

Government of Andhra Pradesh  
District Water Management Agency, Anantapur

Rc.No. 211/09/T2/10

**TENDER SCHEDULE**

**Tender Form for Supply of Stationery**

1. Name of the Firm along with the Address :
2. Name of the owner of the Firm and Address :
3. License No./APGST.No. Vat & Issuing authority :  
certified Xerox copy of the license should be enclosed
4. Whether EMD of Rs.1000/- is paid if so details :
5. Supply rate of Stationery which including all taxes etc.

**Stationery Item:**

Sl. No.	Name of the Item	Quality / Specification	Amount Rs. in Figures	Amount Rs. in words
1	2	3	4	5
1	Copier A4 size	210x297mm 75 GSM 1 Ream Andhra Paper		
2	Copier A4 size	210x297mm 80 GSM 1 Ream TNPC		
3	Copier A3 size	297x420mm 75 GSM		
4	Copier FS size	215x345mm 75 GSM 1 Ream Andhra Paper		
5	Copier FS size	215x345mm 80 GSM 1 Ream Andhra Paper		
6	Covers for dispatch – (9x 4)	48 Kg Mysore		
7	Covers for dispatch – (medium)	48 Kg Mysore		
8	Cloth Covers - (file size)	16x12 – 1 cover		
9	Cloth Covers - (A4 size)	12x10 – 1 cover		
10	Erasers (1Box) = 20 Nos.	Natraj		
11	Fax paper	25 Mtr (Misubishi)		
12	File pads	1 <sup>st</sup> quality		
13	Gum Bottle (Big) 700ml	Camel		
14	Gum Bottle (Small) 300ml	Camel		
15	'L' folders	Nayagara		
16	Pencils (1 packet)=10 Nos.	Natraj		
17	Stapler Pin (Small) (1 Box=20 Nos)	Kangaro 10		
18	Stapler Pin (Big) (1 Box=20 Nos)	Kangaro 24/6.		
19	Stapler machine (small)	Kangaro 10		
20	Stapler machine (Big)	Kangaro HP45		
21	Stick for Binding	1 <sup>st</sup> quality		
22	Jem Clips(1 Box=12)	Bell		

23	White fluid	Kores		
24	Black Clips 25 mm (Binder)	1 <sup>st</sup> quality		
25	White Paper (Andhra Copier)	8 Kg		
26	Wrapper sheets	48 Kg		
27	Writing Pads	Nayagara		
28	Gum Tubes	Fevigum		
29	Spiral note book (Big)	17 Cms & 21 Cms (Venus)		
30	Spiral note book (small)	Venus		
31	Plstic Thread for packing	1 <sup>st</sup> quality		
32	Naphthalene Ball	1 <sup>st</sup> quality		
33	Registers – 1 Q Ruled	1 <sup>st</sup> quality		
34	Registers – 2 Q Ruled	1 <sup>st</sup> quality		
35	Registers – 3 Q Ruled	1 <sup>st</sup> quality		
36	Registers – 4 Q Ruled	1 <sup>st</sup> quality		
37	Registers – 5 Q Ruled	1 <sup>st</sup> quality		
38	Note Books 100 Pages (Short - Ruled)	1 <sup>st</sup> quality 100 pages		
39	Note Books 200 Pages (Short - Ruled)	1 <sup>st</sup> quality		
40	Tags	1 Bunch		
41	Add Gel Pen	1 <sup>st</sup> quality		
42	Add Gel Refill	1 <sup>st</sup> quality		
43	Marker Pen	1 <sup>st</sup> quality		
44	Rubber	1 <sup>st</sup> quality		
45	Pen (Reynolds Ball Pen)	1 <sup>st</sup> quality		
46	ITC Note Pad	1 <sup>st</sup> quality		
47	49A Black	Laser Jet Cartridges		
48	05A Black	Laser Jet Cartridge		
49	Pen Drive-4GB	1 No.		
50	1 GB RAM	1 No.		
51	External Hard Disc – 500 GB	1 No		
52	<u>XEROX :</u>			
A	A4	Single Side 1 <sup>st</sup> quality		
B	A4	Double Side 1 <sup>st</sup> quality		
C	Legal(Full Scape)	Single Side 1 <sup>st</sup> quality		
D	Legal(Full Scape)	Double Side 1 <sup>st</sup> quality		

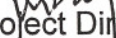
Signature of the Tenderer and Date

## TERMS AND CONDITIONS

1. Tender forms for supply of Stationery/ Printing & Xerox may be obtained personally after signing in the register maintained in the office of the undersigned on payment of Rs.100/- through D.D. drawn on Nationalized Banks in favour of Project Director, DWMA, Anantapur.
2. Sealed tenders should be submitted to the undersigned before 1.00 P.M. on **28.12.2011** in the specified tender form. The envelope containing the tender should be super scribed as "Tender for supply of Stationery & Xerox.
3. The tender form should be completed in all respect with out any blanks and over writing, signed and sealed by the tenderer.
4. The Tender should be enclosed by a Bank Draft for a value of Rs.1,000/- drawn in the name of Project Director, DWMA, Anantapur as E.M.D. which will be refunded to the unsuccessful tenderer.
5. No extension of time under any circumstances, will be given. It is the responsibility of the tenderer to supply the Stationery and hand over the Stationery with in the stipulated time, making his own arrangements if any necessary.
6. The supply of Stationery & Xerox must be as per specification with the best quality.
7. The tenderer while quoting the rate for supply of Stationery & Xerox should offer his rate inclusive of all taxes.
8. Payment will be made after verification of the stock and after fully satisfying with the quantity and quality of the Stationery & Xerox handed over.
9. The tenderers will be held responsible for any defects noticed in the supply of Stationery / Xerox and for violation of any of the terms and conditions of the tender.
10. Sales tax, Income tax and any other taxes liable as per Government rules in Vogue shall be deducted at source unless Income Tax or Sales tax exemption Certificates are provided form the competent authorities.
11. The under signed reserves the right to add, delete, modify any condition in the tender before the opening of the tenders.
12. For any arbitration, in case of dispute arising between the DWMA and the tenderer, the undersigned will be the final authority.
13. The undersigned reserves the right to accept or reject a tender or all tenders without notice and without assigning any reasons there of.

//True copy//

Sd/- Anitha Ramchandran  
Joint Collector,  
Anantapur.

  
For Project Director,  
DWMA, Anantapur

Copy to the Project Director, DWMA, Anantapur (Purchasing Committee Member) for information and giving wide publicity. It is also requested to make it convenient to attend the office on 28.12.2011 at on the day of opening of the tenders.

Copy to General Manager (Purchasing Committee Member), District Industries centre, Anantapur with a request to attend the office on 28.12.2011 at on the day of opening the tenders. It is also requested to inform all the units which are having infrastructure to supply Stationery & Xerox to participate in the tender.

Copy to the Notice board of DWMA, Anantapur.

Copy to C.C to Joint Collector, Anantapur for favour of information.