

OFFICE OF THE COMMISSIONER, ENDOWMENTS DEPARTMENT,
GOVERNMENT OF ANDHRA PRADESH, HYDERABAD.

TENDER NOTICE

Lr in RC No. K2/18428/2009.

DATE: 07-08-2009.


- 1). Sealed Tenders for supply of stationery items is invited by the Commissioner, Endowments Department, A.P., Hyderabad from reputed firms as per G.O.Ms.No.489, Finance (TFR.i) Department, dated: 08-12-2008. (Stationery items List enclosed)
- 2). Tenders addressed to the Commissioner of Endowments, A.P., Hyderabad, should be sealed cover with name of the firm.
- 3). The tender should drop in the box provided by the Commissioner of Endowments, A.P., Hyderabad.
 - a). Date and time of receipt of Sealed tenders : 24-08-2009; 3.00pm.
 - b). Date and time of opening of sealed tenders : 24-08-2009; 3.30pm.
- 4). Tenders quoting exorbitant high or abnormally low rates are liable to be rejected.
- 5). Commissioner of Endowments, A.P., Hyderabad reserves the right to reject any one or all the tenders without assigning any reasons.
- 6). Under any reasons such as Bundh, Public holidays etc., declared on the date of opening of tenders of the next day shall be opened.
- 7). E.M.D. of 1% of the total amount i.e., Rs. 5,000/- drawn in favour of Commissioner, Endowments Department, A.P., Hyderabad and submit along with tenders.
- 8). Tender rules and regularizations and any doubts can be cleared from the undersigned.
- 9). Stationery Items supply & payment quarterly wise subject to availability of Budget.

LIST OF ITEMS

Sl.No.	NAME OF THE ITEM	QUANTITY	RATE PER unit	TOTAL
1	Xerox paper F/S size { IMAGE 70 GSM}	600 reams		
2	Xerox paper A4 size { IMAGE 70 GSM}	400 reams		
3	White papers F/s. { cut sheets}	250 reams		
4	Office File pads	4000 Nos.		
5	12-A cartridges { HP laser jet 1020}	75 Nos.		
6	88-A cartridges { HP laser jet 1007}	15 Nos.		
7	Gum bottles {Camel 150 ML }	100 Nos.		
8	Uniball eye pens { Black, blue, green}	100 Nos.		
9	Staplers { NO 10}	100 Nos.		
10	Stapler pins { NO 10}	1000 Nos.		
11	Pencils { Natraj}	200 Nos.		
12	Erasers { Natraj}	200 Nos.		
13	Stamp pads { standard size Ashoka}	100 Nos.		
14	Stamp pad Ink { small size Ashoka}	50 Nos.		
15	Shorthand books	50 Nos.		
16	Scribbling pads	150 Nos.		
17	Blank C.Ds	300 Nos.		
18	Blank DVDs	100 Nos.		
19	'L' type plastic folders F/s	250 Nos.		
20	'L' type plastic folders A4	250 Nos.		
21	Envelope covers 11" x 5" size	2000 Nos.		
22	Envelope covers 9" x 4" size	4000 Nos.		
23	Attendance Registers 50 Pages	50 Nos		
24	Ruled Registers 200 Pgs.	250 Nos		
25	Personal Registers 300Pgs. { As per Govt norms}	250 Nos.		
26	Carbon papers Black { F/s size}	10 Boxes		
27	TVS Ribbon Cassette MSP 345 Classic	12 Nos		

28	Drawing Boards	5 Nos.		
29	Drawing sheets	500 Nos.		
30	Tracing paper rolls Galway	5 Nos		
31	Set square sets	5 Nos.		
32	Drawing pencils Apsara (H, 2H)	Each 5 Boxes		
33	CB scales sets	5 sets		
34	T- squares	5 Sets		
35	Calculators (citizen 10 Digits)	35 Nos.		
36	Fevisticks (medium)	25 Nos.		
37	Writing pads (ply wood) (best quality)	50 Nos.		
38	Correcting fluid pens	100 Nos.		

(WITH THE APPROVAL OF THE COMMISSIONER)


 Deputy Commissioner (G)
 Deputy Commissioner (General)
 Equipments Department
 A.P. Hyderabad.