

Office of Principal Accountant General (A&E),Andhra Pradesh
AG Office Complex, Saifabad
Hyderabad 500004
Dated: 06.04.2018

Tender Notice For Supply Of Stationery Items

Sealed quotations are invited from registered wholesale /retail stationers dealers for supply of stationery items to this office for the year 2018-19. The details of stationery items are listed in the annexure which can be downloaded from following website URL <http://www.agap.cag.gov.in/tenders.html> .

Conditions:

1. The rates quoted shall be inclusive of all taxes and free of delivery at the office premises.
2. The material offer for sale should be of good quality and of standard material.
3. The validity of rates should be upto 31st March 2019.
4. The quotations in sealed cover should reach the Accounts Officer, OE-I section, O/o the Principal Accountant General (A&E), Andhra Pradesh, Saifabad, Hyderabad” on or before 24/04/2018 by 3.00 p.m.
3. The quotations will be opened at 3.30 p.m. on the same day.

ACCOUNTS OFFICER /OE

Phone.No . 7032035739

List of stationary items
proposed for purchase
for the year 2018-19

S.No	Particulars Of the items	Brand	Size/Description/specification	Approximate quantity required per annum	Rate per unit /items
1	ALPINS	Lion	65 gm	100 boxes	
2	CORRECTION FLUID	Bambalio	8 ml	150 Nos	
3	BINDER CLIPS	Bambalio	41 mm	100 Nos	
4	BLADES(cutter)plastic	Natraj	Paper cutter	240 Nos	
5	BOX FILES	VJS		10 Nos	
6	BROWN PAPER		80 GSM	500 sheets	
7	BROWN TAPE	Alpha	2 Inch	180 Nos	
8	CARBONS PAPERS	Kangaro	210 mm x 330 mm	1200 Sheets	
9	CD MARKER PEN	LUXUR		20 Nos	
10	CD/DVD MAILERS			100 Nos	
11	CD/DVD COVERS (ENVELOPES)			100 Nos	
12	CELLO TAPES	Alpha	2 Inch	150 Nos	
13	CLIP BOARD		REGULAR SIZE	25 Nos	
14	COBRA FILES			5000 Nos	
15	COPIER PAPER –A4	J K SPARKLE	500 sheets Ream 75 GSM	900 reams	
16	COPIER PAPER -FS	JK SPARKLE	75 gsm	20 reams	
17	COUNTRY TWINE	Good Quality	3ply	100 kg	
18	DAKPADS (lamination)	VJS/Kwality		20 Nos	
19	DAMPERS	Mangal	Round	100 Nos	
20	DESK CALENDER STAND EXECUTIVE	Omega 1731		10 Nos	
21	DOUBLE GUM TAPE	Pilot/ Equivalent	1 inch	20 Nos	

22	ENVELOPES-SE 6(with printing)	Window type	Brown paper , 11" x 5", 100 GSM	50000 Nos	
23	ENVELOPES –SE 6A(cloth line with printing)		Light blue paper, 11" x 5" 80 GSM	1000 Nos	
24	ENVELOPES-SE 8(with printing)	Window type	Brown paper,16" x 12" 80 GSM	20000 Nos	
25	ENVELOPES-SE 8A(cloth line with printing)		Light blue paper, 16" x12" 80 GSM	5000 Nos	
26	ERASERS – PENCIL 621 PLASTO	Nataraj		700 Nos	
27	FEVI STICKS	Faber Castle	9 gm	250 Nos	
28	FILE PADS		80 gauge	3000 Nos	
29	FILE COVERS		16 gauge	4000 Nos	
30	FILE COVERS		18 gauge	500 Nos	
31	GEM CLIPS		Gorilla colour	30 boxes	
32	GUM BOTTLES	Camlin	150 ml	150 Nos	
33	LEDGER PAPERS FS	JK	500 sheets Ream 80 GSM	2 ream	
34	MARKER PENS	Luxur		1000 Nos	
35	NEEDLES Big (for gunny bag)	Good Quality	4 inches		
36	Needels Small	Good Quality	3 inches		
37	NOTE SHEET PADS	70 GSM		80 Nos	
38	PAPER - BROWN	Good Quality		300 sheets	
39	PAPER-WEIGHT	medium		50 Nos	
40	PAPER WHITE		40-50 GSM	20000 sheets	

41	PAPER FLAG	Bambalio	3 colour 25*75 mm	350 Nos	
42	PEN HIGHLIGHTER	Luxur		150 Nos	
43	PENCILS	Natraj		1000 Nos	
44	PENS ADDGEL	Add Gel Achiever		100 Nos	
45	PENS ORDINARY	Universal Blue		200 Nos	
46	PENS UNI BALL			50	
47	PENS ORDINARY/REYNOLD(045)	Reynolds		500 Nos	
48	PENS PILOT LUXUR			100 Nos	
49	PLASTIC SHEETS L TYPE (CLEAR)		A4	250 sheets	
50	PLASTIC TRAYS	Chetan\Equivalent	30X40 cms	50 Nos	
51	PLASTIC FOLDER	KENY	132 columns	400	
52	PLASTIC FOLDER	KENY	80 columns	400	
53	POCKERS			150 Nos	
54	PUNCHING MACHINE SINGLE HOLE	Kangaro		50 Nos	
55	PUNCHING MACHINE DOUBLE HOLE	Kangaro	DP 52	20 Nos	
56	SCALES	Natraj/Equivalent	Plastic 30 cms	50 Nos	
57	SCISSORS BIG	Wilson	21.5 cms	50 Nos	
58	SCISSORS SMALL	Reputed brand		20 Nos	
59	SCRIBBLING PADS – TRG	Kapil		1000 Nos	
60	SHARPENERS	Natraj		180 Nos	
61	SKETCH PEN SETS()	Faber Castle Dark Colours	Each pkt contains one colour	70 pkts	
62	STAPLER PINS - NO:10	Kangaroo		450 boxes	
63	STAPLER PINS - NO:24/6	Kangaroo		250 boxes	

64	STAPLER PINS 23/17	Kangaroo		4 boxes	
65	STAPLERS MACHINE - NO:10	Kangaroo		150 Nos	
66	STAPLERS MACHINE - NO: HD 45	Kangaroo		120 Nos	
67	STAMP PAD	Ashoka	88*54 mm	50 Nos	
68	STAMP PAD	Faber castle	97*160 mm	40 Nos	
69	STAMP PAD INK	Ashoka	30 ml	50 Nos	
70	TAGS - 8" - BUNDLES	Good Quality	50 pieces/bundle	1000 bundles	
71	TWINE ROLLS(THREAD)	Lion	Glazed,400 mts	15 Nos	
72	WASTE PAPER BASKETS	Chetan	Normal Size plastic	20 Nos	
73	RULED REGISTERS - 1 QR	Rising Sun	Bounded	300 Nos	
74	RULED REGISTERS - 2 QR	Rising Sun	„	200 Nos	
75	RULED REGISTERS - 3 QR	Rising Sun	„	100 Nos	
76	RULED REGISTERS - 4 QR	Rising Sun	„	100 Nos	
77	BLANK COMPUTER STATIONERY 80" 1 ply box		3000 sheets per box 10*12*1 , 80 GSM	50 boxes	
78	BLANK COMPUTER STATIONERY 80" 2 ply box		1000 sheets per box 10*12*2, 70 GSM+60 GSM	25 boxes	
79	BLANK COMPUTER STATIONERY 80" 3 ply box		1000 sheets per box 10*12*3, 70 GSM+60 GSM+60 GSM	25 boxes	

80	BLANK COMPUTER STATIONERY 132" 1 ply box		3000 sheets per box 15*12*1 , 80 GSM	75 boxes	
----	--	--	--	----------	--