



**DR.YSR HORTICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE, VENKATARAMANNAGUDEM
WEST GODAVARI DISTRICT
Tender Notice**

RC.No.2630/L,V&SC/2019

Date.07.08.2020

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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**

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REGISTRAR
[Handwritten initials]
7/8/2020

Dr.YSR HORTICULTURAL UNIVERSITY
ADMINISTRATION OFFICE, VENKATARAMANNAGUDEM
WEST GODAVARI DISTRICT

* * *

RC.No.2630/L,V&SC/2019

Dated.07.08.2020

Quotation Notice

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

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 | 24-08-2020 up to 4.00 PM |
|----|--------------------------------------|--------------------------|

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 24-08-2020 by 4.00 P.M.


REGISTRAR
7/8/2020

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

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Quotations schedule for supply of Stationery and Non-Stationery items

RC.No.2630/L,V&SC/2019

Dated.07.08.2020


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.24.08.2020 up to 4.00 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.
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.


REGISTRAR
7/8/2020



Quotation- Annexure - I
Annexure to Reference RC.No.2630/L,V&SC/2019, dated:07.08.2020
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 70 GSM) | 1 Ream | | |
| 2. | Legal papers(AP copier, Reflection 70 GSM) | 1 Ream | | |
| 3. | A4 papers(AP copier, Reflection 75 GSM) | 1 Ream | | |
| 4. | Legal papers(AP copier, Reflection 75 GSM) | 1 Ream | | |
| 5. | A4 Papers 75 GSM (JK Red) | 1 Ream | | |
| 6. | Legal Papers 75 GSM (JK Red) | 1 Ream | | |
| 7. | Yellow Papers A4 Size | 1 Ream | | |
| 8. | Yellow Papers Legal size | 1 Ream | | |
| 9. | A3 Papers 70 GSM | 1 Ream | | |
| 10. | A4 cloth covers | 100 Nos. | | |
| 11. | Legal cloth covers | 100 Nos. | | |
| 12. | Cloth Covers (11x5) | 100 Nos. | | |
| 13. | Cloth Covers (12x5) | 100 Nos. | | |
| 14. | Cloth Covers (16x12) | 100 Nos. | | |
| 15. | Cloth Covers (18x4) | 100 Nos. | | |
| 16. | 6x4 Brown covers | 100 Nos. | | |
| 17. | 6x4 White covers | 100 Nos. | | |
| 18. | 8x4 Brown covers | 100 Nos. | | |
| 19. | 8x4 White covers | 100 Nos. | | |



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|-----|---|----------|--|--|
| 20. | 9x4 Brown covers | 100 Nos. | | |
| 21. | 9x4 White covers | 100 Nos. | | |
| 22. | 10x4 Brown covers | 100 Nos. | | |
| 23. | 10x4 White covers | 100 Nos. | | |
| 24. | 11x4 Brown covers | 100 Nos. | | |
| 25. | 11x4 White covers | 100 Nos. | | |
| 26. | A4 Brown Covers | 100 Nos. | | |
| 27. | Legal Brown Covers | 100 Nos. | | |
| 28. | Thread roles(white Big) 400 mts. | 1 No | | |
| 29. | Thread roles(white Small) 400 mts. | 1 No | | |
| 30. | Stamp pad Small (Blue) Camel company | 1 No | | |
| 31. | Stamp pad Small (Red) Cores company | 1 No. | | |
| 32. | Stamp pad Big (Blue) Camel company | 1 No. | | |
| 33. | Stamp pad Big (Red) Cores company | 1 No. | | |
| 34. | 1/2 inch Tape roll machine | 1 No. | | |
| 35. | Cello tape cutter machine (1inch tape) | 1 No. | | |
| 36. | Cello tape cutter machine (2inch tape) | 1 No. | | |
| 37. | 1" Gum tape (brown) (wonder 60 meter. Length) | 1 Roll | | |
| 38. | 2" Gum tape (brown) (wonder 60 meter. Length) | 1 Roll | | |
| 39. | 3" Gum tape (brown) (wonder 60 meter. Length) | 1 Roll | | |
| 40. | 4" Gum tape (brown) (wonder 60 meter. Length) | 1 Roll | | |
| 41. | 5" Gum tape (brown) (wonder 60 meter. Length) | 1 Roll | | |
| 42. | 1/2 inch Gum tape white (wonder 60 meter. Length) | 1 Roll | | |

SIGNATURE OF BIDDER WITH SEAL



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| | | | |
|-----|--|----------|--|
| 43. | 1" Gum tape white (wonder 60 meter. Length) | 1 Roll | |
| 44. | 2" Gum tape white (wonder 60 meter. Length) | 1 Roll | |
| 45. | 3" Gum tape white (wonder 60 meter. Length) | 1 Roll | |
| 46. | 4" Gum tape white (wonder 60 meter. Length) | 1 Roll | |
| 47. | 5" Gum tape white (wonder 60 meter. Length) | 1 Roll | |
| 48. | Stapler machine HP45 (Big)(Kangaroo) | 1 No | |
| 49. | Stapler machine (Big for small pins) (Kangaroo) | 1 No | |
| 50. | Stapler machine (small) (Kangaroo) | 1 No | |
| 51. | Stapler pins (Big) (Kangaroo) (1 Box contains 20 pieces) | 1 Box | |
| 52. | Stapler pins (Small) (Kangaroo) (1 Box contains 20 pieces) | 1 Box | |
| 53. | Pencils (Apsara) (1 Box contains 10 Nos.) | 1 Box | |
| 53. | Gum bottles(small) (Camel) 150 ml | 1 bottle | |
| 54. | Gum bottles(big) (Camel) 700 ml | 1 bottle | |
| 55. | Tags (bundle of 10 sets) | 1 bundle | |
| 56. | Flags (Sticky Notes) Good Quality | 1 Packet | |
| 57. | Add Gel Pens (Achiever) (Blue, black, Red & Green) | 1 Pen | |
| 58. | Add Gel refills (Achiever) (Blue, black, Red & Green) | 1 Refill | |
| 59. | Uniball Pens (Blue, black, Red & Green) | 1 Pen | |
| 60. | Erasers (Apasara) 1 Box contains 20 pieces) | 1 Box | |
| 61. | Sharpeners (Apasara) 1 Box contains 20 pieces) | 1 Box | |
| 62. | Scribbling pads (Rule) (777) (Guptas) | 1 Pad | |
| 63. | Scribbling pads (white) (777) (Guptas) | 1 Pad | |

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| | | | | |
|-----|---|------------|--|--|
| 64. | Box files (Good quality) | 1 No. | | |
| 65. | Fevisticks (Kores) (Big) | 1 No. | | |
| 66. | Fevisticks (Kores) (Small) | 1 No. | | |
| 67. | Gem clips (Big size) (Bell company) | 1 Box | | |
| 68. | Gem clips (Medium size) (Bell company) | 1 Box | | |
| 69. | Gem clips (Small size) (Bell company) | 1 Box | | |
| 70. | Binding Clips (15mm size) | 1 Box | | |
| 71. | Binding Clips (19mm size) | 1 Box | | |
| 72. | Binding Clips (25mm size) | 1 Box | | |
| 73. | Binding Clips (32mm size) | 1 Box | | |
| 74. | Binding Clips (41mm size) | 1 Box | | |
| 75. | Binding Clips (51mm size) | 1 Box | | |
| 76. | Bell Clips (26 mm) | 1 Box | | |
| 77. | Bell Clips (30 mm) | 1 Box | | |
| 78. | Bell Clips (32 mm) | 1 Box | | |
| 79. | Bell Clips (35 mm) | 1 Box | | |
| 80. | Bell Clips (50 mm round and butter fly) | 1 Box | | |
| 81. | White fluids (Cello) | 1 No. | | |
| 82. | File pads u/o (Urgent) | 1 Pad | | |
| 83. | No.1 Registers(Binding) | 1 Register | | |
| 84. | No.2 Registers(Binding) | 1 Register | | |
| 85. | No.3 Registers(Binding) | 1 Register | | |
| 86. | No.4 Registers(Binding) | 1 Register | | |

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|------|--|--|------------|--|
| 87. | No.5 Registers(Binding) | | 1 Register | |
| 88. | Highlighters(Camlin) | | 1 Register | |
| 89. | No.3 Cloth Register | | 1 Register | |
| 90. | No.4 Cloth Register | | 1 Register | |
| 91. | No.5 Cloth Register | | 1 Register | |
| 92. | Writing flanks (Wooden) | | 1 flank | |
| 93. | Writing flanks (Executive pad) Water proof | | 1 flank | |
| 94. | L-folders(Legal) (1 Packet contains 12 Nos.) | | 1 Packet | |
| 95. | L-folders(A4) (1 Packet contains 12 Nos.) | | 1 Packet | |
| 96. | Damper | | 1 No. | |
| 97. | Nippo Battery (Size AA) (Wall clock batteries) | | 1 No. | |
| 98. | Nippo Battery (Size AAA) | | 1 No. | |
| 99. | GP High Voltage Battery (22AE -12V) (Calling Bell Battery) | | 1 No. | |
| 100. | Calculator(Bistec –BS-512s) | | 1 No. | |
| 101. | Calculator(Casio 5J 12D)) | | 1 No. | |
| 102. | Scissor Stainless steel original (Big) | | 1 No. | |
| 103. | Rubber bands (100 grams) | | 1 Packet | |
| 104. | Rubber bands (50 grams) | | 1 Packet | |
| 105. | Attendance Register(200/No.2) | | 1 No. | |
| 106. | Tapal pads | | 1 Pad | |
| 107. | Brown sheets | | 1 Sheet | |
| 108. | Packing thread (Plastic) | | 1 No. | |
| 109. | Punching machine(single hole)(Kangaroo) | | 1 No. | |

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|------|--|----------|--|--|
| 110. | Punching machine(double hole)(Kangaroo) | 1 No. | | |
| 111. | Paper weight (Rubber) | 1 No. | | |
| 112. | Paper weight (Glass) | 1 No. | | |
| 113. | Permanent markers(Camlin) (1 Box contains 10 pieces) | 1 Box | | |
| 114. | Permanent markers(Cello) (1 Box contains 10 pieces) | 1 Box | | |
| 115. | CD markers (Camel) one box contains 10 pieces | 1 Box | | |
| 116. | CD markers (Cello) one box contains 10 pieces | 1 Box | | |
| 117. | DVD with cover (Sony) | 1 No. | | |
| 118. | CD with cover (Sony) | 1 No. | | |
| 119. | Contani (Best Quality) (Handle Plastic) | 1 No. | | |
| 120. | Contani (Best Quality) (Handle Wooden) | 1 No. | | |
| 121. | Long Iron Scales (one box contains 10 pieces) | 1 Box | | |
| 122. | Long Plastic Scales (Camel) (one box contains 10 pieces) | 1 Box | | |
| 123. | Plastic Stationery Tray (Good quality) | 1 No. | | |
| 124. | Disposal pens (Blue/Black/Red) | 1 Box | | |
| 125. | Quora cloth | 1 meter | | |
| 126. | Polythine covers (legal size) | 1 Packet | | |
| 127. | Polythine Covers (A4 size) | 1 Packet | | |
| 128. | 3M Highland Self Stick Removable Notes (2 x 3 inches) (Pack of 5) | 1 Packet | | |
| 129. | Pen Stand Wooden Model 8049 Multifunctional (213x145x139 MM) | 1 No. | | |
| 130. | Pen Stand Wooden Model 8021 Multifunctional (209x113x122 MM) | 1 No. | | |

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