

SREERAMA GOVERNMENT POLYTECHNIC COLLEGE

THRIPRAYAR Short Quotation Notice

SRGPTC/304/2026-C1

02.09.2026

Quotation No	C1/03/2026-27
Superscription	Supply of Stationery Items for Various Departments
Quotation Submission End Date	17.09.2026 . 3.00 PM
Quotation Opening Date	18-09-2026, 10.00 AM
Date up to which the rates are to remain firm for acceptance	60 Days
Designation & Address of the officer to whom the Quotation is to be addressed.	The Principal , Sreerama Government Polytechnic college , Valapad PO , Thriprayar , Thrissur, Kerala -680567

Sealed quotations are invited for the supply of the materials specified in the schedule attached below.

Stationery Items Details

Sl. No.	ITEM NAME & SPECIFICATIONS	QUANTITY
1	A4 Sheet Bundle (80 GSM)	50 PKTS
2	Colour Chalk	4 BOX
3	White Chalk Box	28 BOX
4	Chalk Duster	15 NOS
5	White Board Marker – Red	14 PKTS
6	White Board Marker – Blue	21 PKTS
7	White Board Marker – Black	21 PKTS
8	White Board Duster	14 NOS
9	File Holders – Document Organizer	144 NOS
10	Register Book (80 Pages)	11 NOS
11	A2 Sheet	504 NOS
12	A1 Sheet	650 NOS
13	Box File	6 NOS
14	Gum (Small)	3 NOS
15	Regular Stapler (Staple Type No.10)	2 NOS
16	Double Punch (Large)	1 NOS
17	Paper Clip /Gem Clips (Plastic)	10 NOS

Sealed envelopes containing the quotations should bear the superscription Quotation No.C1/03/2026-27 due on 17.09.2026 and should be addressed to the Principal, Sreerama Government Polytechnic College, Valapad P. O. Thriprayar, Kerala 680567. The last date for the receipt of quotation is 17.09.2026 at 3.00 P M. 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. The Quotations will be opened at Sreerama Government Polytechnic College, Valappad PO, Thriprayar on **18.09.2026** at 10.00 A.M. in the presence of such tenderer or their authorized representatives who may be present at that time.

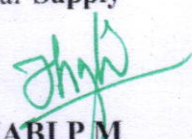
Details of requirements and conditions governing their supply can be obtained from the undersigned till **17.09.2026, 3.00 PM**

General Terms & Conditions

1. The unit price, all other charges such as delivery, transporting, packing, shipping, loading and unloading charges etc, and GST must be shown separately and should be furnished unambiguously.
2. Payment will be made only after the successful supply of Stationery Items/ consumables.
3. F.O.R: Sreerama Govt. Polytechnic College, Valapad P O, Thriprayar, Thrissur - 680567
4. Date of opening of Quotation: In case the proposed date declared as holiday, the quotation will be opened on the next working day in the same time.
5. **Delivery Period: within two weeks the date of receipt of supply order.**
6. The offer should be valid for a minimum period of 2 months from the date of opening the quotation.
7. Only **GST Registered** firms should participate in the Quotation. The supplier shall furnish a valid **GST Registration Certificate**, along with the quotation.
8. Freight Charges to be arranged by the supplier free of cost.
9. Late Quotations will not be accepted.
10. The rates quoted shall be **item-wise**, clearly indicating the rate per unit and total amount.
11. The stationery items supplied shall strictly conform to the specifications, quality and quantity mentioned in the Schedule of Requirements. The institution reserves the right to reject items that are inferior in quality, damaged, defective or not conforming to the required specifications.
12. The institution reserves the right to purchase different items from different suppliers if considered necessary in the interest of economy and quality.
13. The supplier shall be responsible for transportation, loading, unloading, packing and delivery of the materials to the institution. No separate transportation or delivery charges will ordinarily be entertained.
14. The successful bidder shall execute the supply only after receipt of the official **Supply Order** from the institution.

For more details Contact Ph. 0487 2391239




THJABI PM
PRINCIPAL

SREERAMA GOVT. POLYTECHNIC COLLEGE
THRIPRAYAR, P.O. VALAPPAD, THRISSUR (DT.)