



Government of Maharashtra  
महाराष्ट्र शासन

Loknete Shamrao Peje

## GOVERNMENT COLLEGE OF ENGINEERING, RATNAGIRI

(Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Dist – Raigad)

Near Thiba Place, Ratnagiri – 415612.

**Email: [stores.gcoeratnagiri@dtmaharashtra.gov.in](mailto:stores.gcoeratnagiri@dtmaharashtra.gov.in), Web: [www.gcoer.org.in](http://www.gcoer.org.in)**

Phone :-8793284358

(AICTE ID :- 9442079401, DTE Code :- 3042.)



No. GCOER/Store/2026-2027/Office Stationery/922

Date:- 29 APR 2026

### Invitation for Quotation

- 1) Institute website.
- 2) Institute Notice Board.

Sub :- Quotation for Office Stationery.

Please send your sealed quotation for the following items on the terms and conditions mentioned below.

| Sr. No. | Name of The items with Specification | Approximate Quantity |
|---------|--------------------------------------|----------------------|
| 1       | Items as per attached                |                      |

### Terms and Conditions.

- The quotations should reach the undersigned on or before 01.00 PM on the dt. 15/05/2026
- The material will be checked at this institute.
- No extra charges will be paid for cartage, packing etc. for the material rejected or replaced.
- Sealed envelope should be super scribed as quotations for Office Stationery.
- Taxes if extra, should be mentioned in your offer letter separately. Otherwise rates will be calculated as inclusive of taxes.
- Rate should be valid for 12 months from the date of confirmation letter.
- Material should be quoted for standard makes and minimum pack.
- Due to any circumstances if you not are able to supply the goods as per our requirements, you have to inform us accordingly at the earliest.
- The undersigned reserves the right to accept or reject any offer or all the offers without assigning any reason thereof.

Your faithfully,


Principal

Loknete Shamrao Peje.

Government College of Engineering , Ratnagiri.

| Sr. No. | Name of The items with Specification          | Quantity Required +- 25% |
|---------|---|--------------------------|
| 1       | A/4 Brown Envelopes                           | 200 Nos.                 |
| 2       | Brown Small Envelope size 4.5 Inch X 9.5 Inch | 200 Nos.                 |
| 3       | Green Cloth Envelope Size 10 Inch X 14 Inch   | 100 Nos.                 |
| 4       | A4 Size Copier Paper                          | 100 Nos.                 |
| 5       | A3 Size Copier Paper                          | 10 Nos.                  |
| 6       | Black / Green Chalk Board duster              | 100 Nos.                 |
| 7       | Box File                                      | 50 Nos.                  |
| 8       | Paste Gum Bottle 300 ml Brown                 | 10 Nos.                  |
| 9       | Paste Gum Bottle 700 ml Brown                 | 10 Nos.                  |
| 10      | Cello Transparent tape 1 inch                 | 10 Nos.                  |
| 11      | Cello Transparent tape 2 inch                 | 10 Nos.                  |
| 12      | Cello Brown tape 1 inch                       | 10 Nos.                  |
| 13      | Cello Brown tape 2 inch                       | 10 Nos.                  |
| 14      | Colour chalk Box dustless                     | 25 Nos.                  |
| 15      | White Chalk Box Dustless                      | 25 Nos.                  |
| 16      | Eraz Ex Pen / Whitener                        | 20 Nos.                  |
| 17      | Fevical MR 200 gm.                            | 20 Nos.                  |
| 18      | four flap folder                              | 50 Nos.                  |
| 19      | high lighter Yellow Color                     | 20 Nos.                  |
| 20      | Punch Machine DP – 500                        | 25 Nos.                  |
| 21      | Stapler HD 10D                                | 30 Nos.                  |
| 22      | Nylon rubber band Big 500 gm                  | 05 pkt.                  |
| 23      | Oil Paint marker                              | 20 Nos.                  |
| 24      | T type Paper Pin Sharp Pointed                | 10 Boxes.                |
| 25      | Permanent Marker.10 No Each Box               | 20 Nos.                  |
| 26      | CD Permanent Marker .                         | 20 Nos.                  |
| 27      | Spring File Good Quality                      | 200 Nos.                 |
| 28      | Stamp Pad Medium Size                         | 10 Nos.                  |
| 29      | Stamp Pad Ink Bottle                          | 10 Nos.                  |

|    |   |         |
|----|---|---------|
| 30 | Stapler Pin No-10 Each Box 20 Pouch                                   | 10 Nos. |
| 31 | Stapler Pin No-24 Each Box 20 Pouch                                   | 10 Nos. |
| 32 | White Board marker Each Box 10 Nos.                                   | 10 Nos. |
| 33 | White ruled Register 2 Q Good Quality                                 | 36 Nos. |
| 34 | White ruled Register 3 Q Good Quality                                 | 36 Nos. |
| 35 | White ruled Register 4 Q Good Quality                                 | 36 Nos. |
| 36 | White Tag Cotton or Nylon   | 10 Nos. |
| 37 | Red Tag Cotton or Nylon   | 10 Nos. |
| 38 | Pencil Box Each Box 10 Unit.  | 10 Box. |
| 39 | Calculator 12 Digit   | 10 Nos. |
| 40 | Plastic Tray 12 inch x 18 inch  | 36 Nos. |
| 41 | Scissors Medium Size Good Quality                                     | 10 Nos. |
| 42 | File Pad Good Quality   | 50 Nos. |
| 43 | Acrylic Writing Desk (Big Size 24*18 Inches) Extra Heavy Quality 10mm | 01 No.  |
| 44 | Cutter Good Quality   | 10 Nos. |
| 45 | Steel Ruler Good Quality  | 10 Nos. |
| 46 | Push Pin Box  | 10 Nos. |
| 47 | Push Pin good Quality   | 10 Nos. |
| 48 | Colour Flag Good Quality  | 10 Nos. |
| 49 | White Less  | 05 Nos. |
| 50 | Red Tag   | 05 Nos. |
| 51 | Pencil Box  | 05 Nos. |



Principal

Loknete Shamrao Peje.  
Government College of Engineering , Ratnagiri.

