

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), KARNATAKA  
BENGALURU-560001**

AG(A&E)/HK-STY/2018-19/

Dated:17.04.2018

**NOTICE INVITING QUOTATIONS**

Sub: Quotations for the supply of Stationery items for the year 2018-2019 –reg.

Sealed Quotations are invited from well established stationery firms for supplying Stationery items as per list enclosed, for one year as per the following terms and conditions. The sealed quotations with superscription **“Quotation for purchase of Stationery items 2018-2019”** enclosing a EMD for Rs.10, 000/- (Rupees Ten Thousand Only) as Security Deposit drawn in favour of PAO, IAD, BENGALURU, should reach this office on or before 27.04.2018 to be sent by Registered or speed post. The quotations should be addressed to Sri. M. CHANDRAMOHAN, Senior Accounts Officer (OM), Office of the Accountant General (A&E), Karnataka, Bengaluru-560001.

**TERMS & CONDITIONS**

1. Rates quoted should be invariably for one year i.e. up to 31.03.2019.
2. The rates quoted should indicate Net prices and GST.
3. The supplies are to be made within a period of Three days for Branded items and within Ten days for unbranded items, if and when orders are placed.
4. Quality of the items supplied shall be of same brand /trade mark during the period of contract as per the samples attached at the time of inviting quotation. If any article is found to be defective / or not up to the quality, the same shall be replaced immediately.
5. If the selected firm fails to supply the items as per the supply order within the stipulated period at the agreed rate, the items will be purchased from the other supplier at the risk and cost of the selected firm. Any additional amount incurred for this purpose will have to be borne by the defaulting supplier.
6. If any inferior quality of item is supplied/ item not supplied as per the specifications /failure to supply in time etc., will entail the firm/ company is ineligible for future contracts with this office and appropriate action including forfeiture of security deposit will be taken against the firm/company as the case may be.
7. This office reserves the right to reject any quotation without assigning any reasons thereof.
8. The supply should be made to the premises of Office of the Accountant General (A&E), Karnataka, Bengaluru at risk & cost of the supplier.

**Yours faithfully,**

**M. CHANDRA MOHAN.  
Senior Accounts Officer (OM)  
Ph-080-22640253**

SI No.	ITEM
1	Fevi glue Stic- 15 gms- Fevi Brand
2	Gum Bottle---150 ml- Camel Brand
3	Post-it-prompts 1" x 3" (restick notes) ODDY Brand
4	Post -it -Notes -3"x3"- Brand 3M
5	Carbon (Pencil)- Kores(Sapphire)
6	Pencil -Black-Natraj
7	Permanent Marker Pens-Reynolds
8	Sketch (sign)Pens- Luxor
9	Paper Pins-26mm- 100 Grams -My pin Brand
10	Stapler Pins No 10-Kangaroo
11	Stapler Pins No 24/6-Kangaroo
12	Stapler Pins No 23/17-Kangaroo
14	Gem clips-colour clips 26mm-Parker
15	Stamp Pad-Big-No3-Ashoka Brand
16	Stamp Pad-Medium No2-(110mm x 69mm)-Faber Castell
17	Stapler No 10-Kangaroo
18	Stapler No HD 45-Kangaroo
19	Heavy Duty Stapler -DS-12S/17 Kangaroo
20	Brown Tape- 1" Width-60 Meters-Wonder Brand
21	Brown Tape- 2" Width-60 Meters-Wonder Brand
22	Cellophane tape-1" width-60 mts-
23	Cellophane tape-2" width -60mts
24	Plastic scale-12 inches-Natraj
25	Stitching Thread-10/10-250 gms-TUMCO Brand
26	CD-R with Box Cover-Moser Baer-700 MB
27	CD-RW with Box cover- Sony/Moser Baer-700 MB
28	DVD-R with box cover- Moser Baer-4.7 GB
29	DVD-RW with box cover-Moser Baer-4.7 GB
30	DVD-DUAL (DL)- Sony-9.5 GB
31	TVS Printer Ribbon cassette with ink bank 136 column for Dot Matrix Printers
32	Pencil Eraser-Natraj
33	Box Guard File- Nandi
34	Box Guard File-NJS-510R(34CM*27.5CM)
35	<b>HALF LEVER</b> Box Guard File-HAL Nandi
36	Highlighter(yellow)-Faber Castell
37	Whitener Pen - Faber Castell
38	White Board Marker Pens-Artline Brand
39	Paint Marker pen Camlin
40	CD Marker pen Camlin
41	White Board Duster
42	Desk calendar stand-Omega (Deluxe)
43	Single Hole Punch-Kangaroo Medium
44	Double Hole Punch DP280 -Kangaroo
45	Photocopier JK BRAND-A4 SIZE 21CMX29.7CM /75GSM
46	Photocopier JK BRAND-A3SIZE 29.7CMX42CM/ 75GSM
47	Photocopier JK BRAND- FULL SCAPE SIZE 21CMX33CM/75GSM

48	Photocopier JK BRAND-A4 SIZE FS-80 GSM Legal Sheets
49	Photocopier JK BRAND-A4 SIZE 70 GSM Legal Sheets
	<b>UNBRANDED ITEMS</b>
50	Cellophane tapes (Small)-
51	Gunny Thread-5 ply
52	Scissors
53	Tags-One sided round-Salem Tags 8"
54	Plastic Clip File/ Folder- F/s (with printing on the front Cover)
55	Plastic Pouches - A 4 Certificates
56	Plastic Pouches- F/S Size
57	File Board (With Printing) Good quality Hard Board
58	L-Folder (Both side transparent)
59	Clip Pad
60	CD Pouches
61	CD Mailers
62	Scribbling pad-30 Pages with good quality 75 gsm paper,Printing of office address/logo in the Cover page
63	Spiral Conference pad-50 pages with good quality 75 gsm paper,Printing of office logo/address in the cover page
64	Poker-Plastic Handle
65	Kraft Paper
66	Ruled Sheets- Double Full Scape
67	Ruled Sheets- Single Full Scape
68	Unruled Sheets-Single Full Scape
69	Bound Ruled Register 1 Qr- With MPM Paper
70	Bound Ruled Register 2 qr-WitMPPaper
71	Bound Ruled Register 3qr -With MPPaper
72	Bound Ruled Register 4qr -With MPM Paper
73	<b><u>Window Envelopes SE 6</u></b> -11 X 29 CMS -65 gsm & above kraft paper with Ptg(Plain)
74	<b><u>Envelopes SE 8A</u></b> - 32 x 40 cms -90 gsm kraft paper CLOTH LINE(1 <sup>st</sup> quality) with Ptg
75	<b><u>Envelopes -SE 6</u></b> - 11 X 29 CMS-65 gsm & above kraft paper with printing (Window)
76	<b><u>Envelopes-SE8</u></b> -32 X40 Cms 90 gsm kraft paper with printing