

No: C/507/25/GPC-PLKD**Dated 08-09-2025**

Government Polytechnic College, Kodumbu Post, Palakkad
QUOTATION NOTICE

Quotation Number	No. 11/25 -26
Due date and time for receipt of quotations	16/09/2025 02:00 PM.
Date and time for opening of quotations	16/09/2025 03:00 PM
Date up to which the rates are to remain firm for Acceptance	31-12-2025
Designation and address of officer to whom the quotation is to be addressed	The Principal, Government Polytechnic College, Kodumbu Post Palakkad 678 551. Phone: 0491-2572640
Superscription: Quotation for Supply of Stationary Consumables items.	

Sealed quotations are invited for the supply of the materials specified in the schedule attached below/overleaf. The rates quoted should be for delivery of the articles at the place mentioned below the schedule. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected. The maximum period required for delivery of the articles should also be mentioned. Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

The acceptance of the quotations will be subject to the following conditions:

1. Acceptance of the quotation constitutes a concluded contract. Nevertheless, the successful tenderer must within a fortnight/a month after the acceptance of his quotation furnish 5 per cent of the amount of the contract as security deposit and execute an agreement at his own cost for the satisfactory fulfillment of the contract, if so required.

2. Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offerers expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Government reserves also the right to remove the defaulter's name from the list of Government suppliers permanently or for a specified number of years.

3. Samples, duly listed, should be forwarded if called for under separate cover and the unapproved samples got back as early as possible by the offerers at their own expenses and the Government will in no case be liable for any expenses on account of the value of the samples or their transport charges, etc. In case, the samples are sent by railway; the railway receipt should be sent separately, and not along with the quotation since the quotation will be opened only on the appointed day and demurrage will have to be paid if the railway parcels are not cleared in time. Quotations for the supply of materials are liable to be rejected unless samples, if called for of the materials tendered

for are forwarded. The approved samples may or may not be returned at the discretion of the undersigned. Samples sent by V.P. Post or "freight to pay" will not be accepted.

4. No representation for enhancement of price once accepted will be considered during the currency of the contract.

5. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.

6. If any license or permit is required, tenderers must specify in their quotation and also state the authority to whom application is to be made.

7. The quotation may be for the entire or part supplies. But the tenderers should be prepared to carry out such portion of the supplies included in their quotation as may be allotted to them.

8. (a) In cases where a successful tenderer, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials not supplied may, at the discretion of the Purchasing Officer be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the Government shall thereby together with such sums as may be fixed by the Government towards damages be recovered from the defaulting tenderer.

(b) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.

(c) Any sum of money due and payable to the contractor (including Security Deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or Government or any other person authorized by Government and set-off against any claim of the Purchasing Officer or Government for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or Government or any other person authorized by Government.

9. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.

10. (a) Ordinarily payments will be made only after the supplies are actually verified and taken to stock but in exceptional cases, payments against satisfactory shipping documents including certificates of Insurance will be made up to 90 per cent of the value of the materials at the discretion of Government. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firms will produce stamped pre-receipted invoices in all cases where payments (advance/final) for release of railway receipts/shipping documents are made through Banks. In exceptional cases where the stamped receipts of the firms are not received for the payments (in advance) the unstamped receipt of the Bank (i.e. counterfoils of pay-in-slips issued by the Bank) alone may be accepted as a valid proof for the payment made.

(b) The tenderers shall quote also the percentage of rebate (discount) offered by them in case the payment is made promptly within fifteen days/within one month of taking delivery of stores.

11. Any sum of money due and payable to the successful tenderer or contractor from Government shall be adjusted against any sum of money due to Government from him under any other contracts.

12. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchases.

DETAILS OF ITEAM

Sl.No	Name of Item Specification	Required Quantity
1	A3 Paper (80 gsm)	9 Bundle (500 Sheets per Bundle)
2	A4 Paper (80 gsm)	75 Bundle (500 Sheets per Bundle)
3	Office Paper file (to hold A4 paper)	314 Nos
4	Dustless Chalk White colour (Box of 140 numbers)	50 Boxes
5	Dustless Chalk multi colour	19 Boxes
6	Duster Plastic duster for black/white board	35 Nos
7	Chalk Holder For Normal chalk	15 Nos
8	Stapler -23/10	37 Nos
9	Stapler- 24/10	1 Nos
10	Stapler Pin 23/10, Pack of 1000 staples	47 Nos
11	Stapler Pin 24/10 Pack of 1000 staples	1 No
12	News print paper 50 gsm, A4 size	70 Bundle
13	Paper Punching Machine DP 480, 2 holes	12 Nos
14	Rubber band 2 inches, 100 gram	10 Packets
15	Binder clip 32 mm (box of 12 numbers)	10 Boxes
16	Binder clip 41 mm (box of 12 numbers)	11 Boxes
17	Paper Gum 300 ml bottle	10 Bottles
18	White board marker pen Blue	45 Nos
19	White board marker pen Black	40 Nos
20	White board marker pen Red	24 Nos
21	White board marker pen Green	24 Nos
22	White board marker pen refill ink Blue, 15 ml	15 Bottles
23	White board marker pen refill ink Black, 15 ml	15 Bottles
24	White board marker pen refill ink Red, 15 ml	7 Bottles
25	White board marker pen refill ink Green, 15 ml	7 Bottles
26	Plastic box Transparent, 22.5x13.5x12 cm3	5 Nos
27	Plastic box Transparent, 31x12.5x 9.5 cm3	10 Nos
28	Register (32x20 cm) 150 pages 70gsm	22 Nos
29	Register (32x20 cm) 100 pages 70gsm	3 Nos
30	Whitener pen 7 gram correction ink	24 Nos
31	Box file Card board, 30 Lx30 W cm2 for A4 paper	17 Nos
32	Twine 50 metre, 1 mm dia	28 Rolls
33	Highlighter fluorescent green colour	18 Nos
34	File board with lace Hardboard, binding cloth, 14x10 inch	30 Nos
35	File tag 6 inch length	100 Nos
36	Cello tape 20 mm width	15 Nos
37	Glue stick 25 gram	3 Nos
38	Cotton waste White colour	4 Kg
39	Packing tape Brown colour, 3 inch width	4 Nos
40	Permanent marker Black colour	20 Nos
41	CD marker pen black colour	10 Nos
42	Adhesive bond 120 gram	10 Bottles

43	Minutes book (32x20 cm) 200 pages	12 Nos
44	Stick file Transparent, A4 size	12 Nos
45	Stamp Pad 15.7x9.6 cm2, Violet colour	2 Nos
46	Stamp pad ink 60 ml, violet	1 No
47	Book mark flag Self sticky, pack of 250 numbers	1 Boxes
48	Paper puch DP 700, 2 holes	1 No

Terms & Conditions; included but not limited to:

1. Quoted price should be inclusive of all the taxes and additional costs if any related to transportation, loading-unloading etc.
2. No change in specification whatsoever is appreciated. Any change in the specification should be clearly mentioned in the quoted letter for verification purposes.
3. All the rules and regulations prevailing in Govt departments concerning purchase of stores as per the Stores Purchase Rules of Govt of Kerala is applicable for this quotation/purchase.
4. Payment will be made only after satisfactory completion of supply
5. Piece meal supply is not permitted
6. Samples shall be produced on demand

Principal