



GOVERNMENT POLYTECHNIC, RATNAGIRI

Near Thiba Place, Ratnagiri – 415612.

Email: stores.gpratnagiri@dtmaharashtra.gov.in, Web: www.gpratnagiri.org.in

Phone :-02352-222203 / 222435.

(InstituteCode :-1st Shift :- 0013, 2nd Shift :- 1598.)

No. GPR/Store/2023-2024/Office Stationery/ 1102

Date:- 31/5/2023

Invitation for Quotation

- 1) Institute website.
- 2) Institute Notice Board.

Sub :- Quotation for Office Stationery

Please send your sealed quotation for the following items on the terms and conditions mentioned below.

Sr. No.	Name of The items with Specification	Approximate Quantity
1	Items as per list Overleaf	As per list enclosed

Terms and Conditions.

- The quotations should reach the undersigned on or before 01.00 PM on the dt. 15/05/2023
- The material will be checked at this institute.
- No extra charges will be paid for cartage, packing etc. for the material rejected or replaced.
- Sealed envelope should be superscribed as quotations for Office Stationery.
- Taxes if extra, should be mentioned in your offer letter separately. Otherwise rates will be calculated as inclusive of taxes.
- Rate should be valid for 6 months from the date of confirmation letter.
- Material should be quoted for standard makes and minimum pack.
- Due to any circumstances if you not are able to supply the goods as per our requirements, you have to inform us accordingly at the earliest.
- The undersigned reserves the right to accept or reject any offer or all the offers without assigning any reason thereof.

Your faithfully,


Principal

Government Polytechnic, Ratnagiri

Stationery Items

No. GPR/Store/2023-2024/Office Stationery/ 1102

Date:- 03/05/2023

Sr. No.	Name of The items with Specification	Apprx. Quantity Required +-25%
1	A/4 Brown Envelopes 10 Inch X 12 Inch.	500 Nos.
2	Brown Small Envelope size 4.5 Inch X 9.5 Inch	500 Nos.
3	Green Cloth Envelope Size 10 Inch X 14 Inch	500 Nos.
4	Green Cloth Envelope Size 14 Inch X 18 Inch	500 Nos.
5	A4 Xerox Paper	200 Nos.
6	Xerox Paper A3	10 Nos.
7	Black / Green Chalk Board duster	50 Nos.
8	Box File	50 Nos.
9	Paste Gum Bottle 300 ml White	25 Nos.
10	Paste Gum Bottle 300 ml Brown	25 Nos.
11	Paste Gum Bottle 700 ml White	10 Nos.
12	Paste Gum Bottle 700 ml Brown	10 Nos.
13	Cello Transparent tape 1 inch	12 Nos.
14	Cello Transparent tape 3 inch	12 Nos.
15	Cello Brown tape 1 inch	12 Nos.
16	Cello Brown tape 3 inch	12 Nos.
17	Cello Brown tape 2 inch	12 Nos.
18	Cello Brown tape 4 inch	12 Nos.
19	Colour chalk Box dustless	50 Nos.
20	White Chalk Box Dustless	50 Nos.
21	Eraz Ex Pen / Whitener	20 Nos.
22	Fevical MR 200 gm.	20 Nos.
23	four flap folder	12 Nos.
24	high lighter Yellow Color	10 Nos.
25	Punch Machine DP – 500 .	20 Nos.
26	Stapler HD 10D	20 Nos.
27	Nylon rubber band Big 500 gm	05 Nos.
28	Nylon rubber band Medium 500 gm	05 Nos.
29	Oil Paint marker	20 Nos.
30	Paper Pin Sharp Pointed Ttype	10 Nos.
31	Permanent Marker.	10 Nos.
32	CD Permanent Marker .	10 Nos.

Stationery Items

No. GPR/Store/2023-2024/Office Stationery/1102

Date:- 03/05/2023

33	Sketch Pen 1pkt.	05 Nos.
34	Spring File	100 Nos.
35	Stamp pad Blue Small size	25 Nos.
36	Stamp Pad Medium Size	25 Nos.
37	Stamp Pad Ink Bottle	10 Nos.
38	Stapler Pin No-10 Each Box 20 Pouch	10 Nos.
39	White Board marker Each Box 10 Nos.	10 Nos.
40	White ruled Register 1 Q Good Quality	24 Nos.
41	White ruled Register 2 Q Good Quality	24 Nos.
42	White ruled Register 3 Q Good Quality	24 Nos.
43	White ruled Register 4 Q Good Quality	24 Nos.
44	White Tag Cotton or Nylon	10 Nos.
45	Red Tag	10 Nos.
46	Pencil Box Each Box 10 Unit.	05 Nos.
47	Calculator 12 Digit	02 Nos.
48	Calculator 15 Digit	02 Nos.
49	Drawing Sheet 18 inch x 24 inch	100 Nos.
50	Finger Griper	05 Nos.
51	Jute Sutali(1/2 kg pack)	02 Nos.
52	Paper Stick slip Back sticker 3 inch x 3 inch Best Quality Paper	10 Nos.
53	Plastic Tray 12 inch x 18 inch	10 Nos.
54	Scissors Medium Size	05 Nos.
55	File Pad Good Quality	25 Nos.

- Free Delivery at Institute
- Payment as per government rules.