



Government of Maharashtra  
Government Residence Women Polytechnic,  
Tasgaon

Manerajuri Road, Tasgaon-416312

☎ : 02346-250557

✉ : grwptasgaon.dte@gmail.com

🌐 : www.grwptasgaon.ac.in

No.GRWPT/Purchase/Store/2022-23/

1585  
DE  
2021

To.

Date -  
21 DEC 2022

Sub - Quotation for the supply of - Stationary

Dear Sir,

With reference to above, I have to request you to kindly quote your lowest rates for the supply of the material detailed below; so as to reach this office on or before - 04-01-2023

- 1) The prices of the material should be quoted F. O. R. this Institute.
- 2) Taxes if any should be mentioned separately.
- 3) The VAT and CST Registration No. should be clearly mentioned on the quotation.
- 4) The delivery period should be stated clearly and strictly.
- 5) Your quotation should be valid for at least 90 days from the date of opening.
- 6) The quotation should be sent in sealed envelope.
- 7) The sealed envelope should be superscribed with the words - Quotation for the supply of Stationary Due on 04-01-2023

8) All 1 to 7 data should be flourished otherwise the quotation will be considered as invalid.

The quotation will be opened on - 05-01-2023 at 11.00 am

S N	Description & Specification of items	Qty	Rate per item
	- As per list attached -		

*[Signature]*  
Principal

Govt. Residence Women Polytechnic,  
Tasgaon

Copy to ✓ 1) S.S. Bhosale (Lect. in IT) to host on Institute Website

2) Main Notice Board

Sr. No	Description & Specification of items	Qty	Rate per	Sr.No	Description & Specification of items	Qty	Rate per item
1	200 PAGES Register	176		61	Computer Wire locks(Locking)	3	
2	Zadur locks	143		62	Door Locks(Big)	65	
3	OFFICE FILES	366		63	Room Freshner	71	
4	Blue Pen(use & through)	462		64	Steel Pooja Plate with diya and agarbatti stand	10	
5	Red Colour Pens(use & through)	410		65	Agarbatt	2	
6	Sharpener Box	123		66	Machis Box	2	
7	Eraser (Eraser)	123		67	File Rack(3 sections)	15	
8	Steel Ruler	44		68	water Bottles	6	
9	Cello tape Small(Transparent)	38		69	Glass Set(6)	5	
10	Cello tape Big(Transparent)	47		70	Cups with Tray(6 Cups Set)	9	
11	Cello tape Big(Brown)	47		71	Big Tray(For Functions)	12	
12	Stick Notes	103		72	Big Table Cloth for Functions(5Mtr)	1	
13	Pencil 2H box	27		73	Pen Stand	12	
14	Fevicol Bottles(100ML)	44		74	Foot Mats	10	
15	Fevisticker	60		75	Name Plate folders for faculties	50	
16	Whitend	84		76	Hand Wash	32	
17	Scissor Big Size	26		77	First aid Kit Box	11	
18	Scissor Small Size	34		78	portfolio folder	36	
19	Cutter	45		79	Wall Clock For Labs	12	

20	Parmanent Marker Pen(White)		46		80	Dustbin Big	6
21	Parmanent Marker Pen(Black)		51		81	Rubber band Big	14
22	A4 zerox rim	19	350		82	Sutli ( Kg)	19
23	Chalk Box white-dustfree	12	138		83	Stapler Pins	12
24	Chalk Box colour(Colour)	12	54		84	Pins	12
25	Duster	12	54		85	Brown Tape	12
26	Box file Deluxe	12	214		86	Ink Pad	12
27	Phenyl 5 lit. can	12	92		87	Paper Cutter	12
28	Acid 5 lit.can	12	92		88	Box File (small Size)	12
29	Nirma 1 kg pack	12	51		89	Scissor Big	12
30	Less file	12	158		90	Paper weight	12
32	Dusting cloth	27	190		91	Wooden Poker (Tocha)	27
33	Soft Cloth for Computer Cleaning	68	298		92	Plastic Tray	68
34	Colin Bottles 500ML	41	106		93	Single Punching machin	41
35	Gum bottle 300ml	20	71		94	Khajuri Dora(Thread Ball)	20
36	Naphthalene ball	37	287		95	Sponge damper pad	37
37	Shindig broom	2	46		96	Lock 7 lever	2
38	Stepler(Big)	69	29		97	Folder File	69
39	Stepler(Pin Boxes-Small)	24	200		98	Trimax pen reffil	24
40	Stepler(Pin Boxes-Bigl)	4	123		99	Mirror 2 X3	4
41	Stepler(Small)	42	88		100	Hand glose	42
42	Punching m/c-Big	10	44		101	Gum bottle 300ml	10
43	Stepler Big	10	14		102	Aprons	10

44	Paper Weight	56	103	Wet Dust bin	50
45	Curtains	230	104	Dry dust bin	50
46	White board marker Pen(Blue)	51	105	rubber band small	1
47	White board marker Pen(Black)	51	106	envelope small	500
48	Highlighter-	70	107	envelope big	500
49	Table Cloth	40	108	Diary	30
50	Trimax pen	12	109	calendar	40
51	Dustbin(Small)	84	110	wiper for cleaning	24
52	Supli	80	111	Dry mop	24
53	Plastic Files	136	112	Blue Carbon	500
54	Skech Pens	44	113	stamp pad big	12
55	Paper Pin	53			
56	U Pins	219			
57	Thread FileTags	19			
58	Thumb Pins	22			
59	Ink Pad(Small)	37			
60	Ink Bottle	27			