



GOVERNMENT OF ASSAM  
OFFICE OF THE PRINCIPAL:: GOLAGHAT POLYTECHNIC, FURKATING  
GOLAGHAT- 785610 (ASSAM)

No. GPFT/Pur/2017/ 1183-85

Dated, Golaghat, the 22<sup>nd</sup> Nov'2022

**Notice Inviting Quotation**

Sealed quotations affixing court fee stamp of Rs. 8.25 (Rupees Eight & Twenty Five Paise) only are hereby invited with the valid period of one year from the Registered Firm/Dealer/Stockist for supply of Stationery and other General Items of this Institute. The tender will be received upto 2.00 P.M. on 10/12/2022 and will open on the same date.

**Terms and Conditions:**

1. The rates should be inclusive of taxes as applicable.
2. The quoted rates should be applicable upto Dec/2023.
3. Delivery of items should be at the office/store of institute in good condition by the supplier.
4. Payment will be made after submission of bills subject to availability of funds.
5. Self attested documents to be submitted along with the quotation are:
  - i) Valid Trade License
  - ii) GST Registration & up to date Clearance.
  - iii) PAN Card.
6. The Purchase Committee's decision would be final regarding acceptance or rejection of any quotation.

Name of Items

**A) STATONERY ITEMS**

1	Stock book (600 pages approx)	Rate per unit
2	Register(Medium Size) No.10	-do-
3	Attendance register (For Practical & Theory)	-do-
4	Ball Pen (Blue & Black)	-do-
5	Pencil	-do-
6	Paper (A4 size & legal)	-do-
7	Scissors	-do-
8	Chalk (white)	-do-
9	Glue (500 ml)	-do-
10	Office File cover (Paper Board spring File) (Medium Size)	-do-
11	Whitener	-do-
12	Highlighter Pens	-do-
13	Cello tape (small and Medium size)	-do-
14	Paper hole punch	-do-
15	White board Marker	-do-
16	Marker ink bottles (blue & black)	-do-
17	White board (6'x4')	-do-
18	Stock Book (100 pages)	-do-

**B) GENERAL ITEMS**

1	Broom	Rate per unit
2	Dustpan	-do-
3	Phenyle (white)	-do-
4	Mop	-do-
5	Ceiling broom	-do-
6	Steel bucket (Medium Size)	-do-
7	Plastic bucket (Medium Size)	-do-
8	Mug (Medium Size)	-do-
9	Glass cleaner	-do-
10	Table cleaner	-do-
11	Soap	-do-
12	Handwash	-do-
13	Towels	-do-
14	Toilet brush	-do-
15	Harpic	-do-
16	Basin brush	-do-
17	Dustbin (big & small)	-do-

A) STATONERY ITEMS

19	Stapler (Big)	-do-
20	Stapler pin (Small & Big)	-do-
21	Alpin	-do-
22	Notice board pin	-do-
23	Duster	-do-
24	Pen stand	-do-
25	Paper weight	-do-
26	Notice board (4'x3')	-do-
27	Brown Paper File (Medium Size)	-do-
28	File Board	-do-
29	Envelope (Brown Medium size)	-do-
30	Envelope (A4 size)	-do-
31	Glue Stick	-do-

B) GENERAL ITEMS

18	Water filter	-do-
19	Wall clock	-do-
20	Doormate	-do-
21	Curtain	-do-
22	Table cloth	-do-
23	Glass (4'4"x2'4"x0.2")	-do-

No. GPFT/Pur/2017/1183-85

Copy to:

1. The Institute website.
2. Institute Notice Board.
3. Office copy.



Principal,  
Golaghat Polytechnic  
Furkating, Golaghat  
Dated, Golaghat, the 22nd Nov'2022

*[Handwritten Signature]*  
22/11/2022  
Principal,  
Golaghat Polytechnic  
Furkating, Golaghat