

Gokhale Institute of Politics and Economics

(Founded by Rao Bahadur R.R. Kale, Satara)
(Deemed to be University u/s 3 of the UGC Act, 1956)
846, Shivajinagar, B.M.C.C. Road
PUNE - 411 004 (INDIA)

Request for Quotation (RFQ)

For

Rate Contract for Stationery Material (2026 – 27)

Ref.No.27.1.L/437/2026

Date: 21/04/2026

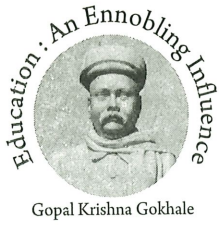
Sealed quotations/tenders are hereby invited from reputed and experienced contractors for the award of the Annual Stationery Material Rate Contract of the Institute. Interested contractors are requested to submit their quotations on their official letterhead, duly signed and stamped.

The quotation should clearly mention the rates for various stationery items as listed below, along with specifications, terms and conditions, delivery schedule, and relevant experience.

Stationery Material Rate Contract

| No. | Item | Quantity | Rate/Items | Total Amount |
|-----|--|----------|------------|--------------|
| 1 | A/4 Copy Power Paper (Bilt)(ABPL) | 10Pkt | | |
| 2 | A/3 Copy Power Paper (ABPL) | 1Pkt | | |
| 3 | Gum Bottle 300 ML (Camlin) | 1Pic | | |
| 4 | Gum Bottle 700 ML (Camlin) | 1Pic | | |
| 5 | Fevicol Bottle Big (Pidilite) | 1Pic | | |
| 6 | Glue Stic Big (Pidilite) | 1Pic | | |
| 7 | Gel Pen- Hauser Gel Pen(Blue) (Hauser) | 1Pkt | | |
| 8 | Lexi Ball Pen (Lexi) | 1Pkt | | |
| 9 | Nataraj Ball Pen (Natraj -100) | 1Box | | |
| 10 | Pencil (Apsara) | 1Box | | |
| 11 | Sharpner (Camlin) | 1Box | | |
| 12 | Eraser (Camlin) | 1Box | | |
| 13 | Kangaro Stapler No. 10 (Kangaro) | 1Box | | |
| 14 | Kangaro Stapler HP 45 (Kangaro) | 1Pic | | |
| 15 | Vikram U Clip 26mm (Vikram) | 1Box | | |
| 16 | Binder Clip 51 MM (Music) | 1Box | | |
| 17 | Binder Clip 41 MM (Music) | 1Box | | |
| 18 | Binder Clip 32 MM (Music) | 1Box | | |

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|----|--|-------|--|--|
| 19 | Binder Clip 25 MM (Music) | 1Box | | |
| 20 | Binder Clip 19 MM (Music) | 1Box | | |
| 21 | T Tachni Pin (Music) | 1Box | | |
| 22 | Kangaro Punch DP-280 (Kangaro) | 1Pic | | |
| 23 | Post It Pad 3 x 3 - 3 Color (Music) | 1Pkt | | |
| 24 | Post It Pad 3 x 3 (Music) | 1Pkt | | |
| 25 | Rubber Band (Music) | 1Pkt | | |
| 26 | White Board Marker (Camlin) | 1Box | | |
| 27 | Pencil Cell AA (Everyday) | 1Pkt | | |
| 28 | Pencil Cell AAA (Everyday) | 1Pkt | | |
| 29 | Cello Tape 1" (Wonder) | 1Roll | | |
| 30 | Cello Tape 1"-1.5 inch (Wonder) | 1Roll | | |
| 31 | Cello Tape 2" (Wonder) | 1Roll | | |
| 32 | Cello Tape 3" (Wonder) | 1Roll | | |
| 33 | Lock 50 mm (Jaguar) | 1Box | | |
| 34 | Box File Lamination (Prime) | 1Pkt | | |
| 35 | Box File 2D Ring File (Prime) | 1Pkt | | |
| 36 | Box File Lamination Voucher (Prime) | 1Pkt | | |
| 37 | Spring File (Prime) | 1Pkt | | |
| 38 | File-Office Files (GIPE) | 1Pkt | | |
| 39 | L Folder (SPS-18micro) | 1Pkt | | |
| 40 | F/C L Folder (SPS-18micro) | 1Pkt | | |
| 41 | Plastic Folder- A/4 Punch Folder (SPS) | 1Pkt | | |
| 42 | Plastic Folder- F/c Punch Folder (SPS) | 1Pkt | | |
| 43 | Button Folder (SPS) | 1Pkt | | |
| 44 | Note Book 100 Pages (Sundaram) | 1Doz | | |
| 45 | Note Book 200 Pages(Sundaram) | 1Doz | | |
| 46 | A/4 Book 100 Pages (Sundaram) | 1Doz | | |
| 47 | A/4 Book 200 Pages (Sundaram) | 1Doz | | |



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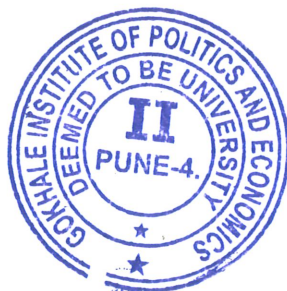
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| | | | | |
|----|--|---------|--|--|
| 48 | Writing Pad No. 1 (Prime) | 1Doz | | |
| 49 | White Board Duster (Prime) | 1Doz | | |
| 50 | Plastic Scale 12" (Camlin) | 1Box | | |
| 51 | Highlighter (Camlin) | 1Box | | |
| 52 | Correction Pen (Camlin) | 1Box | | |
| 53 | Stamp Pad (Camlin) | 1Pic | | |
| 54 | Stamp Pad Big (Camlin) | 1Pic | | |
| 55 | Stamp Pad Ink (Camlin) | 1Pic | | |
| 56 | Spray Bottle (Super) | 1Pic | | |
| 57 | Pin Cushion (Prime) | 1Pic | | |
| 58 | Pen Stand (Prime) | 1Pic | | |
| 59 | Prime Transparent Pen Stand (Prime) | 1Pic | | |
| 60 | Scissor (Gorilla) | 1Pic | | |
| 61 | Scissor Medium (Gorilla) | 1Pic | | |
| 62 | Plastic Sutli (SBS) | 1Bandal | | |
| 63 | Water Pad (Music) | 1Pic | | |
| 64 | Note Grip (Music) | 1Pic | | |
| 65 | Spiral Pad No 7 60 Pages (Vedant) | 1Doz | | |
| 66 | Spiral Pad No. 7 (Vedant) | 1Doz | | |
| 67 | Exam Pad 9 (Prime) | 1Doz | | |
| 68 | Plastic Key Chain (Prime) | 1Box | | |
| 69 | Register 1 Quire (Prime) | 1Pic | | |
| 70 | Register 3Q (Prime) | 1Pic | | |
| 71 | Citizen Calculator Ct-512 (Citizen) | 1Pic | | |
| 72 | Pocket Calculator (Citizen) | 1Pic | | |
| 73 | Soft Board Pin (Music) | 1Pkt | | |
| 74 | Paper Weight (Super) | 1Pic | | |
| 75 | Cd Marker (Camlin) | 1Box | | |
| 76 | Kangaro Stapler Remover SR-100 (Kangaro) | 1Pic | | |

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|----|--|-------------|--|--|
| 77 | Kangaro Stapler Remover SR-500 (Kangaro) | 1Pic | | |
| 78 | Kangaro Stapler Pin No-10 (Kangaro) | 1Box | | |
| 79 | Kangaro Stapler Pin 24/6 (Kangaro) | 1Box | | |
| 80 | Cloth Envelopes 10 x 12 (Jasmini) | 1Pkt | | |
| 81 | Cloth Cover 14 x 10 (Jasmini) | 1Pkt | | |
| 82 | 9V Battery (HW) | 10Pic | | |
| 83 | Stock Register (Attitude) | 1Pic | | |
| 84 | Prime Notepad No 1 80 Pages (Prime) | 10Pic | | |
| 85 | Conference Pad (Prime) | 100Pic | | |
| 86 | Reynolds Gel Pen (Reynolds) | 1Box | | |
| | | Total | | |
| | | GST | | |
| | | Grand Total | | |

Terms and Conditions:

1. The quoted rates must be inclusive of all applicable taxes, including GST, as well as charges for supply of materials, transportation, labour, and any other incidental costs.
2. Contractors are requested to fill in the item-wise rates in the table provided above and submit a hard copy of their quotation on official letterhead, duly signed and stamped, on or before **01 May 2026** at the official address of the institute.
3. Contractors may visit the Institute premises prior to submission of the quotation to assess the scope of work.
4. The contract may be extended on mutually agreed terms, subject to satisfactory performance of services.
5. For any clarification, please contact Mr. Ramkrishna Gholve : 020-25683300.




 Dr. Vishal Gaikwad
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