

**GOVT. COLLEGE OF ENGINEERING AND RESEARCH, AWASARI**

Awasari(Khurd) Tal: Ambegaon, Dist.Pune-412 405

Tel. No.02133-225900

E-Mail – gcoeara@gmail.com

FAX No. 02133-230583

Website : www.gcoeara.ac.in

No. GCOEARA/Store/2015-16/ 222

Date: 20 JAN 2016

To,  
HOD- Computer Engineering for display on College Website

Subject : Quotation for supply of stationery

Please send your quotation for the following items on the terms and conditions listed below, mentioning our reference letter number, date and due date of quotation on your sealed envelop, on or before 29.01.2016 at 5.00 pm.

Sr.No.	Specification	Qty.	Unit
1	A4 size xerox paper rim, 70 gsm	70	No.
2	A3 size xerox paper rim, 70 gsm	5	No.
3	Legal size xerox paper rim, 70 gsm	5	No.
4	Box file	100	No.
5	10 x 12 Computer stationary, single part	4	Box
6	100 pages register	50	No.
7	Gum Bottle, 300ml	10	No.
8	Gum Bottle, 750ml	10	No.
9	Permanent Marker Pen (Red-5, Blue-5)	10	No.
10	White board Marker Pen	50	No.
11	Fevistick	20	No.
12	Stapler, small	20	No.
13	Punching machine, small	10	No.
14	Punching machine, big	1	No.
15	Stapler pin for small stapler	5	Box
16	Scale, steel	5	No.
17	Whitener	20	No
18	Sketch Pen	5	Pkt
19	Pencil	100	No.
20	Cello tape, 2" brown	10	No.
21	Flag, paste it	30	Pkt
22	A4 size envelope	200	No.
23	Small envelope, white	300	No.
24	Hilighter	20	No.
25	Dot matrix printer ribon	40	No.
26	Chalk box, white	10	Box

**Terms & Conditons**

- 1 Taxes – Inclusive / if extra clearly mention the percentage.
- 2 Delivery period –
- 3 Payment Terms –
- 4 Quotation Validity –
- 5 Warranty -
- 6 Guaranty-
- 7 Delivery Charges – Free / if extra mention clearly.
- 8 The part supply and its bill will strictly not be entertained.
- 9 If you fail to supply the stores within the specified period, the order will be treated at cancelled without any information.
- 10 The material will be accepted subject at approval(after inspection of the material),If rejected it will be returned to you at your cost.
- 11 The material to be supplied should be strictly according to the specification only.
- 12 Octroi is not applicable since Institute is located in Gram Panchayat area.
- 13 Please attach copy of your shop registration certificate alongwith your quotation, without which your quotation will not be accepted.

  
( Prof. S.V. Joshi )  
I/c Principal

Govt.College of Engineering & Research Awasari