



# YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

Dnyangangotry, Near Gangapur Dam, Nashik 422 222 (Maharashtra, India)  
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Visit us on Internet <http://www.ycmou.digitaluniversity.ac.> & [ycmou.ac.in](http://ycmou.ac.in)

To,

Enquiry No.: 1018  
Date : 24.02.2026

## Subject : Quotation for 'Supply of Office Stationary'

Dear Sir,

- 01) We need the item listed in the table below from Dealer. **Rates are quoted on your letterhead.**
- 02) Please let us have your most competitive offer clearly stating your normal terms and conditions, Delivery Time, Payment Terms, GST.
- 03) Please send your sealed quotation to the "**Dy. Registrar, Finance (Purchase Section), Yashwantrao Chavan Maharashtra Open University, Dnyangangotry, Near Gangapur Dam, Nashik 422 222**".
- 04) The final Date for receiving quotation is **06.03.2026 at 5.00 pm.**
- 05) The quotation should be valid for 60 days from the date of enquiry.
- 06) Please write on sealed envelope in bold letter '**Enquiry No. 1018, dtd. 24.03.2026 and quotation for 'Supply of Office Stationary'**'.
- 07) The supplier should necessarily follow the above instructions otherwise quotation will not be considered for further process.
- 08) Your GST registration number must be shown in your invoice.

### Rates Should be quoted as per our Proforma as follows:

Sr. No	Name of the Items	Unit	Qty.	Rate Per Qty.	Total Amount
(A)	<b>Office Stationary</b>				
1	Carbon Paper (Blue) (Make: Camlin)	Packet	20		
2	Cello Tape 1" (Transparent)	Nos.	100		
3	Cello Tape 2" (Brown)	Nos.	200		
4	Cello Tape 2" (Transparent)	Nos.	300		
5	O.H.P. Pen (C.D Marker Pen) four Color (Make : Camlin or any Standard)	Nos.	500		
6	Room Freshener (Jasmin & Mogra)	Nos.	200		
7	Sealing Tape (Brown)	Nos.	25		
8	Writing Pad (40 pages) (Make : Sudaram or Any Standard)	Nos.	2000		
9	Eraser (Make : Camlin or any Standard)	Nos.	150		
10	Glue Stick (15gm) (Make: Faber-Castell or any Standard )	Nos.	200		
11	Re-stick Notes Paper Flags (size 3x3) (Make any standard)	Nos.	150		
12	Scissor (Make : Munix or Any Standard)	Nos.	100		
13	Water Pad (Dumper) (Make :Premier or Any Standard)	Nos.	50		
14	Button Folder Transparent (with YCMOU Log & Name)	Nos.	1000		
(B)	<b>Printed Envelopes</b>				
1	Envelopes Lamination A-3 Size (with University logo, Name& Address)	Nos.	5000		
2	Envelopes Lamination A-4 Size (with University logo, Name& Address)	Nos.	10000		

*M. Kulkarni*  
24/02/2026  
Dy. Registrar  
Finance Division

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