

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD – 500 007**

No. EFLU/CPC/2017/153

Date: 20.07.2017

To

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Sub: Quotations are invited for supply of **stationery items** under annual rate contract.

Dear Sir(s),

1. Sealed quotations are invited for supply of stationery items under annual rate contract at the EFL University as per the specifications attached and terms and conditions as detailed hereunder.
2. Last date and time to submit quotation is **27th July 2017 (Thursday) 4 pm.**
3. The quotation addressed to the Registrar, TEFLU, Hyderabad may be sent by post or may be dropped in the tender box placed in the office of Administration of the university on or before due date and time of receipt of offer as indicated above. Quotation which does not reach this office before 4 pm will not be considered. The university will not be responsible for any delay in receipt of quotation by post what so ever be the reason.
4. The prices shall be for supply of items to **individual departments** on door delivery basis inclusive of transport and taxes.
5. The delivery within stipulated time period of five days has to be strictly adhered to by the bidder.
6. In case of delay in execution of the order the university may at its option cancel the contract for part or whole of the quantity on order.
7. There shall not be any compromise in the quality of goods under any circumstances.
8. Payment of each consignment inclusive of all charges shall be paid to the firms within 30 days from the date of supply. The payment shall be released by the university on submission of duplicate copy invoice in original
9. It is not binding on the university to accept the lowest or any tender.

Yours sincerely,

Sd/-
Registrar

A. List of Stationery items

Sl. No.	Item with Specification	Rate to be quoted under Rate Contract for financial year 2017-18 (inclusive of taxes) & transportation
1.	Address labels Desmat label ST ó 16 A4	
2.	Alpins ó Steel Bell ó 26 mm	
3.	Box Files Parkar (Regular)	
	<u>Battery Cells</u>	
4.	a) AA Panasonic / Eveready	
4.	b) AAA Panasonic / Eveready	
4.	c) 9 v Hi-Watt	
4.	d) 12 v GP High Voltage	
5.	Binder Clips ó steel Bell 32 mm (10 clips per box)	
6.	<u>Chalk pieces (Dust less) – Kores</u>	
6.	a) Colour	
6.	b) White	
7.	Calculator ó Big size Casio DJ ó 120T	
8.	Cello Tape ó white (clear Tape) 1 inch (Wonder or Miracle ó 30 Mtrs)	
9.	Cello Tape ó white (clear Tape) 2 inch (Wonder or Miracle ó 30 Mtrs)	
10.	Cello Tape ó white (clear Tape) 3 inch (Wonder or Miracle ó 30 Mtrs)	
11.	Confidential pad/Doc pad	
12.	Cutter - Bambalio ó Transparent Colour Cutters 12 pcs pack	
13.	CD - Moserbaer ó Pro CD RW Rewritable CDs 10 ó pack Normal Jewel Case Boxes	
14.	CD - Moserbaer ó Gold printable CDs	
15.	CD - Sony CD ó R 700 MB (100 pack)	
16.	DVD ó R Sony (100 pack)	
17.	Eraser - Apsara	
18.	Erez-Ex (Correction pens) Bambalio	

19.	File Boards / pads(Good quality) ó samle to be given	
	<u>Gum Bottle Camel</u>	
20.	a) Small 150 ml	
	b) Big 700 ml	
21.	Gem clips Luxury 35 mm ó pack of 10 boxes	
22.	Gem clips Luxury 26 mm ó pack of 10 boxes	
23.	Glue Stick Faber Castell ó 15 g	
24.	Highlighter ó Luxor Assorted	
25.	L ó folder (Clear Holder) Solo CH 101 ó A4 size (pack of 10)	
26.	L ó folder (Clear Holder) Solo CH 101 ó Foolscap (pack of 10)	
27.	Laminating pouches ó Kent ó 125 MIC ID Card size 65x95 mm	
28.	Laminating pouches ó Kent ó 125 MIC A4 size	
29.	<u>Locks</u> Iron padlocks Sheel 50 mm ó 3 keys	
30.	<u>Locks</u> Iron padlocks Sheel 65 mm ó 3 keys	
31.	Notice board pin	
	<u>Pen drive</u>	
32.	a) Sandisk ó 4 GB	
	b) Sandisk ó 8 GB	
	c) Sandisk ó 16 GB	
	d) Sandisk ó 32 GB	
33.	Pencils ó Natraj	
34.	Punching machine DP ó 800 Kangaroo	
35.	Punching machine DP ó 600 Kangaroo	
36.	Punching machine DP ó 52 Kangaroo	
37.	Punching machine Single Hole (Kangaroo)	

38.	<u>Pens</u> Gel pens ó Cello Butter flow	
39.	<u>Pens</u> CD óDVD Marker Pens Camlin	
40.	Pen Tray Omega - Elite	
41.	Sketch pens - Luxor	
42.	Permanent Marker Pens Camlin	
43.	Whiteboard Marker Pens Camlin	
44.	<u>Cello Finegrip – Ball Pens</u> Blue,Black,Red,Green	
45.	Paper weights (Big)	
46.	Pin cushion	
47.	Poker/Tochen	
	Photocopiers Papers (Xerox Paper)	
48.	a) JK Sparkle 75 GSM A-4 Size	
	b) JK Sparkle 75 GSM Foolscap	
	c) JK Sparkle 75 GSM A-3 size	
49.	Rubber bands ó 2 inch Bell 100 g box	
50.	2 Ring Binder ó D Ring SPS ó A4 size	
51.	Registers (Ledger Delux) 400 pages	
52.	Registers (Ledger Delux) 200 pages	
53.	Registers (Ledger Delux) 100 pages	
54.	Sharpner - Natraj	
55.	Stapler pins No.10 Kangaroo (Small)	
56.	Stapler Pins No. HP45 Kangaroo (Big)	
57.	Stapler Kangaroo Big HP45	
58.	Stapler Kangaroo small No.10	
59.	Stick & Stick Removable Self ó Adhesive Note (100 sheet/pad) 3öx4ö Bamabalia	
60.	Stick & Stick Removable self ó Adhesive Note 3 pads pact (50 sheets/pad) 3öx1ö Bamabalia	

61.	Stick files ó A4 size - Solo	
62.	Stick files ó Foolscap size - Solo	
63.	Stamp Pad (Big violet) Ashoka	
64.	Stamp pad ink ó Violet Ashoka	
65.	Scale ó 30 cm - plastic	
66.	Scale ó 30 cm - Metal	
67.	Scissor ó Plastic handle/stainless steel blades 8 inch	
68.	Scribbling pads ó Kapil Big No.7	
69.	Scribbling pads ó Kapil Small No.5	
70.	Tags (50 Nos in each bundle with thin metal pins)	