

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

(A Constituent College of BPUT, Odisha)

At: Jamunalia, P.O.: Old Town, Dist: Keonjhar, Pin: 758002, Odisha
Tel: 06766-213180. 213181 (O)/ 254230 (Fax) Web: www.gcekj.ac.in

Letter No. 238 /Dt. 03-02-2025

Subject: Quotation for Supply of Office Stationery items and Sanitary items to Central Store, GCE, Keonjhar

Interested parties are hereby requested to please quote the rates for the supply of the following items to reach the undersigned latest by 25.02.2025 in a sealed cover mentioning **"Supply of Office Stationery items and Sanitary items for the coming Financial year 2024-25"**. The material to be supplied should be of best quality. The detailed specification along with the terms & conditions and taxes if any may also be mentioned in the quotation for the further action at this end.

The undersigned reserves the right to accept or reject any quotation without assigning any reason thereof.

Sl. No.	Name of the Item	Quantity
1	Stock Register (No-20)	01
2	Ledger (No-20)	01
3	Cash Book (No-20)	01
4	Register (No-12)	01
5	Register (No-10)	01
6	Register (No-8)	01
7	Register (No-6)	01
8	Fluorescent Highlighter Pen (Faber-Castell/ Luxor/ Camlin brand)	Packet of 10 nos.
9	White Board Marker (Blue Colour) (Luxor/Camlin/Cello Brand)	Packet of 10 nos.
10	White Board Marker (Black Colour) (Luxor/Camlin/Cello Brand)	Packet of 10 nos.
11	White Board Marker (Red Colour) (Luxor/Camlin/Cello Brand)	Packet of 10 nos.
12	Correction Pen/Whitner (Luxor/Camlin/Cello brand)	Packet of 10 nos.
13	White Board Marker Ink (Blue Colour) (Luxor/Camlin//Cello Brand)	Packet of 10 nos.
14	White Board Marker Ink (Black Colour) (Luxor/Camlin//Cello Brand)	Packet of 10 nos.

Thame

S. Sanyal
03/02/2025

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15	White Board Marker Ink (Red Colour) (Luxor/Camlin//Cello Brand)	Packet of 10 nos.
16	Fevi Gum (500 ml)	01
17	Fevi Stick	01
18	Stapler (No-10) (Renowned brand)	01
19	Stapler Pin (No-10) (Renowned brand)	01
20	Stapler (HP-45) (Renowned brand)	01
21	Stapler Pin (24/06) (Renowned brand)	01
22	Punching Machine (FP-20) (Renowned brand)	01
23	Punching Machine (DP-480) (Renowned brand)	01
24	Red Ball Point Pen (Cello/Rorito/Linc)	Packet of 5 nos.
25	Blue Ball Point Pen (Cello/Rorito/Linc)	Packet of 5 nos.
26	Black Ball Point Pen (Cello/Rorito/Linc)	Packet of 5 nos.
27	Cello tape (1 inch)	01
28	Cello tape (2 inch)	01
29	Scale (Steel) (30 cm)	01
30	Scale (Plastic) (30 cm)	01
31	Envelope (A4 size)	50 nos.
32	Envelope (11×5)	50 nos.
33	Envelope (10×4)	50 nos.
34	Stamp Pad Ink (Blue Colour) (100 ml) (Camlin brand)	01
35	Stainless Steel Scissor (medium)	01
36	Sticky Notes	01 Packet

Pranav

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37	Knife	01
38	Alpin	01
39	A4 Xerox Paper (JK Easy Copier Red Colour)	Box of 10 packets
40	Sharpener (Apsara)	Packet of 20 nos.
41	Pencil packet (Apsara)	Packet of 10 nos.
42	Duster	01
43	Chalk (White)	01 Packet
44	Chalk (Colour)	01 Packet
45	Peon Book	01
46	Blak Phenyl (5 litres) (Doctor/Cactus Brand)	01
47	White Phenyl (5 litres) (Nimyle/Doctor's Clean)	01
48	Cleaning Acid (1 litre)	01
49	Naphthalene Balls (1kg)	1 Packet
50	Dust Collector (Ankur)	01
51	Washing Powder (Surf excel 100 gm)	01
52	Soap (45 gm) (lifebuoy)	01
53	Bleaching Powder (500 gm)	01
54	Flower Broom (Good quality)	01
55	Stick Broom (Good quality)	01
56	Blue Harpic (1 litre)	01
57	Red Harpic (1 litre)	01
58	Hand Wash (Dettol) (200 ml)	01

Ramesh

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59	Colin (1 litre)	01
60	Room Freshener (125 gms/217 ml) (Premium/Godrej/Airvel/any good brand)	01
61	Wash Basin Brush	01
62	Latrine Brush	01
63	Floor Mop (Pocha)	01
64	Bucket (12 litres) (Ankur/Cello/Milton)	01
65	Mug (1 litre) (Ankur/Cello/Milton)	01
66	Jala Broom	01
67	Wiper (Cello) (398x25x1300 mm)	01
68	100% Cotton Turkey Office Chair Towel with tie knot (70×140 cms)	01
69	Permanent Marker (Black)	Packet of 10 nos.
70	Permanent Marker (Blue)	Packet of 10 nos.
71	Permanent Marker (Red)	Packet of 10 nos.
72	Gum (700 ml)	01
73	Bound File	01
74	Punching Machine (one hole)	01
75	Punching Machine (two hole)	01
76	Eraser packet (Apsara)	Packet of 20 nos.
77	A3 Paper Packet (JK Easy Copier Red Colour)	01 Packet
78	Pencil Battery (Eveready brand)	Packet of 10 nos.
79	Medium size Pad lock with key (link brand)	01

Pranav

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03/11/2025

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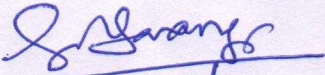
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80	Paper Weight	01
81	Sutuli	1 kg
82	Rubber band	1kg
83	Sealing Wax (Camel/ Tiger brand)	Packet of 10 sticks
84	Candle (Motor cycle brand)	1 Packet
85	Match Box (Camel brand)	1 Packet
86	Plain Cloth (Blue colour)	1 meter
87	Plain Cloth (Pink colour)	1 meter
88	Plain Cloth (Yellow colour)	1 meter
89	Plain Cloth (Red colour)	1 meter

Terms & Conditions:

1. Rates inclusive of all taxes or mention item-wise.
2. Free Supply at GCE, Keonjhar (4th Block).
3. The item should be of best quality.
4. GST registration / clearance certificate copy, to be attached with the bill.
5. Payment will be made after satisfactory/verification of items.

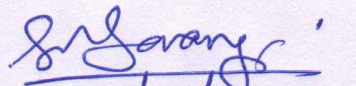

03/II/2025

Principal


Government College of Engineering,
Keonjhar

Memo No: 239 /Dt. 03-02-2025

Copy to Institution Notice Board/Account Section/Store Officer/ DI&PRO, Keonjhar for wide circulation.


03/II/2025

Principal

 Government College of Engineering,
Keonjhar