

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

(An Affiliated College of BPUT, Odisha)

At: Jamunalia, P.O.: Old Town, Dist: Keonjhar, Pin: 758002, Odisha

Web: www.gcekjr.ac.in / Mail id- principal@gcekjr.ac.in

Letter No. 572 /Dt. 25-03-2026

Subject: Quotation for Supply of Office Stationery 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 15.04.2026 in a sealed cover mentioning **“Supply of Office Stationery items for the coming Financial year 2025-26”**. 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.	Leather Bound Stock Register	01
4.	Accession Register	01
5.	Cash Book (No-20)	01
6.	Register (No-12)	01
7.	Register (No-10)	01
8.	Register (No-8)	01
9.	Register (No-6)	01
10.	Fluorescent Highlighter Pen (Faber-Castell/ Luxor/ Camlin brand)	Packet of 10 nos.
11.	White Board Marker (Blue Colour) (Luxor/Camlin/Cello Brand)	Packet of 10 nos.
12.	White Board Marker (Black Colour) (Luxor/Camlin/Cello Brand)	Packet of 10 nos.
13.	White Board Marker (Red Colour) (Luxor/Camlin/Cello Brand)	Packet of 10 nos.
14.	Correction Pen/Whitner (Luxor/Camlin/Cello brand)	Packet of 10 nos.
15.	White Board Marker Ink (Blue Colour) (Luxor/Camlin//Cello Brand)	Packet of 10 nos.

S. Sarangi
25/III/2026

Prame:

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

Pranav

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38.	Sticky Notes	01 Packet
39.	Knife	01
40.	Alpin	01
41.	A4 Xerox Paper (JK Easy Copier Red Colour)	Box of 10 packets
42.	Sharpener (Apsara)	Packet of 20 nos.
43.	Pencil packet (Apsara)	Packet of 10 nos.
44.	Duster	01
45.	Chalk (White)	01 Packet
46.	Chalk (Colour)	01 Packet
47.	Peon Book	01
48.	Permanent Marker (Black)	Packet of 10 nos.
49.	Permanent Marker (Blue)	Packet of 10 nos.
50.	Permanent Marker (Red)	Packet of 10 nos.
51.	Gum (700 ml)	01
52.	Bound File	01
53.	Punching Machine (one hole)	01
54.	Punching Machine (two hole)	01
55.	Eraser packet (Apsara)	Packet of 20 nos.
56.	A3 Paper Packet (JK Easy Copier Red Colour)	01 Packet
57.	Pencil Battery (Eveready brand)	Packet of 10 nos.
58.	Medium size Pad lock with key (link brand)	01
59.	Paper Weight	01

Ramei

S. S. S. S. S.
25/11/2026

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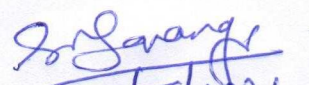
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60.	Sutuli	1 kg
61.	Rubber band	1kg
62.	Sealing Wax (Camel/ Tiger brand)	Packet of 10 sticks
63.	Candle (Motor cycle brand)	1 Packet
64.	Match Box (Camel brand)	1 Packet

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 certificate copy, to be attached with the bill.
5. Payment will be made after satisfactory/verification of items.

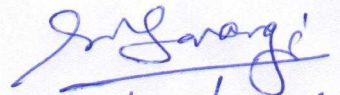

25/III/2026

Principal


Government College of Engineering,
Keonjhar

Memo No: 573 /Dt. 25-03-2026

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


25/III/2026

Principal

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Keonjhar