

Call for Quotations-Stationery-Rate Contract

Date: -07/02/2025

Sealed Quotations/ Tenders are invited from reputed Contractors for awarding of Annual Housekeeping Material Rate Contract of the Institute for the period March, 01 2025 to February 28, 2026. The rates for the various Housekeeping items are to be quoted by the Contractors as per the items listed below. The full rates of the items are to be quoted as per the items given in the following table.

Sr. No.	Item	Quantity	Rate/Items	Total Amount
1	A/4 Copy Power Paper (Bilt)	100		
2	A/3 Copy Power Paper	2		
3	Gum Bottle 300 ML	5		
4	Gum Bottle 700 ML	5		
5	Fevicol Bottle	5		
6	Glue Stic 8 Gm	60		
7	Gel Pen- Hauser Gel Pen(Blue)	100		
8	Lexi Ball Pen	120		
9	Nataraj Ball Pen	100		
10	Pencil	20		
11	Sharpner	200		
12	Eraser	200		
13	Kangaro Stapler No. 10	20		
14	Kangaro Stapler HP 45	5		
15	Vikram U Clip 26mm	10		
16	Binder Clip 51 MM	2		
17	Binder Clip 41 MM	2		
18	Binder Clip 32 MM	2		
19	Binder Clip 25 MM	2		
20	Binder Clip 19 MM	2		
21	Tachni Pin	1		
22	Kangaro Punch DP-280	10		

23	Post It Pad 3 x 3 - 3 Color	12		
24	Post It Pad 3 x 3	6		
25	Rubber Band	4		
26	White Board Marker	50		
27	Pencil Cell AA	100		
28	Pencil Cell AAA	60		
29	Cello Tape 1"	48		
30	Cello Tape 1" -1.5 inch	12		
31	Cello Tape 2"	12		
32	Cello Tape 3" -	4		
33	Lock 50 mm	10		
34	Box File Lamination	20		
35	Box File 2D Ring File	20		
36	Box File Lamination Voucher	12		
37	Spring File	50		
38	File-Office Files	50		
39	L Folder	200		
40	F/C L Folder	60		
41	Plastic Folder- A/4 Punch Folder	2		
42	Plastic Folder- F/c Punch Folder	2		
43	Button Folder	30		
44	Note Book 100 Pages	24		
45	Note Book 200 Pages	24		
46	A/4 Book 100 Pages	24		
47	A/4 Book 200 Pages	24		
48	Writing Pad No. 1	10		
49	White Board Duster	10		
50	Plastic Scale 12"	20		

51	Highlighter	30		
52	Correction Pen	30		
53	Stamp Pad	6		
54	Stamp Pad Big	2		
55	Stamp Pad Ink	2		
56	Spray Bottle	50		
57	Pin Cushion	10		
58	Pen Stand	6		
59	Prime Transparent Pen Stand	6		
60	Scissor	10		
61	Scissor Medium	10		
62	Plastic Sutli	3		
63	Water Pad	5		
64	Note Grip	2		
65	Spiral Pad No 7 60 Pages	25		
66	Spiral Pad No. 7	25		
67	Exam Pad	10		
68	Plastic Key Chain	250		
69	Register 1 Quire	15		
70	Register 3Q	10		
71	Citizen Calculator Ct-512	2		
72	Pocket Calculator	5		
73	Soft Board Pin	6		
74	Paper Weight	6		
75	Cd Marker	20		
76	Kangaro Stapler Remover SR-100	3		
77	Kangaro Stapler Remover SR-500	3		
78	Kangaro Stapler Pin No-10	20		

79	Kangaro Stapler Pin 24/6	1		
80	Cloth Envelopes 10 x 12	300		
81	Cloth Cover 14 x 10	100		
82	9V Battery	250		
83	Stock Register	2		
84	Prime Notepad No 1 80 Pages	10		
85	Conference Pad	100		
86	Reynolds Gel Pen	30		
			Total	
			GST	
			Grand Total	

Note: -

1. The rates must include all taxes like GST, Supply of items, transportation etc.
2. Initially we have given quarterly requirement in the above table.
3. The material should be branded items only.
4. Fill the quantity wise rates in the above table and submit the hard copy of your letter head before 20 February 2025 on below address.

To,

Registrar,
GIPE, BMCC Road, Deccan Gymkhana,
Pune-411004, Maharashtra.




Registrar