

**GOVT. COLLEGE OF ENGINEERING AMRAVATI****444 604***(An Autonomous Institute of Govt. of Maharashtra)**Towards Global technological Excellence*

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Enquiry Letter

GCOEA/ WS/PUR/Stationery/ 2022/ 1729

Date 12/ 5 /2022

To, _____
M/S college web portal
GCOEA

Subject :- Quotation for the supply **Stationery Material** for the Workshop Dept

Dear Sir,

As per the above Subject **Stationery material** for the Workshop Dept You are required to Quote the lowest reasonable rate for the following item mentioned below. The Sealed Should reach the Undersigned on or before 17/ 05/2022 3.00 PM Opening Date 18/05/2022

Sr.No	Description/Specification	Rate per 1 Nos/Rim
1	A-4 Xerox Paper 70 GSM Rim	01 Rim
2	Xerox Paper Legal Size Rim	01 Rim
3	A 3 Size Xerox paper Rim	01Rim
4	A 4 Size Plastic Folders	01 Nos
5	Alkosing Box (fabric English Letters & Figures Set in white Colour Box	01 Nos
6	Box File Semi large Size (small Size)	01 Nos
7	Black Clip Small Box	01 Nos
8	Ball Pen Blue ,Black ,Red Color	01 Nos
9	Black Clip Big	01 Nos
10	Binder Clip 41 mm & 32 mm	01 Nos
11	Big Size face Mirror 3 x 2	01 Nos
12	Box File	01 Nos
13	Cello tape 3"	01 Nos
14	Cello Tape 1"	01 Nos

15	Cello Tape 2"	01 Nos
16	Cello Tape 1/2 "	01 Nos
17	Casio Digital Calulator	01 Nos
18	Chimta Pin Box	01 Nos
19	Cell	01 Nos
20	Chair Cusion Fome	01 Nos
21	Correction Pen/Whitener	01 Nos
22	Cutter	01 Nos
23	DSR Register 300 Page	01 Nos
24	Dust bin Small	01 Nos
25	Duster White Board	01 Nos
26	Duster Black Board	01 Nos
27	Dustless Coloured Chalk Box	01 Nos
28	Dustless White Chalk Box	01 Nos
29	Door Mat	01 Nos
30	Digital Multimeter	01 Nos
31	Diary	01 Nos
32	Dak book Small Size	01 Nos
33	Dak Book 400 Pages	01 Nos
34	Dump Pad	01 Nos
35	Exam Pad	01 Nos
36	Emergency Led Light	01 Nos
37	Envelop 11 x 5 Brown Color 50 Nos Box	01 Nos
38	Envelop Brown 9 x4 50 Nos Box	01 Nos
39	Envelop White 9 x4 50 Nos Box	01 Nos
40	Envelop A4 Size	01 Nos
41	Envelop Post Big Size	01 Nos
42	Eraser	01 Nos
43	File Spring	01 Nos
44	File Clip	01 Nos
45	Fevicol 100 ml	01 Nos

46	Fevicol 500 ml	01 Nos
47	Fevicol Big Bottle	01 Nos
48	File Folder	01 Nos
49	Four Side Flap Folder	01 Nos
50	Gum Bottale 150 mm	01 Nos
51	Gum Bottale Big	01 Nos
52	Green Cloth mtr	01 Nos
53	Glue Stick Fevicol	01 Nos
54	Highlighter Pen	01 Nos
55	Hammer	01 Nos
56	Ink pad Blue Color	01 Nos
57	Ink Red Pad	01 Nos
58	Ink Bottle Blue ,Black ,Red Color	01 Nos
59	JK Excel Boand Paper	01 Nos
60	Lock Big size	01 Nos
61	Lock Medium Size	01 Nos
62	Lock Small Size	01 Nos
63	Laser Pointer	01 Nos
64	LED Bulb 20 W	01 Nos
65	MarkarPen Small Red ,Blue,Black 2 Box each	01 Nos
66	Markar Pen	01 Nos
67	Mettalic Scale 15 cm	01 Nos
68	Mettalic Scale 18 cm	01 Nos
69	Mettalic Scale 30 cm	01 Nos
70	Mortein Mosquitoes	01 Nos
71	Mouse Pad	01 Nos
70	Measuring Tape 100 meet	01 Nos
71	Notice Board Pin	01 Nos
72	Note Book 200 Page	01 Nos
73	Note Pad	01 Nos
74	Punching Machine Small Size	01 Nos

75	Punching Machine Big Size	01 Nos
76	Plastic Try Small	01 Nos
77	Plastic Try	01 Nos
78	Permanate Markar Pen	01 Nos
79	Permanate Markar Small Tip	01 Nos
80	Paint Markar Pen	01 Nos
81	Paper Flag	01 Nos
82	Pen Stand	01 Nos
83	Paper Weight	01 Nos
84	Plastic Rope String (in Bundle)	01 Nos
85	Push pin Box	01 Nos
86	Pedal Dustbin 10 ltr	01 Nos
87	Pen drive 64 GB	01 Nos
88	Plastic Water Bottle	01 Nos
89	PPT Spot Light	01 Nos
90	Pen/Pencil Box for Table or Stand	01 Nos
91	Plastic Sitali	01 Nos
92	Pencil Box 10 Nos	01 Nos
93	Plastic File Pocket	01 Nos
94	Pencil cell AA	01 Nos
95	Pencil Cell AAA	01 Nos
96	Patti File	01 Nos
97	Register 200 Page	01 Nos
98	Register 300 Page	01 Nos
99	Register 100 page	01 Nos
100	Rubber Band Big Box	01 Nos
101	Rubber Band Small Box	01 Nos
102	Record Keeping Cloth Khadi in mtr	01 Nos
103	Rough Paaper Rim	01 Nos
104	Red Tag	01 Nos
105	Stapler Small Size	01 Nos

106	Stapler Big Size	01 Nos
107	Stapler Pin 10 No	01 Nos
108	Stapler Pin 26 No	01 Nos
109	Sharpner	01 Nos
110	Student Attendance Book Printed	01 Nos
111	Sciser 6 inch	01 Nos
112	Skech Pen	01 Nos
113	Spong	01 Nos
114	Steel Tocha	01 Nos
115	Screwdriver set	01 Nos
116	Tisco tape 3"	01 Nos
117	Tachani Box	01 Nos
118	Tie Tags	01 Nos
119	Table Clouth 3 x4 Feet /Blazer	01 Nos
120	Table Glass	01 Nos
121	Table Cloth Full Size Olive Green	01 Nos
122	Table Glass 4 x 2.5 Feet	01 Nos
123	Tourch with Cell	01 Nos
124	U Clip Box	01 Nos
125	USB Mouse	01 Nos
126	USB Kyboard	01 Nos
127	White Less tag Box	01 Nos
128	White Board Markar Pen Blue,Black,Red ,Green Color	01 Nos
129	white Markar Pen Bold	01 Nos
130	White Cloth in mtr	01 Nos
131	Wall Watch	01 Nos
132	Window Curtan 3 feet x 5 feet	01 Nos
133	Window curtan Rod with fitting 6 feet	01 Nos

TERMS AND CONDITIONS

1. **Submission of Quotation:** Two Envelope method of submission of quotation should be followed. i.e. the Sealed Envelope of quotation should consists of two envelope viz., Envelope 1 (Technical Bid) and Envelope 2 (Commercial Bid).

Envelope 1 (Technical Bid) shall consist of following:

- i) Registration Certification of the manufacturer / Supplier / shop Act
- ii) If supplier is not manufacturer, then Certificate of authorized dealership
- iii) G.S.T. Registration Certificate
- iv) Proof of payment of G.S.T. up to March 2021
- v) Proof of manufacturing / supplying the items in the quotation (List of Supply orders of other organizations / establishments).
- vi) Specifications of the Goods along with Product catalogue / leaflet / information brochure, photographs of the Equipment / Goods / Furniture.
- vii) Undertaking regarding quality and after sales service for the warranty period.
- viii) Conditions of supply, if any, should be properly and explicitly mentioned in the quotation.

Envelope 2 (Commercial Bid) shall consist of following:

- i) All inclusive Rates of Goods / Items / Equipment /Furniture, clearly mentioning the basic rates and various taxes. The rates shall be preferably mentioned both in words and figures.
- ii) All prices must be for destination at Government College of Engineering, Amravati and at specified place/ Laboratory /Department.
- iii) All prices must be for inclusive of Packing forwarding, freight & insurance.
- iv) All prices must be for inclusive of Installation, commissioning charges testing and training, if required.

The Reference no. of this letter and last date of submission of quotation must be mentioned on the envelope containing quotation.

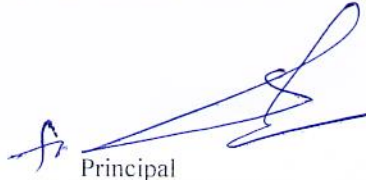
The bidder unable to fulfill the requirements of Technical B'd shall be considered as Invalid and commercial bids of such bidders shall not be opened and considered for evaluation / comparison.

2. **Validity:** The rates must be valid for 60 days from the date of opening of quotations.

The undersigned reserve the right, without assigning any reason, to:

- i) Cancel/ reject the entire lot of quotation
- ii) To extend the last date for submission of quotation

Address:- Principal, Government College of Engineering, Near Kathora Naka, Amravati 444604


Principal
Govt. College of Engineering,
Amravati