



# GOVERNMENT POLYTECHNIC, GAJAPATI, ODISHA

At: Betaguda, Po: Jhami, Via: Paralakhemundi, Dist: Gajapati - 761201

E-mail: [gpgajapati2013@gmail.com](mailto:gpgajapati2013@gmail.com) / Website: [www.gpgajapati.in](http://www.gpgajapati.in)

No. 1587 / 1 Dt. 18th Aug 2025

## QUOTATION CALL NOTICE

Sealed Quotations are invited from the Registered Stationery and Sanitary Item Suppliers for the supply of Stationery Office Items and Sanitary Cleaning Items for office use.

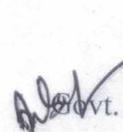
Interested vendors are requested to submit the sealed quotation papers mentioning the item-wise price along with the specifications addressed to the Principal, Government Polytechnic, Gajapati, Paralakhemundi by hand/speed post/registered post on or before 29/08/2025 by 5.00 P.M. The quotations should be in different packages for Stationery items & for Sanitary items. The sealed quotation will be opened on 30<sup>th</sup> Aug 2025 at 11.00 AM. The sealed quotation papers should include the following documents:

1. Valid GST Registration Certificate
2. Valid PAN Card copy
3. Valid Firm Registration Certificate (if any)
4. Quotation with item-wise rates (including all taxes)

The envelope should be super-scribed with "Quotation for Supply of Stationery Office Items and Sanitary Cleaning Items" in separate envelopes. The detail of required items are listed in the Annexure I for office stationary items and sanitary Items in Annexure II, You can also visit our website: [www.gpgajapati.in](http://www.gpgajapati.in) for more details and any corrigendum/addendum. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Memo No. 1588 Dtd. 18th Aug 2025

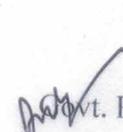
Copy submitted to the Collector cum District Magistrate, Gajapati / Sub Collector Gajapati, / GM DIC, Gajapati / Office Of The DSDEO, Gajapati / Office Of The DEO, Gajapati / Office of the Supdt. Eng. R&B, Gajapati / Office Of The Tahaseldar, paralakhemundi / Executive Officer Municipality Paralakhemundi / RTO, Gajapati, Requested to display the quotation call notice in your Notice Board for wide circulation.

  
Principal  
Govt. Polytechnic, Gajapati  
18/08/2025

Memo No. 1589 Dtd. 18th Aug 2025

Copy to the OIC Website/Institute Notice Board/ Cashier / Sr. Assistant for information.

  
Principal  
Govt. Polytechnic, Gajapati  
18/08/2025

  
Principal  
Govt. Polytechnic, Gajapati  
18/08/2025

## Annexure - 1

## Stationery Items Required for Government Polytechnic, Gajapati

Sl. No.	Item Category & Description	Unit
<b>A. Paper &amp; Printing</b>		
1	A4 Size Paper (75 GSM)	Packet
2	A4 Size Paper (70 GSM)	Packet
3	Colored A4 Paper	Packet
<b>B. Files &amp; Registers</b>		
4	File Folder with Tag	Piece
5	Office File (Printed with Institute Name)	Piece
6	Register (No1,2.3.4.5)	Piece
7	Attendance Register	Piece
<b>C. Writing Instruments</b>		
8	Ball Pen (Blue)	Packet
9	Ball Pen (Black)	Packet
10	Gel Pen (Blue/Black/Green /Red)	Packet
11	Permanent Marker (Black)	Piece
12	White Board Marker (All Colors)	Piece
13	Use and Throw Pen	Packet
14	Highlighter Pen (Multi Color)	Set
<b>D. Blackboard &amp; Whiteboard Use</b>		
15	Chalk (White)	Box
16	Chalk (Colour)	Box
17	Blackboard Duster	Piece
18	Whiteboard Duster	Piece
19	Stapler (Big Size)	Piece
20	Stapler (Small Size)	Piece
21	Stapler Pin (Big)	Box
22	Stapler Pin (Small)	Box
23	Punching Machine (Big)	Piece
24	Tag Cotton/String (For Binding Question Papers)	Bundle
25	Brown Packing Tape	Roll
26	Cello Tape (1 inch)	Roll
27	Cello Tape (2 inch)	Roll
28	plastic rope	Roll
29	Wax	Packet
<b>F. Office Supplies</b>		
30	Glue Stick	Piece
31	Fevicol (200 ml)	Bottle
32	Scissors	Piece
33	Paper Cutter/Blade	Piece
34	Paper Clips	Box
35	Binder Clips (Assorted Sizes)	Box
36	Rubber Bands	Packet
37	Carbon Paper (Blue/Black)	Packet
<b>G. Dispatch &amp; Communication</b>		
38	Envelopes (A4 Size, Printed)	Packet
39	Envelopes (A3 Size, Printed)	Packet
40	File Index Tabs (Multi Color)	Packet
<b>H. Packing</b>		
41	White Card Board	Pieces
42	Brown Sheet	Pieces
43	Brown Card Board	Pieces

*A. K. Das*  
**PRINCIPAL**  
 Govt. Polytechnic  
 Gajapati

ANNEXURE - A

Sanitary & Cleaning Items Required for Government Polytechnic, Gajapati (For Office Administrative & Academic Use)		
Sl. No.	Item Category & Description	Unit
1	Phenyl (White, 5 Ltr Can)	Can
2	Toilet Cleaner (Harpic or Equivalent, 500)	Bottle
3	Floor Cleaner (5 Ltr Can)	Can
4	Liquid Hand Wash (500 ml)	Bottle
5	Room Freshener Spray	Bottle
6	Cleaning Mop (With Stick & Refill)	Piece
7	Mop Refill	Piece
8	Toilet Brush	Piece
9	Floor Wiper (Big Size)	Piece
10	Soft Broom	Piece
11	Hard Broom	Piece
12	Dust Pan	Piece
13	Garbage Bin (Medium, with Lid)	Piece
14	Garbage Bags (Large Size)	Packet
15	Cotton Duster (Medium Size)	Piece
16	Steel Scrubber	Piece
17	Sponge Scrubber	Piece
18	Bleaching Powder (1 kg)	Packet
19	Disinfectant Spray	Bottle
20	Phenyl (Black, 5 Ltr Can)	Can
21	Sweeping Broom	piece

12/08/2022  
 Govt. Polytechnic  
 Gajapati