



शासकीय तंत्रनिकेतन मुंबई

(महाराष्ट्र शासनाची शैक्षणिक स्थापना संस्था)
४९, वॉरेखाडी, अली बाबा जंग मार्ग, वांद्रे (पूर्व), मुंबई - ४०००४९
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No:GPM/store/quot.Stationary items/2025-2026/160

Date:- 28/01/2026

Invitation of Quotation for Stationary Items

Sub:- Invitation of Quotation for Stationary Items (due dt.03/02/2026)

Sealed quotations are invited from reputed suppliers for the supply of following Stationary Items required for Government Polytechnic, Mumbai on the terms and conditions mentioned below. Sealed quotation should reach to institute/store dept. on or before **03/02/2026**.

Sr.No.	Name of the item with specification	Quantity
01	Attached ANNEXURE - A	

TERMS AND CONDITIONS

1. Sealed quotations mentioning "Quotation for Stationary Items" must be submitted to office /store dept. **Upto 03/02/2026 upto 5.00 pm**. Quotations will be opened next working day.
2. **Offered prices must include all taxes, transportation charges if any.** For any items if taxes considered are extra should be mentioned clearly in offer letter . Otherwise rates will be considered as including taxes.
3. Order quantity may vary as per availability of grant.
4. Rate should be valid for 6 Months from the date of confirmation letter.
5. Payment will be made after the supply of cleaning items only. No advance payment will be done in any case.
6. The undersigned reserves the right to cancel the quotation process, accept or reject any offer or all offers without assigning any reason thereof.


(Dr. Nitiket N. Mhala)
Principal,

Govt. polytechnic, Mumbai

Copy to-


1. The Head of the IT Dept.for publishing on the Institute's website.
2. Institute Notice Board

ANNEXURE - A

Sr.no.	Description	Qty.
		30
1	A3 copy paper rim 75 gsm.	100
2	A4 copy paper rim 80 gsm.	24
3	stapler No.10	2
4	stapler big Stapler HP-45	100
5	Ball Pen blue (lexi 5 or similar)	60
6	Ball Pen red (lexi 5 or similar)	50
7	Ball Pen black (lexi 5 or similar)	5
8	tachani pin box 50 gram	18
9	Punch Machine small DP-600 Paper Punch	18
10	Pencil Sharpner	2
11	Pencil HB (Box of 10)	6
12	u pin 26mm box of 100 piece	500
13	Envelope small Brown Color Paper Envelope 10"4.5"	250
14	Envelope big size (A4 Size Envelope Brown Envelope)	8
15	highlighter marker Yellow	24
16	Long books registers 200 pgs	12
17	Long books registers 100 pgs	24
18	Long books registers (muster Attendance Register Book Copy Size with Hard Binding Cover for Long Durability-(64 pages-19 X 15 CM)	12
19	Sticky Note (Paper Flag) 4 Colours 1/4	96
20	Spring File (A4 Size Paper File Document Holder TO HOLD APPROX 200 A4 SIZE PAPERS	72
21	Box Files big (Cardboard Box File for Office documents Box Files having 60 mm spine holds up to 350 sheets of paper, Corrosion free Ring, SS Lever	6
22	Paper cutter (PLASTIC Body Auto Lock Cutter Blade 9mm Paper Knives, Size: 5 inch)	2
23	Plastic Scale 12 inch	2
24	Big Size Rubber Bands pack of 100	12
25	Fevicol glue stick	6
26	Fevicol bottle 200 gm	4
27	Calculator big size(12-Digit Display Basic Calculator(Black) min 120 steps check	

ANNEXURE - A

28	Gum bottel 700 ml	6
29	Gum bottel 150 ml	12
30	Chalk white (kores make dustless)	12
31	Chalk color (kores make dustless)	12
32	Wooden Black Board Duster	12
33	Cotton duster off white Cotton Floor Cleaning Duster/Cloth/Mop/Pocha (Off White, Extra Large Size, 22 inch x 22 inch)	24
34	Cotton duster yellow Cotton Floor Cleaning Duster/Cloth/Mop/Pocha (Off White, Extra Large Size, 22 inch x 22 inch)	24
35	Scissor 5 inch for office use	4
36	Godrej Lock-7lever	12
37	Sutli Bundal 10 mtr	12
38	Permanant Marker Pen (blue)	14
39	Permanant Marker Pen (black)	14
40	Permanant Marker Pen (red)	14
41	Pencil eraser	6
42	pencil cell pack of 10	1
43	White tag 8 Inch Long White, 100	1
44	First aid box with medicines items (adhesive tape half inch,wound cleaning wipes ,anticeptic solution ,band-aid ,burn ointment ,medium sterilized dressing ,ors powder scissors cotton wool,crape bandage ,roller bandage)	12
45	Whitener pen for correction	2
46	4 Flap File with a lace to tie (Cloth Coated Corners) (Size: 10 X 14 inch)	10
47	Red tag 7 inch pack of 100	1
48	cellotape brown 48mm x 50 Meter	6
49	Big Size Stamp Pad Color Violet Ink Stamp Pad for Stamping Purpose Size 15.7 cm x 9.6 cm	2
50	Nylon Cable Ties 150 mm, 6 Inch, Pack of 100,	10
51	Carbon paper sapphire blue pack of 100 sheets (A4)	1


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