



**DR.YSR HORTICULTURAL UNIVERSITY
ADMN.OFFICE, P.O.BOX.7, VENKATARAMANNAGUDEM
WEST GODAVARI DISTRICT
Tender Notice**

Reference No.89/Spl.Cell/2017

Date.04.10.2017

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Sealed quotations are invited from the Registered Stationery and Non-Stationery supply Agencies for supply of Stationery to this University. The quotations form, terms & conditions and details be download from University website www.drysrhu.edu.in

B. Srinivasulu
REGISTRAR 4.10.17

DR.YSR HORTICULTURAL UNIVERSITY
ADMINISTRATION OFFICE, P.O.BOX.NO-7 VENKATARAMANNAGUDEM
WEST GODAVARI DISTRICT

No.89/Spl.Cell/2017

Dated.04.10.2017

Quotation Notice

Dr.YSR Horticultural University, Admn.Office, Venkataramannagudem desires to procure the requirement of Stationery and non-stationery items for financial year 2017-2018.

The interested registered Stationery and Non-Stationery supply agencies with not less than three years of experience in supply of Stationery and Non Stationery items to Government Department/State Government undertakings are requested to submit their SEALED quotations to Registrar, Dr.YSRHU, V.R.Gudem, as per the time schedule shown below:-

1.	Last Date of Submission of Quotation	20-10-2017 up to 4.00 PM
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The duly filled quotation (Annexure-I) along with Demand Draft for Rs.1000/- drawn in favour of Comptroller, Dr.YSR Horticultural University should be sent to the Registrar, Dr.YSR Horticultural University, Venkataramannagudem, 534101, West Godavari District, Andhra Pradesh so as to reach on or before 20-10-2017 by 4.00 P.M.

B. Srinivasulu
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DR.YSR HORTICULTURAL UNIVERSITY
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WEST GODAVARI DISTRICT

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Quotations schedule for supply of Stationery and Non-Stationery items

No.89/Spl.Cell/2017

Dated.04.10.2017

Terms and Conditions

1. The required number of stationery and non-stationery items along with brand name is as shown in the Annexure - 1.
2. Latest copy of the Certificate issued by the Department of Commercial Taxes, copy of PAN Card and Bank Account Details should be enclosed with the Quotation Schedule.
3. The firm should have the experience of at least (3) years in supply of stationery items at least Rs.5.00 lakhs to any Government Department/State Government undertaking and proof to that extent along with the satisfactory supply certificate from their client should be enclosed.
4. The Quotations must reach this office on or before the due date (i.e.22-01-2016 up to 5.00 PM) either in person or by post. Quotations received after the stipulated time will not be accepted. For postal delays the concerned authorities are not responsible.
5. The rate should be quoted in the quotation for each item **in words and figures**. Otherwise quotation will not be considered.
6. A non – refundable processing charges for an amount of Rs.1,000/- (Rupees one thousand only) in the form of a Demand Draft (Banker's Cheque) from a Nationalized Bank in favour of the Comptroller, Dr.YSRHU, should be enclosed with the quotation schedule. The quotations without DD (Bankers Cheque) will be rejected summarily.
7. Incomplete quotation schedule in any form will be rejected.
8. Quotations will be opened at the specified time in the chamber of Chairman, Purchase Committee, Dr.YSRHU.
9. All the quotations received are subject to verification and approval by the committee members of Dr.YSRHU and it shall be binding on all the quotationers.
10. All the quotations received are subject to verification and approval by the committee members of Dr.YSRHU and it shall be binding on all the firms.
11. The acceptance of quotation will be communicated to the successful bidder only.

12. The items should be supplied as per requirement as and when demanded for a period of one year from the date of agreement entered into.

13. Payment shall be made within two months after receipt of material as per requirement.

14. The Purchase Committee purchase of stationery items, reserves right to reject any or all the quotation without assigning any reason.

OTHER TERMS AND CONDITIONS

1. The offer / contract will be awarded to the Lowest-1 firm (Item wise) as per the decision taken by the Purchase Committee depending on the quality.

2. It will be the responsibility of the firm to ensure that the items to be supplied as per the quality and quantity demanded within stipulated time. The material supplied if found to be other than the specified brand and inferior in quality will summarily be rejected. The University shall also have the power to purchase the required item from elsewhere and any excess of cost so incurred by the University the quotation price together with all charges and expenses incurred towards purchase shall be recovered by the University from the successful quotationer/firm.

3. In case, the items are not supplied within the stipulated time, a fine of Rs.250/- (Rupees Two hundred and Fifty only) will be levied per day for the delay so caused and the same will be deducted from the payment against the bills raised.

4. If any one item price quoted by more than one bidder is same, the University have right to negotiate with the lowest quotation[s] regarding price.

5. The bidder should quote not less than 15 items and should qualify minimum 10 items for assigning the contract.

6. The Committee reserves the right to negotiate with lowest bidder[s] to arrive at a rate of any item.

B. Srinivasulu
REGISTRAR 4.10.17



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Quotation- Annexure - I
Annexure to Reference No.89/Spl.Cell/2017, dated: 04.10.2017
List of Stationary Items

S.No	Description	Qty	Rate per item to be indicated by bidder in Rupees.	(Rupees in words)
1.	A4 papers(AP copier, Reflection)	1 Ream		
2.	Legal papers(AP copier, Reflection)	1 Ream		
3.	A4 Papers 75 GSM (JK Red)	1 Ream		
4.	Legal Papers 75 GSM (JK Red)	1 Ream		
5.	Yellow Papers A4 Size	1 Ream		
6.	Yellow Papers Legal size	1 Ream		
7.	6x4 Brown covers	100 Nos.		
8.	6x4 White covers	100 Nos.		
9.	8x4 Brown covers	100 Nos.		
10.	8x4 White covers	100 Nos.		
11.	9x4 Brown covers	100 Nos.		
12.	9x4 White covers	100 Nos.		
13.	10x4 Brown covers	100 Nos.		
14.	10x4 White covers	100 Nos.		
15.	A4 cloth covers	100 Nos.		
16.	Legal cloth covers	100 Nos.		
17.	Cloth Covers (11x5)	100 Nos.		
18.	Cloth Covers (12x5)	100 Nos.		
19.	Cloth Covers (16x12)	100 Nos.		
20.	Cloth Covers (18x4)	100 Nos.		

SIGNATURE OF BIDDER WITH SEAL



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21.	A4 Brown Covers	100 Nos.		
22.	Legal Brown Covers	100 Nos.		
23.	Thread roles(white Big) 400 mts.	1 No.		
24.	Thread roles(white Small) 400 mts.	1 No.		
25.	Stamp pad (Blue) (camel/cores) Small	1 No.		
26.	Stamp pad (Red (camel/cores) Small	1 No		
27.	Stamp pad (Blue) (camel/cores) Big	1 No		
28.	Stamp pad (Red (camel/cores) Big	1 No		
29.	Stamp pad ink bottle blue (Small)	1 No		
30.	Stamp pad ink bottle red (Small)	1 No		
31.	Stamp pad ink bottle blue (Big)	1 No		
32.	Stamp pad ink bottle red (Big)	1 No		
33.	Cello tape cutter machine (1inch tape)	1 No.		
34.	Cello tape cutter machine (2inch tape)	1 No.		
35.	1" Gum tape (brown) (wonder 60 meter. Length)	1 Roll		
36.	2" Gum tape (brown) (wonder 60 meter. Length)	1 Roll		
37.	3" Gum tape (brown) (wonder 60 meter. Length)	1 Roll		
38.	4" Gum tape (brown) (wonder 60 meter. Length)	1 Roll		
39.	5" Gum tape (brown) (wonder 60 meter. Length)	1 Roll		
40.	½ inch Gum tape white (wonder 60 meter. Length)	1 Roll		
41.	1" Gum tape white (wonder 60 meter. Length)	1 Roll		
42.	2" Gum tape white (wonder 60 meter. Length)	1 Roll		
43.	3" Gum tape white (wonder 60 meter. Length)	1 Roll		
44.	4" Gum tape white (wonder 60 meter. Length)	1 Roll		

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45.	5" Gum tape white (wonder 60 meter. Length)	1 Roll		
46.	½ inch Tape roll machine	1 No		
47.	Stapler machine (Big)(Kangaroo)	1 No.		
48.	Stapler machine (small) (Kangaroo)	1 No.		
49.	Stapler pins (Big) (Kangaroo)	1 Box		
50.	Stapler pins (Small) (Kangaroo)	1 Box		
51.	Pencils(Apsara) (1 Box contains 10 Nos.)	1 Box		
52.	Gum bottles(small) (Camel) 150 ml	1 bottle		
53.	Gum bottles(big) (Camel) 700 ml	1 bottle		
54.	Tags (bundle of 10 sets)	1 bundle		
55.	Flags (Sticky Notes	1 Packet		
56.	Add Gel Pens (Achiever) (Blue, black, Red & Green)	1 No.		
57.	Add Gel refills (Achiever) (Blue, black, Red & Green)	1 No.		
58.	Uniball Pens (Blue, black, Red & Green)	1 No		
59.	Uniball Pens refills (Blue, black, Red & Green)	1 No		
60.	Erasers (Apsara) 1 Box contains 20 pieces)	1 Box		
61.	Sharpeners (Apsara) 1 Box contains 20 pieces)	1 Box		
62.	Scribbling pads(777) (Guptas)	1 No.		
63.	Box files (Good quality)	1No.		
64.	Fevisticks (Kores) (Big)	1 No.		
65.	Fevisticks (Kores) (Small)	1 No.		
66.	Gem clips (Big size) (Bell company)	1 Box		
67.	Gem clips (Medium size) (Bell company)	1 Box		

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68.	Gem clips (Small size) (Bell company)	1 Box		
69.	Binding Clips (15mm size)	1 Box		
70.	Binding Clips (19mm size)	1 Box		
71.	Binding Clips (25mm size)	1 Box		
72.	Binding Clips (32mm size)	1 Box		
73.	Binding Clips (41mm size)	1 Box		
74.	Binding Clips (51mm size)	1 Box		
75.	White fluids (Cello)	1 No.		
76.	File pads u/o (Urgent)	1 No.		
77.	No.1 Registers(Binding)	1 No.		
78.	No.2 Registers(Binding)	1 No.		
79.	No.3 Registers(Binding)	1 No.		
80.	No.4 Registers(Binding)	1 No.		
81.	No.5 Registers(Binding)	1 No.		
82.	Highlighters(Camlin)	1 No.		
83.	No.3 Cloth Register	1 No.		
84.	No.4 Cloth Register	1 No.		
85.	No.5 Cloth Register	1 No.		
86.	Writing flanks	1 No.		
87.	L-folders(Legal)	1 No.		
88.	L-folders(A4)	1 No.		
89.	Damper	1 No.		
90.	Nippo Battery (Size AA) (Wall clock batteries)	1 No.		
91.	Nippo Battery (Size AAA)	1 No.		

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92.	GP High Voltage Battery (22AE -12V) (Calling Bell Battery)	1 No.		
93.	Calulator(Bistec -BS-512s)	1 No.		
94.	GP High Voltage Battery (22AE -12V) (Calling Bell Battery)	1 No.		
95.	Calulator(Casio 5J 12D))	1 No.		
96.	Scissor (Big)	1 No.		
97.	Scissor (Small)	1 No.		
98.	Knife	1 No.		
99.	Rubber bands	1 Packet		
100.	Attendance Register(200/No.2)	1 No.		
101.	Tapal pads	1 No.		
102.	Brown sheets	1 sheet		
103.	Sketch pens	1 packet		
104.	Sketch pens (Pink)	1 packet		
105.	Packing thread	1 packet		
106.	Punching machine(single hole)(Kangaroo)	1 No.		
107.	Punching machine(double hole)(Kangaroo)	1 No.		
108.	Paper weight (Rubber)	1 No.		
109.	Paper weigh (Glass)	1 No.		
110.	Paper weight (Glass)	1 No.		
111.	White board markers(Camlin)(1 Box contains 10 pieces)	1 Box		
112.	White board Duster	1 No.		
113.	Permanent markers(Cello) (1 Box contains 10 pieces)	1 Box		
114.	DVD with cover (Sony)	1 No.		

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115.	CD with cover (Sony)	1 No.		
116.	Contani (Best Quality) (Handle Plastic)	1 No.		
117.	Long Iron Scales (one box contains 10 pieces)	1 Box		
118.	Long Plastic Scales (Camel) (one box contains 10 pieces)	1 Box		
119.	Plastic Stationery Tray	1 No.		
120.	CD markers (Camel) one box contains 10 pieces	1 packet		
121.	Disposal pens (Blue, Black & Red)	1 Box		
122.	Quora cloth	1 meter		
123.	Polythine covers (legal size)	1 packet		
124.	Polythine Covers (A4 size)	1 Packet		
125.	Student files	1 No.		
126.	A4 size Scribbling pads	1 No		

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