

ANDHRA UNIVERSITY

Telegrams: UNIVERSITY
Telephone: 284000
Telex: 0495-540 AU IN
Fax: 0891-755547



All Official letters, packages etc, should be addressed to the Registrar by designation and not by name.

No. A-IV (1)/Annual Indent/2014-15.

Visakhapatnam
Dt:02-07-2014.

TENDER NOTICE

Sealed Tenders are invited by the Registrar, Andhra University from the firms for supply of the stationery items to Central Administrative Office, Andhra University, Visakhapatnam as detailed below.

S.No.	Description	Price quoted for	Quantity required
1.	ADD GEL PENS (Black & Blue)	100 Nos.	300Nos.
2.	BALL PENS (BLACK)Use & throw (Nataraj)	1000 Nos.	1000Nos.
3.	BALL PENS (BLUE)Use & throw (Nataraj)	1000 Nos.	900Nos.
4.	BALL PENS (RED)Use & throw (Nataraj)	1000 Nos.	500 Nos.
5.	BOOKS LONG REGISTERS 100 PAGES(Lepakshi, Nandi)	100 Nos.	50 Nos.
6.	BOOKS LONG REGISTERS 300 PAGES(Lepakshi,Nandi)	100 Nos.	200 Nos.
7.	BROWN PAPER GUM TAPE 2" (Each roll containing 6 Nos.)	Each Roll	500 Rolls
8.	BROWN SHEETS (BIG) thick kraft paper 100 GSM	100 Nos.	10000Nos.
9.	CD's(Sony)	100 Nos.	1000Nos.
10.	CELLO TAPE – White 1" 65 yards (Wonder) (each roll containing 12 Nos.)	Each Roll	1000 Nos.
11.	CELLO TAPE – White 2" 65 yards (Wonder) (each roll containing 6 Nos.)	Each roll	1000 Nos.
12.	CORRECTION FLUID (kores)	Each	20Nos.
13.	COTTON TAPE BUNDLES	100 Pkts.	2000 pkts.
14.	COUNTRY TWINE 5 PLY	Each Kg.	500kgs
15.	CALCULATOR – 12 Digits Rea check Desktop (Casio)	Each	25 Nos.
16.	ERASERS – (Nataraj)	100 Nos.	200Nos.
17.	FILE BOARDS(urgent/Ordinary)	100 Nos.	2000 Nos.
18.	GEM CLIPS – Plastic coated (Bell)	100Boxes	100Boxes
19.	GUM BOTTLES – SMALL (Camel) Paste	100 Nos.	150Nos.

20.	GUM BOTTLES – BIG (Camel)Paste	100 Nos.	100No.s
21.	KNIVES – SMALL (Plastic handle)	Each	25 Nos.
22.	'L' TYPE PLASTIC FOLDERS	Each	50Nos.
23.	MARKER PENS	Each	25 Nos.
24.	NUMBERING INK BOTLES – 30ml black & Red,	Each	40+10
25.	NUMBERING MACHINE – 8 & 12 Digits Make: Japan	Each	5 Nos.
26.	NUMBERING MACHINE SPONGE PADS	100 Nos.	300Boxes
27.	PAPER WEIGHTS (RUBBER)	Each	50 Nos.
28.	PENCILS (Apsara Platinum Extra Dark)	Each Pkt	150 Pkts
29.	PIN BOXES(bell pins)	Each	50 boxes
30.	PEN DRIVES 8GB(KINGSTANE)	Each	25 Nos.
31.	PINTRONIX RIBBON (BIG)	Each	25 Boxes
32.	PINTRONIX RIBBON (SMALL)	Each	25 Boxes
33.	RUBBER BANDS(Nylon Lodioc) Big size (Each pkt Kg)	Pkts.	50 pkts
34.	SCALES – PLASTIC (Nataraj)	Each	50 Nos.
35.	SCISSORS	Each	50 Nos.
36.	SHARPNERS (Nataraj)	Each	50 Nos.
37.	SINGLE PUNCHING MACHINE	Each	25 Nos.
38.	SKETCH PENS (BLACK) (Pix)	1000Nos.	1000 Nos.
39.	SKETCH PENS (BLUE) (Pix)	1000Nos.	1000 Nos.
40.	SKETCH PENS (RED) (Pix)	1000Nos.	1500 Nos.
41.	Sponge Cups	100 Nos.	600 Nos.
42.	STAPLER MACHINE – BIG, Kangaroo) Max HD-10	Each	50 Nos.
43.	STAPLER MACHINE – SMAL(Kangaroo) Max-HD-10	100 Nos.	100 Nos.
44.	STAPLER PINS – BIG , Kangaroo) (each box containing 20 Nos.)	Each box	50 Boxes
45.	STAPLER PINS – SMALL (Kangaroo) (each box containing 20 Nos.)	Each box	50 Boxes
46.	TAG BUNDLES – 8"	100 bundles	350 bundles
47.	TAPE CUTTING MACHINES	Each	20 Nos.
48.	TWINE BUNDLES –White900mts.	100 Nos.	200 Nos.
49.	UNI BALL PENS(Green &Black)	Each	50+50 Nos.
50.	VOUCHER FILES (200 Leaves)	100 Nos.	100 Nos.
51.	XEROX PAPER – FS SIZE (BILT, IMAGE) (each box containing 10 pkts.)	Each Box	10 Boxes

52.	XEROX PAPER – A4 SIZE (BILT, IMAGE) (each box containing 10 pkts.)	Each box	150 Boxes
53.	HP LASER JET 12 A, Cartridges HP LASER JET 88 A, Cartridges	Each Each	25 Nos. 25 Nos.
54.	Cartridge Ribbon for EPSON LQ 2090	Each	30 Nos.
55.	Cartridge Ribbon P 7000	Each	24 Nos.

Computer Stationery:

S.NO	DETAILS	Total
1.	10X12X1 80GSM (Each Box contains 3000 Sheets)	125 Boxes
2.	10X12X2 70 GSM (Each Box contains 1000 Sheets)	30 Boxes
3.	10X12X3 70 GSM (Each box contains 1000 Sheets)	106 Boxes
4.	15X12X1 80GSM (Each Box contains 3000 Sheets)	150 Boxes
5.	15X12X2 80GSM (Each Box contains 1000 Sheets))	20 Boxes
6.	15X12X3 80GSM (Each Box contains 1000 Sheets)	20 Boxes
	<u>PRE-PRINTED</u>	
7.	10X12X1 80GSM (Each Box contains 3000 Sheets)	75 Boxes
	<u>PROVISIONAL</u>	
8.	10X8X1 Grading 80GSM (1000sheets)	45 Boxes
9.	10x8x1 Non Grading 80GSM (1000sheets)	15 Boxes
	<u>TR SHEETS</u>	
10.	B.A 15x12x1 80 GSM (Each Box contains 3000 Sheets) Grading	8 Boxes
11.	B.A 15x12x1 80 GSM (Non-Grading) (Each Box contains 3000 Sheets)	4 Boxes
12.	B.Com TR Sheets 15x12x1 80 GSM (Each Box contains 3000 Sheets)	Nil
13.	B.Com R.R 15x12x1 80 GSM (3000 sheets)	5 boxes
14.	B.Com Grad 15x12x1 80 GSM (Each Box contains 3000 Sheets)	10 Boxes
15.	B.com (Vocational) 15x12x1 80 GSM (Each Box contains 3000Sherets)	10 Boxes
16.	B.Sc (Grading) 15x12x1 80 GSM (Each Box contains 3000 Sheets)	20 Boxes
17.	B.Sc (Non-Grading) 15x12x1 80 GSM (Each Box contains 3000 Sheets)	5 Boxes
18.	B.Sc (Vocational) Grading 15x12x1 80 GSM (Each Box contains 3000 Sheets)	500 sheets
19.	B.Sc (Vocational) Non-Grading 15x12x1 80 GSM (Each Box contains 3000 Sheets)	1000 sheets
20.	TR SHEETS (PG) 15x12x1 80 GSM (Each Box contains	50 Boxes

	3000 Sheets)	
21	12 x 6 Cloth Lined Covers (White & Yellow with print)	5000 Nos.

EXAMINATION COVERS & ENEVELOPS

S.NO	DETAILS	Total
1.	CLOTH LINE (Big) 16x12" cloth lined covers 100GSM with AU Print 'A'Quality	81,000
2.	CLOTH LINE (Small) 12x9 ½"	33,000
3.	ENEVELOPS (Big) "11x5" Kraft	75,000
4.	ENEVELOPS (Small) "9x5" Kraft	90,000
5.	DIPLOMO COVERS "13x11" thick quality	73,000

General Items:

S.No.	Description	Price quoted for	Quantity required
1.	AIR FRESHNERS (ROOM FRESHNERS) Jasmine, Sandal	Each	10 Nos.
2.	BATTERY CELLS	Each	100 Nos.
3.	BROWN TAPE	Each	300Rolls
4.	Candles (Big Size) (each pkt. Containing 4 Nos.	Pkts	50 Pkts

CONDITIONS:

1. E.M.D. 5% on total value of quoted price by way of DD drawn in favor of the Registrar, Andhra University, Visakhapatnam to be enclosed.
2. Without E.M.D. and samples the quotation will not be considered.
3. In case samples will not be tallied with the supplied material are not refund of EMD.
4. Rates should be inclusive of all Taxes, Including Delivery.
5. Last date for submission of the quotation on **18-07-2014**.
6. Quotations will be opened on **19-07-2014**.
7. Quantity required may be varied while placing orders.
8. The University has right to reject or cancel the tenders without assigning any reason.
9. Postal delay are not be considered.

Sd/- Prof. K.Rama Mohana Rao
REGISTRAR