	Per No.
8	Stapler Small 10 No.	Per No.
9	Stepler Big 26/4 No.	Per No.
10	Stapler Pins Small 10 No.	per small box
11	Stapler Pins Big 26/4 No.	per small box
12	Pencil Cell (For Watch)	Per No.
13	Pencil cell (For Remote)	Per No.
14	Marker Big for Whiteboard (Colour)	Per No.
15	Marker oil paint marker (white)	Per No.
16	Permanent Marker Small Nip	Per No.
17	T-pins	per box
18	Punching machine kangaroo DP-500	Per No.
19	Box Files	Per No.
20	Pencil	per box
21	Eraser Big	Per No.
22	Office tray	Per No.
23	Glue Stick	Per No.
24	Transperant Scale (Big)	Per No.
25	U pins (Plastic Coated)	per box
26	Sticky Notes	Per No.
27	Office Spring Files	Per No.
28	Plastic office file (Transferant)	Per No.
29	Ink Pad (11.6cm*6.5cm) Blue	Per No.
30	Ball Pen Blue (Retail 5Rs. Cost)	Per No.
31	Ball Pen Red (retail 5Rs. Cost)	Per No.
32	Transperant Cello Tape 2"	Per No.
33	File Folder with Button	Per No.
34	Board Duster	Per No.
35	Whiteboard Duster	Per No.
36	2 Quire Registers (Samrat)	Per No.
37	1 Quire Registers (Samrat)	Per No.
38	Attendance Register (Hajeri Pat)	Per No.
39	Brown Paper	Per No.
40	Big Envelope paper 10" * 12"	Per No.