



# GOVERNMENT POLYTECHNIC, BRAMHAPURI

Khedmakta, Nagbhid Road, Dist- Chandrapur

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[DTE Code: 4009] [MSBTE 1<sup>ST</sup> Shift Code: 0121, 2<sup>nd</sup> Shift Code: 1597]

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NO. GPBR/Store/Stationary-AMC/ 2025-26/ 4934  
DATE: -

To,

6 DEC 2025

**Subject: - Purchase of Stationery items etc-Quotation thereof.**

Sir,

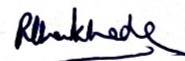
This Institute intends to purchase items of stationary etc. from time to time as per list enclosed. It is proposed to enter into contract initially for a period of one year from the date of contract with genuine reputed supplying various items of stationary as per list enclosed on the following terms and conditions:-

- i) The items mentioned in this list are as per requirement of this institute from time to time. Interested suppliers may quote for one or more items. They will be considered for only those items for which they will quote.
- ii) Tenderers may quote their unconditional **rates per items/unit** strictly as per list enclosed. If the rates are of a unit box, which contains more than one item, then the items contained in that unit/box may be specifically indicated in remarks column and if the price of a unit is based on weight, then weight then the weight of the unit may also be indicated.
- iii) Cutting / overwriting, if any should be countersigned by the tenderer.
- iv) The supplier will be responsible for delivery of the goods in good condition in the store of institute or at the place selected by storekeeper, at his own risk and cost.
- v) The owner/Firm should be available on telephone and also on mobile so as to enable this institute to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
- vi) The quantities of the items have not been specified, as the purchase is not confined to a single lot. It will spread over the period mentioned above and quantity to be purchased at a time will depend upon the requirement.
- vii) All the items mentioned in the list should be genuine, of highest quality and of the branded company. If the material supplied is found to be substandard quality, the same will be returned and the institute will not responsible for any loss to the concerned supplier for supply. Moreover, **Such suppliers may be penalized including the blacklisting of the concerned firm by this Institute.**
- viii) Principal, Government polytechnic, Bramhapuri reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
- ix) Interested firms are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through certificate from their



- earlier clients of reputed organizations mentioned the same , designation and telephone No. of the officers of those department. ( if Possible)
- x) A photocopy of the PAN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN Card of the firm shall be summarily rejected.**
  - xi) After short listing lowest (L1), Supply order will be provided to prospective firm/vendor after successful process of contract.
  - xii) The firm/vendor should deposit of 5000/- amount as security in the form of bank guarantee from a bank in favour of the Principal, Government Polytechnic, Bramhapuri payable Bramhapuri at the time of signing the contract. This amount shall be refunded after completion of contract.
  - xiii) After entering into contract, No Supplier shall be permitted to increase their rates under any circumstance for any item during the term of contract. **The vendor, who declines to supply any item at contracted price, will be bared from entering to any contract in future.**
  - xiv) Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full.
  - xv) This Institute reserves the right to accept or reject any or all the question(s) in full or part without assigning any reason. The decision of this institute in this regards shall be final and binding on all. It shall not be obligatory on the part of the institute to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder.

If the above terms and conditions are acceptable, quotations in a sealed cover superscribed "QUOTATION FOR PURCHASE OF STATIONARY" may be deposited in the Inward/outward section of Institute latest by **15<sup>th</sup>** December 2025 upto 3:00 P.M. Quotation received till then shall be opened on **16<sup>th</sup>** December 2025 at 11:00 A.M. in Workshop Department.



(Dr. R. L. Wankhade)  
I/c Principal  
Govt. Polytechnic, Bramhapuri

Sr. No.	List of Stationary	rates per items/unit	Remark
०१	A4 Size Paper Rim		
०२	Bond Paper Rim A4		
०३	Box File		
०४	Spring File		
०५	Office File		
०६	Stapler		
०७	Stapler Pin Small		
०८	Stapler Pin Big		
०९	Pin Holder		
१०	Stamp Pad Blue		
११	Stamp Pad Red		
१२	Blue Pen Packet (Use & Throw)		
१३	Red Pen Packet (Use & Throw)		
१४	Color Chalk Box		
१५	White Chalk Box		
१६	White Board Marker		
१७	Whitener		
१८	Highlighter		
१९	Register 100 pages		
२०	Duster		
२१	Stick Note		
२२	Pin Box		
२३	Punching Machine		
२४	White tag		
२५	Red tag		
२६	Small Lifafa		
२७	Big Lifafa		
२८	Gum Bottle 300ml		
२९	Register 150pages		
३०	Register 200 pages		
३१	Register 250 pages		
३२	Register 300 pages		
३३	Sticky note pad		
३४			
३५			

*Runkhede*

**Principal**

**Government Polytechnic**

**Bramhapuri**