

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL)  
HYDERABAD – 500 004**

Lr.No.DGA (C)/OE/U-IV/2018-19/

Date: 29.06.2018.

Notice – Limited Tender Enquiry/ Notice inviting Quotations.

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

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 and the vendors should be from Hyderabad and Secunderabad.
3. The validity of rates should be upto 31st July 2019.
4. The quotations in sealed cover should reach the Senior Audit Officer, OE/Section, O/o Director General of Audit (Central), Hyderabad on or before 12.07.2018 by 3.00 p.m.
5. The quotations will be opened at 3.30 p.m. on 13.07.2018.

Senior Audit Officer/OE

**NIT Information Sheet**

Document Description	Stationery items as depicted in Tender
Last date & Time of Submission of Response to Tender Document	<b>12-07-2018 by 3:00 PM</b>
Bid Opening	<b>13-07-2018 at 3:30 PM</b>
Validity of Tender	One year
Cost of Tender Document (non – refundable)	Nil
Name, Designation, Address and other details (For Submission of Response of Tender Document)	The Senior Audit Officer(OE), O/o Director General of Audit (Central), AG Office, Hyderabad-500004.

Senior Audit Officer/OE

The quotation (Price List) for the following items may please be submitted to the Sr. Audit Officer, OE Section. O/o DGA(C), Hyderabad.

**LIST OF STATIONERY ITEMS:**

<b>Sl. No</b>	<b>Particulars</b>	<b>Rates</b>
1.	PENCIL (NATRAJ)	
2.	NOTE SHEET PAD (A GRADE) 70 GSM	
3.	ERASERS (NATRAJ/APSARA)	
4.	STAPLER PINS (SMALL) (KANGAROO) No.10	
5.	STAPLER s (BIG) (KANGAROO) HD-45	
6.	STAPLER PINS (Big) (KANGAROO) 24/6	
7.	STAPLER (SMALL) (KANGAROO) HD-10	
8.	CORRECTION PENS (BAMBALLO)	
9.	POST-IT-PROMPTS (IC NASA)	
10.	FEVI STICK (8 GRAMS)	
11.	SKETCH PEN SETS (LUXOR)	
12.	HIGHLIGHTER PENS (LUXOR)	
13.	RONEO PAPERS (SUPER COPIER)	
14.	WHITE PAPER (Legal) 70 GSM (SUPER COPIER)	
15.	XEROX PAPER A4 SIZE (POWER XL) 75 GSM	
16.	RULED REGISTERS 2 QUIRE (ANAND DELUXE)	
17.	RULED REGISTERS 3 QUIRE (ANAND DELUXE)	
18.	RULED REGISTERS 4 QUIRE (ANAND DELUXE)	
19.	RULED REGISTERS 1 QUIRE (ANAND DELUXE)	
20.	PLAIN REGISTERS 1 QUIRE (ANAND DELUXE)	
21.	PLAIN REGISTERS 2 QUIRE (ANAND DELUXE)	
22.	PLAIN REGISTERS 3 QUIRE (ANAND DELUXE)	
23.	PLAIN REGISTERS 4 QUIRE (ANAND DELUXE)	
24.	ALL PINS (LION Pins)	
25.	GEM CLIPS (PLASTIC) (Luxor)	
26.	SHARPENERS (NATRAJ)	
27.	GUM BOTTLES (SMALL) CAMEL 50ML	
28.	GUM BOTTLES (BIG) CAMEL 150ML	
29.	BROWN SHEETS (THICK)	
30.	BROWN SHEETS (THIN)	
31.	PAPER NIVES (ARTIST CUTTER)	
32.	PAPER WEIGHTS (KEBICA)	
33.	POKERS (PLASTIC) (KUSHUBU)	
34.	PUNCHING MACHINE (S) (KANGAROO)	
35.	PUNCHING MACHINE (D) (KANGAROO)	
36.	SCALES (CAMLIN)	

37.	STAMP PAD (SMALL) (ASHOKA)	
38.	STAMP PAD (BIG) (ASHOKA)	
39.	STAMP PAD INK (ASHOKA)	
40.	TAGS (FILE)	
41.	CELLO TAPE 1 INCHES (M-WONDER 555)	
42.	CELLO TAPE 2 INCHES (M-WONDER 555)	
43.	PACKING TAPE 2 INCHES (M-WONDER 555)	
44.	MARKER PENS	
45.	WRITING PADS	
46.	LETTER HEAD PADS	
47.	SCISSORS (BIG) (KANGAROO)	
48.	SCISSORS (MEDIUM) (KANGAROO)	
49.	SCISSORS (SMALL) (KANGAROO)	
50.	PLASTIC TRAYS (Chettan)	
51.	DUST BINS (PLASTIC) (Chettan)	
52.	COMPUTER PAPER 80 COLOUMNS (10×12×1)	
53.	CARBON PAPER (Kangaro)	
54.	C.D. MARKER PENS (Cello)	
55.	WHITE BOARD MARKER Pens (Luxor)	
56.	PERMANENT MARKER (REYNOLDS)	
57.	COMPUTER PAPER (10×12×1)	
58.	COMPUTER PAPER (10×12×2)	
59.	COMPUTER PAPER (10×12×3)	
60.	COMPUTER PAPER (10×12×4)	
61.	COMPUTER PAPER (10×12×1) BOND	
62.	COMPUTER PAPER (15×12×1)	
63.	COMPUTER PAPER (15×12×1)	
64.	COMPUTER PAPER (15×12×2)	
65.	TWIN THREADS	
66.	POKERS STEEL	
67.	PIN CUSHIONS (ROYAL)	