



Government Polytechnic, Karad

Vidyanagar, Karad.- 415 124. (Maharashtra)

☎ (02164) 271462,

E mail – gpkarad.dtc@gmail.com

Ref. No. GPK/WS/CS/AY-2026-2027/956

Date: 13 APR 2026

INVITATION OF QUOTATION

Quotation Called for : Supply of Stationery items.

Please send your sealed quotation for the items detailed below in the following format so as to reach this office on **23-04-2026 at 5.00 P.M. OR till date of opening.** The quotation should be sent in a sealed envelope superscribed as “ **Quotation for the Supply of Stationery Materials.** ” along with Reference No. of this letter and due date.

The sealed quotation will be opened on **24-04-2026 at 12.30 A.M.** in the office of Principal, Government Polytechnic Karad.

Terms and conditions:-

1. The prices of the material should be quoted F.O.R. this Institute.
2. On site training with operating Manuals etc.
3. The delivery period should be within 15 days after release of Supply order.
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-mailed quotations will not be accepted.

(Dr. S. A. Patil)
Principal,
Govt. Polytechnic, Karad.

Copy to –

- ✓ 1. **The Head of Computer Department,** for hosting on the Institute's website in time limit.
2. Workshop Superintendent, to place on the Notice Board.

[To be submitted by Bidder on Letterhead]

To,

Principal

Government Polytechnic, Karad - 415 124

Sub: Supply of Stationery Materials for All Departments.

Ref. No.: GPK/WS/CS/AY-2026-27/

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.

अ. क्र.	साहीत्यांचा तपशिल	आवश्यक नगसंख्या	दर प्रती	दर प्रती (रु.)	GST@ १८%	एकूण रक्कम (रु.) प्रती
१.	A-४ झेरोक्स पेपर रिम	२०० नग	नग			
२.	A-४ लिफाफा खाकी- मोठी साईज	५०० नग	नग			
३.	लहान लिफाफा खाकी - Regular Envelope (१२" x ४")	१००० नग	नग			
४.	पेपर टॅग	१५ पॅकेट	पॅकेट			
५.	रजिस्टर २०० pages	१४ नग	नग			
६.	रजिस्टर १०० pages	१५ नग	नग			
७.	बॉक्स फाईल (मोठी साईज)	५० नग	नग			
८.	बॉक्स फाईल (लहान)	२५ नग	नग			
९.	हायलाईटर पेन	१० नग	नग			
१०.	परमनंट मार्कर पेन - White	१० नग प्रत्येकी	नग			
११.	परमनंट मार्कर पेन - Black	१० नग प्रत्येकी	नग			
१२.	Whitener Pen (व्हाईटनर पेन)	२० नग	नग			
१३.	White Board Marker Pen - Black	१५ नग	नग			
१४.	Stamp Pad (Ink) - Small Size	१० नग	नग			
१५.	Stamp Pad (Ink) - Big Size	१० नग	नग			
१६.	Brawon Tape	०५ नग	नग			
१७.	White Tape	०५ नग	नग			
१८.	नोटीस बोर्ड पिन्स	१५ बॉक्स	नग			
१९.	Fevicol Bottle - २५० ml	५० नग	नग			
२०.	Uni Ball Pen - Blue	१० नग	नग			
२१.	Uni Ball Pen - Red	१० नग	नग			
२२.	टेबल पुसण्याचे कापड - मोठी साईज	५० नग	नग			
२३.	पेन्सिल - १ डझन पॅकेट	५ डझन	१ डझन			
२४.	ग्राफ पेपर - १ डझन पॅकेट	२० डझन	१ डझन			
२५.	Ball Pen - Blue & Red	५ डझन प्रत्येकी	१ डझन			
२६.	डस्टर - लाकडी	५० नग	१ नग			
२७.	कात्री मोठी साईज	३ नग	१ नग			
२८.	कॅलक्युलेटर - मोठी साईज	५ नग	नग			
२९.	पेन्सिल सेल AC	१ डझन	१ डझन			
३०.	पेन्सिल सेल घडयाळ	३ डझन	१ डझन			
३१.	खडू - पांढरे (Apsara Dustless)	५० बॉक्स	१ बॉक्स			
३२.	खडू - रंगित (Apsara Dustless)	५० बॉक्स	१ बॉक्स			
३३.	स्केच पेन	०५ पॅकेट	०१ पॅकेट			
३४.	फोल्डर	०५ पॅकेट	०१ पॅकेट			
३५.	Room Freshner Machine with Refill	१० नग	०१ नग			

We hereby confirm that this quotation is valid for 180 days (6 Months) as required in clause 4 of the Instructions to bidders.